



SAINT JEANNE DE LESTONNAC SCHOOL

Back to School Playbook

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Looking to the Future

Preparing for the “Next Normal”

Saint Jeanne de Lestonnac School will reopen as planned for the coming 2020-2021 school year on September 8. Safe practice policies and procedures will be paramount in ensuring the school will remain viable, minimizing the potential of exposing students, teachers, staff and Sisters to viral infections as we adapt to a “Next Normal”, especially over the next 18 to 24 months. These policies are certainly not “normal” and may be counterintuitive to past practices and conveniences, nevertheless, they will need to be incorporated to the best of our reasonable abilities as we navigate and adapt to a new way of “doing things”, both in the short term and long term for all of our stakeholders.

Please remember, that given how fluid the Covid-19 circumstance is still presenting, some elements of the Return to School Playbook may need to be amended as we monitor respective

agencies aligning to any necessary aspect(s) established by the State of California's Department of Health, Orange County Department of Health and the Diocese of Orange.

The Coronavirus will be with us in September of 2020. An inherent risk of exposure to COVID-19 exists in any public place where people are present including Saint Jeanne de Lestonnac School and its facilities. COVID-19 is a contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable and we suggest that they restrict their visits to the school for the time being.

Recognizing that Saint Jeanne de Lestonnac School and its facilities will do all that is reasonable to minimize exposure, by visiting Saint Jeanne de Lestonnac School you voluntarily assume all risks related to exposure to COVID-19.

"Start with what's necessary, then do what's possible and suddenly, you're doing what you thought was impossible "
- Saint Francis

Covid-19 Response Team

Sister Cecilia Durán, O.D.N. - Principal

Dr. Roger Minkle - Covid-19 Response Director

Kevin McKee - Covid-19 Response Team Member

Marcy Rainwater - Covid-19 Response Team Member

Allison Spillman - Covid-19 Response Team Member

Purpose

Saint Jeanne de Lestonnac School brings together the faith, talent, gifts, and the dedicated lives of religious and lay collaborators as educators who are committed to creating, nurturing, and sustaining a safe Catholic, Christian environment for all students placed under their care.

We assist our students in developing a vibrant relationship with *Jesus Christ* as they strive to achieve *Excellence in Education* and live a *Life of Service* according to the *Gospels*.



Educational Models

Saint Jeanne de Lestonnac School has developed a comprehensive set of protocols and procedures aligned with the guidelines set forth by the CDC, California’s Department of Health, the Diocese of Orange and the Sisters of the Company of Mary.

We are confident that the measures outlined in this “Back to School Playbook” meet or exceed all of the necessary steps to ensure the utmost health, safety, and care for children and staff returning to school buildings.



IN-PERSON



HYBRID



SYNCHRONOUS
ONLINE LEARNING

Focused on providing our parents with options that can align to individual needs, we are offering In-person, Hybrid, and Synchronous Online Learning models. These models will help ensure that the school’s mission and purpose regarding spiritual guidance, social-emotional health, and academic rigor are equitable to all of our learners throughout the school year.

Synchronous vs Asynchronous Learning

	Synchronous Learning	Asynchronous Learning
DEFINITION	Learning that involves a group of students engaging in learning at the same time.	A student-centered learning method using online resources to facilitate information outside the constraints of time and place among people.
ASSOCIATED ACTIVITIES	Conducting instant messaging, live chats and video conferencing for real-time learning	Interacting with course management systems, communicating using email, posting in discussion forums and reading articles

Synchronous Online Learning Model

Even in the Synchronous Online Learning Model, there will be times that the learner is provided autonomy regarding asynchronous aspects of the learning process. It is important that parents understand the components of synchronous and asynchronous learning and how they have always been ubiquitous to the learning process, even during “normal” or “traditional” instruction and class time.

Synchronous learning will be conducted every day and follow the learners respective grade-level schedule. The teacher will be “online” providing whole group instruction, small group instruction, or individualized guidance. The learner will be required to “Check-in” and participate in classes scheduled throughout the day. The teacher will plan for directed teaching as well as independent aspects of task completion aligned to the school’s overall curriculum and learning goals.

As the day unfolds, there may be specific tasks that can be completed asynchronously, meaning the learner will be able to decide, based on their individual needs, when they will interact with these specific tasks. For example, a teacher may assign a learning platform’s introductory video for the learner to view prior to the next class session. The learner has the autonomy to watch this video any time prior to the next class session. However, it is important to note that the learner will be

accountable for the specific asynchronous task prior to the next instructional session, which will build self-direction and self-regulation aspects of the learning process.

Hybrid Model

Parents who are working from home and a physical work-place may want to bring their child to In-person classes on days they are having to work at a physical location and keep them at home on days they are able to work from home. Since teachers are planning the learning progressions primarily with the Synchronous Online Learning Model providing learners with their adopted daily schedule that they would be experiencing during a “traditional” day, the transition between Synchronous Online Learning (at home learning) and In-person days is seamless.

In-person Model

Providing learners with safety protocols and small cohorts that will minimize interactions with other learners throughout the day based on designed scheduling, we are confident that the In-person learning model will still be the best option for the student’s social-emotional development and academic progress. Nothing can surpass the live instruction model, but we are doing all we can to ensure all three models provide the most equitable amount to instruction, independence and guidance possible.

“Be COMPASSIONATE just as God your Father is COMPASSIONATE”. - Luke 6:36

All three models of learning will allow for peer interactions and focus on building a positive culture for learning. Cameras will be allowed for the out of class participants and shown on the classroom's large TV. Learners will be "called on" ensuring that they are engaged in the learning process as the teacher instructs and monitors for understanding. Teachers will provide the learners with directed instruction demonstrating key concepts through iPads, virtually, for both In-person and remote learners. Students in class will be viewing the demonstrations just as learners who are participating remotely.

It is very crucial that parents understand the importance of routine for their child if they are participating in the Synchronous Online Learning Model or Hybrid Model on remote learning days. It is strongly encouraged that parents follow the routines of a "traditional" day by developing guidelines for the child(ren) to prepare for the learning day. Regular wake-times, breakfast and even showering and dressing for the day, rather than rolling out of bed and wearing pajamas all day, should be required. Transitioning from Online Learning to In-person learning is a large part of our overall hope and goal, so holding children accountable for regular routines that would be carried out during a "traditional" school year is extremely important.

Guidelines for Facilities and Buildings

The Coronavirus will be with us in September of 2020. An inherent risk of exposure to COVID-19 exists in any public place where people are present including Saint Jeanne de Lestonnac School and its facilities. COVID-19 is a contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable and we suggest that they restrict their visits to the school for the time being. Saint Jeanne de Lestonnac School has developed extensive protocols for cleaning and sanitization efforts that meet or exceed health agencies guidelines.

Campus, Buildings and Classrooms

The following protocols will be strictly enforced as understanding, patience and compliance will need to be followed by all of our parents.

- Restrictions to parents and visitors to school grounds, facilities, building and classrooms before (7:00 am - 8:30 am) and after school (2:00 pm - 4:00 pm).
- No Parking in either the front or back lots between the hours of 7 am - 8:30 am and again from 2 pm - 4:30 pm. Areas of the parking lots will be designated for Preschool - First Grade parking ONLY, due to car seats and an adult escort to designated “Check-in” areas.
- Regular cleaning and “Deep Cleaning” will be carried out by the teacher, custodial and cleaning staff.
- Electro-static machines will be used to sanitize classrooms daily.
- Anti-bacterial spray will be used throughout the day to wipe desk tops, door knobs, and light switches.
- Carpet cleaners will be used to deep clean classroom carpets.
- HEPA filters are utilized in the air circulation systems in all classrooms.
- Proper ventilation with air flow from outdoor air.
 - Windows and doors open at the same time across all rooms to maximize cross ventilation.
- Signage displayed throughout the school indicating proper distancing, line-up and movement of students and/or classes.
- Single entrances provided for both entrances to the school, namely, the front lot (Main St. Entrance) and back lot (First St. Entrance).
- Scheduling has been implemented to reduce overall size of cohorts and/or keeping cohorts isolated away from other

students in grade levels when outside at designated eating areas.

- Elementary (K-4): Spanish and Fine Arts teachers will be coming to cohorts or cohorts will participate in designated outdoor classrooms.
- Middle School (5-8): Spanish and Fine Arts classes will be held in designated outdoor classrooms (weather permitting).
- Classrooms are limited to a maximum number of students respective to the classroom square footage and distancing protocols.
 - Elementary classrooms have gridlines laid out to give visual cues to both learner and teacher.
 - Student desks will face the same direction.
- Teachers instructional areas have been established providing a minimum of 6ft distancing at all times.
 - Teacher workstation will face opposite from student desks.
- Student lockers have been removed (Middle Grades).
- Water fountains will be off limits and hand washing stations have been installed in some existing outside drinking fountains.
 - Water bottle stations will still be available for students to fill their personal water bottles.
- Air hand dryers have been replaced with paper towel dispensers in all bathrooms.
- Vending machines and school Snack Bar will not be available.
- Shared spaces, ie: Gym, Theater, Library Center, will be limited to strict number of students observing all distancing protocols or restricted from use.

- A “Guardian Angel” quarantine area has been established next to the Earthquake bin for students who present temperatures in excess of 100.4 degrees or appear to present symptoms.
- Clear barriers have been installed in the Front Office and Library Center.
- All assemblies, special events and Masses have been suspended for the timing being.
- Hand sanitizer units installed in front of each classroom and common areas adhering to guidelines and Waxie Cleaning safety protocols.
- Cafeteria seating will be closed to students.
 - Exception will be made for our Preschool and Prekindergarten students with staggered eating times to ensure proper distancing and cohort interactions while in cafeteria.

Library Center (LC)

- Limited number of students allowed in LC during recess as well as before and after school.
- Disinfectant wipes used by students at AR Testing stations and iPads.
- Hand sanitizer dispensers are utilized each time the student enters the LMC and prior to using any iPad for AR testing.
- Book returns are wiped with disinfectant wipe prior to replacing on shelves.
- All Library Center Helpers, both parents and students, will wear gloves and be trained on how to remove them safely.
- Common area established to place all “cross contamination” items, ie: backpacks, textbooks, etc., before students sanitize their hands and enter the Library Center.

Daily Procedures

To ensure the health and safety of everyone in the Saint Jeanne de Lestonnac School community we must all work together adhering to all of the protocols outlined.

Students must have their temperature taken by their parent prior to leaving home each morning and entered into the official school App. If the temperature exceeds 100.4 degrees do not bring to school.

Faculty and staff will be required to have their temperature taken each morning and entered into the official school App. If the temperature exceeds 100.4 degrees they will be required to go home for a minimum of 24 hours. If the temperature falls below the 100.4 degree threshold within the 24 hour monitoring period they may return to work the next day.

Masks will be required by all faculty and staff at all times while inside a classroom or building, or within 6 ft of a student outside of the classroom.

Masks will be required for all students (Grades 1-8) while in a classroom, building or facility on the school grounds. Students will not be required to wear a mask while outside adhering to all distancing protocols.

Morning Routines

Parents will be required to follow the directions of Parking Personnel while entering and exiting the front or back lots. When prompted by a RED flag immediately stop your car. You will be instructed to pull forward as GREEN flags are raised. Please be sure to come to a FULL STOP whenever your child is entering or exiting your vehicle.

Drop off for Preschool and Prekindergarten:

- Parents will be required to enter in the back lot (First Street entrance) and park in designated areas.
- Escort your child to the “Check-in” table. Please note parents will not be allowed past the gate.
- Adults will be required to wear a mask while outside of their vehicle.

Drop off for Kindergarten through First-grade:

- Parents will be required to enter the front lot (Main Street Entrance) and park in the designated areas.
 - Please escort your child to the front gate entrance noting that parents will not be allowed on campus.

Drop off for Second through Fourth-grade students:

- Parents will be required to enter the front lot (Main Street Entrance). DO NOT PARK
- Please pull through to the designated “Drop Off Zone” and fully stop vehicle prior to your child existing.
- Please observe parking directors and follow prompts for safety.

Drop off for Fifth-grade through Eighth-grade students:

- Parents will be required to enter the Back Lot (First Street Entrance). DO NOT PARK
- Please pull through to the designated “Drop Off Zone” and fully stop vehicle prior to your child existing.

Face Covering Protocols

- In alignment with CDHP Guidelines children in grades Preschool - Kindergarten are strongly encouraged to wear appropriate face coverings (cloth mask or face shield), however First grade and above is required to wear appropriate face covering (cloth mask and face shield or cloth mask only).

Age	Face Covering Requirement
Under 2 years old	No
2 years old - 2 nd grade	Yes, unless exempt
3 rd grade - High School	

Revised Mandate (November 16, 2020)

California Department of Public Health revised its guidelines on face coverings to reflect that students, faculty and staff will now be required to wear a face mask at all times when outside and in the classroom.

Distancing

- Vertical distancing marks have been indicated for morning lines prior to entering classrooms with increased horizontal distancing placed between grade levels (Lines established from elementary bathrooms across to front of gym).
- Playground equipment (swings, basketball courts, jungle gym, etc.) will not be available for use.
- Students will be monitored by faculty and staff to ensure proper distancing protocols are being followed whenever they

are outside (ie: recess/nutrition breaks, lunch, outside activities, outside class, etc.).

Scheduling

Saint Jeanne de Lestonnac School has developed and maintained a “modular-scheduling model” that emphasizes small cohorts. The following parameters have been addressed and will play a significant role in providing the highest levels of safety for our students and teachers. Additionally, planning for the future rather than merely reacting to the present, many of these aspects can provide the scaffolding toward the Blended Learning model we were moving to Pre-Covid as part of our latest Self-Study and Action Plan.

- Integrating more breaks per day instead of just a morning recess.
- Staggering grade levels to help cut down on too many children at once and provide the most amount of room for those who are outside.
- Structuring outside breaks to promote social distancing, yet allow students to “burn off” energy.
- Elimination of group play unless appropriate distancing is maintained and monitored.
- Staggering the opening week of school to help insure everyone is acclimated and feeling less overwhelmed to the “Next Normal”.
 - Tuesday, Sept. 8 - Only Pre - PK grades
 - Wednesday, Sept. 9 - Only Pre - 2 grades
 - Thursday, Sept. 10 - Only Pre - 4 grades
 - Friday, Sept. 11 - Whole School
- Staggered lunch times to limit and minimize cohort interactions.

- Emphasis placed on outside classes and students allowed to work independently in designated outdoor areas. Distancing protocols monitored and enforced by faculty member(s).
- Elementary students will remain in their respective classroom (cohort) throughout the day limiting or eliminating exposure to other cohorts or classrooms.

Cohorts and Distancing

Middle School

- Large groups eliminated
- Elimination of No Letter Days (No assemblies of any kind for time being)
- Emphasis on the creation of more small groups
- Remote Learning Simulation - Independent learning time
- Increase number of Remote Learning Simulation (RLS) mods
- Decrease in direct instructional time
- Elimination of physical paper Hand Out/Hand In's (Necessary for cross-contamination aspects)
- Students can still interact with workbooks, but teachers will not be able to collect them. Students will need to store physical workbooks in their individual areas.
- Elimination of handed out worksheets. (Phase 1)
- Emphasis placed on digital access to worksheets.
- PE class time (emphasis on outdoor activities)
- Small group (Cohort) only

Elementary

- Decrease of direct instructional time aligning to Blended Learning Model and Synchronous Online Learning.
- Increase in independent work time (in person, outside of classroom and online).

- When students can complete work on their own they can be sent to the designated work spaces directly outside of the classroom.
- Increase in Physical Education time, promoting outdoor activities.
- Increase in planning and feedback time for teachers. It will be imperative for teachers to do all they can to respect this additional time and ensure that communication is a priority for parents and students.
- Elimination of physical Hand Out/Hand In's (Necessary for cross-contamination aspects)
- Students can still interact with workbooks, but teachers will not be able to collect them. Students will need to store physical workbooks in their individual areas.
- Elimination of handed out worksheets. (Phase 1)
- Emphasis placed on digital access to worksheets.
- Introduction of PLT/Remote Learning Simulation mods.

Temperature Screening

- Students will be screened for temperature before entering any classroom or building first thing in the morning with no touch infrared thermometer.
 - If the student's temperature is in excess of 100.4 degrees they will be escorted to the "Guardian Angel" area and parents will be notified to pick them up immediately, NO EXCEPTIONS.
 - Hands sanitized by every student entering the classroom utilizing the hand sanitizer dispensers mounted outside of the classroom.
 - Individual areas will be marked in classrooms for students to place all personal "from home" items.

- Teachers will wipe desks with Waxie approved disinfectant spray before school and on a regular basis during the school day.
 - This will occur each time the students re-enter the classroom in all grade levels.
- Late students' temperatures will be scanned by Front Office personnel with temperature recorded on "Late/Entry Slip"

Recess/Nutrition Break Time

- Guidelines that encourage non-contact distancing will be enforced by faculty and staff.
 - Restrictions on "group play" will be enforced to ensure proper distancing.
 - Football, basketball, tag, etc, will not be permitted.
- Face masks will not be required during recess/nutrition breaks as long as students maintain proper distancing protocols.
- Development and implement games and activities that encourage non-contact distancing practices.
- Eliminate the use of "cross-contamination" objects (toys, cards, games, etc.). Students will not be permitted to bring any toys from home.
- We encourage parents to purchase appropriate sized beach chairs for students to keep at school and utilize throughout the day.
 - Outdoor activities and classes are being emphasized and appropriate sized beach chairs will provide necessary back support and keep children off of wet grass or hard cement areas.
 - Chairs will be stored in the classroom and should remain at school during the week.
 - Students will not be permitted to share their chair with any other student.

- Teachers will ensure that the chair is isolated from other chairs being stored in the classroom so that cross-contamination is minimized or eliminated.

Cafeteria/Lunch

- Students will indicate if they will be having a hot-lunch during the morning daily routine. Teachers will enter their request in the Student Information System to notify cafeteria personnel.
 - Hot lunch will be individually packaged and placed on tables in the respective designated area for students to pick up during the scheduled staggered lunch time. Students will be monitored while in line to pick up their lunch by faculty and staff to ensure proper distancing protocols are followed.
- Lunch areas for eating will be designated for respective grade levels and cohorts.
 - Creation of separate lunch periods to minimize the number of students, cohorts, for eating and playing outside.
- “Shaded Area Outdoor Eating” area on the grass field for students.
- Lunch supervision will be established by faculty and staff to ensure all distancing protocols are being followed.

Afternoon Pick-up

Parking will **NOT** be allowed in either the Back Lot (First Street entrance) or Front Lot (First Street entrance) between the hours of 2 pm - 4:30 pm daily.

Exceptions: Preschool - First Grade for escort and child seats.

Designated Pick-up Lots:

Front Lot (First Street entrance): Pre - Fourth Grades

Back Lot (First Street entrance): Fifth - Eighth Grades

Parents will be required to follow the directions of Parking Personnel while entering and exiting the Front or Back Lots. When prompted by a RED flag immediately stop your car. You will be instructed to pull forward as GREEN flags are raised. Please be sure to come to a FULL STOP whenever your child is entering or exiting your vehicle.

When the parent or individual designated to pick up your child from school in the afternoon arrives in the designated parking lot (ie: Front Lot, Back Lot) a message will need to be sent through the school's official App:

- Be sure to download the App prior to arriving at school.
- Be sure to indicate your child's name.
- The teacher will acknowledge your request and send your child to the respective staging area designated in each respective lot.
- **In order to limit the number of children waiting at the staging area it is extremely important that you do not send a message to the teacher prior to entering the front or back lots.**

Please note that if you have children in multiple grade levels the youngest student's designated pick up area will dictate where the older student(s) will be required to go for pick-up. It will not be necessary to pick-up your child from multiple lots.

Extended Care

- Extended Care staff will ensure that established guidelines encouraging non-contact distancing will be maintained while students are outside.
- Elimination of "group play" (soccer, football, basketball, tag, etc.)

- Development of games and activities that encourage non-contact distancing practices.
- Extended Care staff members will be required to wear face masks/face shields at all times.
- All students are required to wear face masks at all times during Extended Care while in classrooms. No masks will be required during outside activities ensuring all distancing protocols are being implemented.
- Hand sanitizer dispensers are utilized each time the student enters any classroom during Extended Care.
- The use of “cross-contamination” objects such as items brought from home and shared with other students will not be allowed.
- Classrooms will only be utilized for Extended Care based on the weather.
 - If classrooms need to be utilized the students will be placed in consistent small cohorts and assigned to specific classrooms.
 - Extended Care staff will monitor the classrooms ensuring proper distancing protocols are being followed by students.
 - Extended Care staff will maintain a 6ft distance from students limiting exposure to “Close Contact” of students.
- Outdoor areas/tables for work will be designated with proper distancing protocols monitored.
- Extended Care pick up will require parents to follow the Pick-up Protocols listed early in the “Back to School Playbook”.

School Supplies

- Items and supplies will not be shared.
- Students and staff are not permitted to share electronic devices, clothing, toys, books, games, or learning resources.
- Students' personal items will be stored in individually labeled containers within their work area or cubbies, or in their backpacks.
- Supplies brought from home will be limited to what is on the "Back to School Supply List" found under the Parent Portal on the school's website.
 - Students will not be permitted to bring games, cards, balls, etc., to school.

Visitors (Parents, Guardians, Family Members)

- Parking in either the front lot (Main Street Entrance) or the back Lot (First Street Entrance) will not be allowed between the hours of 7 am - 8:30 am and again from 2 pm - 4:30 pm.¹
- Visitors shall not be permitted to enter the campus during operating hours, with the exception of emergency or law enforcement officers in their official capacity, authorized inspectors from governmental agencies, and persons providing emergency repair services within the building that cannot be reasonably delayed until non-operational hours.
- Authorized school food vendors shall make their deliveries directly to kitchen entrances.
- All authorized visitors shall be required to wear a mask.

¹ The Sisters of the Company of Mary reserve the right to have any unauthorized vehicle towed at the expense of the owner.



*Caught up in this fast paced world,
Going here and there,
We still find time to think of you,
And mention you in prayer.*

*For God will know just how you are,
While I won't have a clue
And since He's just a prayer away,
Don't let Him miss you too!*

Sick Student, Parent, Faculty or Staff

Fever Related Sickness (Non-Covid19)

“In children, fever has been the most frequently reported symptom. However, fever is common in many other illnesses, and temperatures can be taken improperly and falsely interpreted as fever. Additionally, there is no symptom or set of symptoms that only occurs in children diagnosed with COVID-19.

Students who are sick with contagious illnesses should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 does. Excluding students from school for longer than what is called for in existing school policies (e.g., fever free without medication for 24-hours) based on COVID-19 symptoms alone risks repeated, long-term unnecessary student absence”.²

Parents who report that their child has a fever, defined as anything in excess of 100.4 degrees Fahrenheit, must keep their child home for a minimum of 24 hours. If the fever returns to normal, below 100.4 degrees Fahrenheit, then the child can return to school **without** a doctor's note in compliance with the school's existing health policies stated in the Parent/Student Handbook.

If, however, the fever has not changed or increased, the child cannot return to school and the parent will be required to schedule an appointment with their child's primary care physician. The child can only return to school once they have received clearance from the primary care physician and have a temperature below 100.4 degrees Fahrenheit, without aid of fever reducing medication, for a minimum of 24 hours.

² <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

Policy and Procedures for a sick child



DO NOT send your child to school for any reason if they are exhibiting any of the symptoms listed below or have a fever in excess of 100.4 degrees.

School leaders, administration, faculty and staff will monitor students throughout the day for signs of illness. Symptoms potentially include the following:

- Fever in excess of 100.4 degrees Fahrenheit
- Excessive Congestion/runny nose
- Persistent or excessive cough
- Nausea/vomiting/diarrhea
- Chills
- Muscle/body aches
- Shortness of breath/difficulty breathing
- Fatigue
- Loss of taste or smell
- Sore throat
- Persistent headache

Children exhibiting or complaining about any of the symptoms above will be sent home according to the protocol established below and according to the best judgment and discretion of Sister Cecilia Durán, O.D.N. or another appointed member of the Leadership Team.

Children exhibiting any of the symptoms will be gently escorted to the “Guarding Angel” quarantine area next to the Earthquake Bin in the back parking area (Please see diagram below). Parents will be notified for immediate pick up and be required to enter

through the side gate located at the south side of the school's Front Lot off of Main Street.

- Students will be COMPASSIONATELY cared for by an Administration or Leadership Team member until a parent or designated guardian can arrive.
- Parents are recommended to contact their primary care physician or health care agency immediately.
- Parents are encouraged to have their child tested in a timely manner.

Student Covid-19 Testing

Student Positive test results (Symptomatic) cared for at home:

- Student must remain at home a minimum of 10 days after symptom(s) onset; AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND 10 days after symptoms appeared.
- The school **REQUIRES** a negative Covid-19 PCR test result, or a primary care physician clearance to return within 72 hours of the student's return to school.

Student Positive test results (Asymptomatic) cared for at home:

- At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for symptomatic persons (see above) will be used.
- The school **REQUIRES** a primary care physician clearance to return to school.
- In keeping with HIPAA law, at no time will the identity of the individual, who is COVID-19 positive, be revealed.

- Notification will be dispersed to the Saint Jeanne de Lestonnac Community once confirmation has been established and in consultation with Orange County Department of Health Services and the Diocese of Orange.
 - Saint Jeanne de Lestonnac School will take extreme and extenuating measures to protect the identity of the individual or the family. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so by any member of the faculty or staff will result in disciplinary action up to and including termination.

Individual Students who have had “Close Contact” with a positive Covid-19 case:

- Individual will be quarantined for 10 days.
- If no symptoms or fever occur, then individual can return to school.
- School will remain open.
- If they develop symptoms, then the strategies for symptomatic persons (see above) should be used.

Cohorts who have had “Close Contact” with a positive Covid-19 case:

- Cohort will be quarantined for 10 days.
- If no symptoms or fever occur for all members of the cohort, then the cohort can return to school. Any individual who exhibits symptoms will follow the strategies for Individual Student (see above) will be used.
- School will remain open.

Parent/Family Member Testing

- Students who have been in “Close Contact” with any member of their immediate family or friends will need to be quarantined for 10 days and monitored for symptoms.

- Parent will need to notify Sister Cecilia in a timely manner.
- Student will participate in the Synchronous Online Learning Model while in quarantine.
- If no symptoms or fever develop the student can return to school after the 10 day quarantine without a negative test result or primary care physician clearance.

Faculty and Staff

The Administration will require teachers to remain at home if they have a temperature in excess of 100.4 degrees or are presenting any of the symptoms.

- Teachers and staff will be temperature screened each morning and are required to enter their temperature and the individual who screened them.
- The teacher or staff member will be sent home immediately and accommodations for an adult to monitor the teacher's class will be made.
 - If the teacher or staff members is asymptomatic they will monitor their temperature for 24 hours. If after 24 hours the temperature remains below the 100.4 degree threshold without the use of fever-reducing medications, the teacher may return to work and be screened once again by a member of the Administration or Leadership Team.
- If any household member of the faculty or staff has a confirmed Covid-19 test result, the faculty or staff member will be required to self-quarantine for 10 days.

Faculty and Staff Positive Test Results (Asymptomatic)

All teachers who receive a positive test result, but are asymptomatic, or have a member of their family testing positive and are in a 10 day self quarantine will be required to teach from home.

- After the 10 day quarantine period the teacher will be allowed to return to in-person teaching.
- Tracing protocols will be enacted to determine “Close Contact” exposures to cohorts.
- Parents will be notified through communication protocols.
- Any student or cohort determined to have been in “Close Contact” with the teacher or staff member will be asked to remain at home for a 10 day quarantine period and participate in the Synchronous Online Learning Program.
- School/classroom remains open.

Faculty and Staff Positive Test Result (Symptomatic)

All teachers and staff who receive a positive test result, and are symptomatic, will be required to work with their Health Care Provider and remain out of school.

- Teachers and staff must remain at home a minimum of 10 days after symptom(s) onset; AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND other symptoms have improved.
- Parents will be notified through communication protocols.
- Tracing protocols will be enacted to determine “Close Contact” exposures to cohorts.
- Any student or cohort determined to have been in “Close Contact” with the teacher or staff member will be asked to remain at home for a 10 day quarantine period and participate in the Synchronous Online Learning Program.
- Parent will be encouraged to have their child tested.
- School/classroom remains open.

Teachers will not be required to work from home while symptomatic. The Administration Team together with the Curriculum Team will take over the responsibility of planning for the respective classes utilizing the adopted curriculum learning progressions and the Learning Management System.

Faculty and Staff Testing

Faculty and Staff members can get a FREE medical assessment and a test through the OC COVID-19 Testing Network. These are all community health centers that offer testing and care, even if you do not have health insurance. Click [HERE](#) for more information.

Information regarding testing through the school's health care providers can be found [HERE](#).

School Closure

What are the criteria for closing Saint Jeanne de Lestonnac School?

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 (LHO). 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 10 day period. 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.

Parent Notes

Communicate to your child the importance of “Social Distancing” and non-contact interactions with other children. Please remind them that this is a temporary situation until the virus has a cure or is not as contagious. Explain the importance of not being very physical with other students. Play is important as well as interacting with others, so we want them to play, but choose games that don’t include close physical contact.

Parents will “Check-in” through the school’s official App each morning prior to leaving home indicating their child’s temperature and if they are showing any signs or symptoms outlined by the CDC and the State of California’s Department of Public Health.

Ensure your child knows how to wear face coverings appropriately. Please be sure to have your child bring more than one face covering to school. The extra can be stored in their backpack or individual storage area in the classroom.

Reinforce the importance of washing hands and avoiding touching their face and other children.

Help give your child a sense of control. Understanding the facts of the contamination and how viruses work, and not just expressing to them what they can and cannot do, helps them feel in control of decisions and can cut down on anxieties.

Express what they should do, calmly, if they happen to come in contact with a contaminated surface. Tell them it’s not the end of the world and not to panic. Simply wash their hands with soap and water or hand sanitizer.

Be mindful if your child is growing an obsession with washing their hands or an overt reluctance of interacting with or touching objects or being near other children. This will most likely dissipate as the threat levels decrease, but it is important to talk with them and assure them that they are safe given the measures taken at school and home that promote awareness and control.

Be aware that parents will not be able to accompany children into the classroom or meet with teachers before school in classrooms. If a conference is requested, parents will be instructed where the meeting will take place.

Beach chairs (Sand Chairs) required for all K-8 students to help with outside learning, lunch and relative distancing aspects.

Together We Succeed

The administration is actively monitoring all of the respective agencies (CDC, CA Department of Education, CA Department of Health, Diocese of Orange, OC Department of Education) regarding suggested guidelines to ensure that our students and teachers will be provided with the most reasonable safety measures and protocols possible. We remain committed to opening on September 8, full time 5 days a week providing parents with the option to participate in Remote Learning if they feel that is the best option to start the year. We hope that you will continue to monitor our website, emails and notifications as well as our weekly newsletter for all relative news and updates as this remains a very fluid situation.



May God bless us and Our Lady guide us!



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Appendix

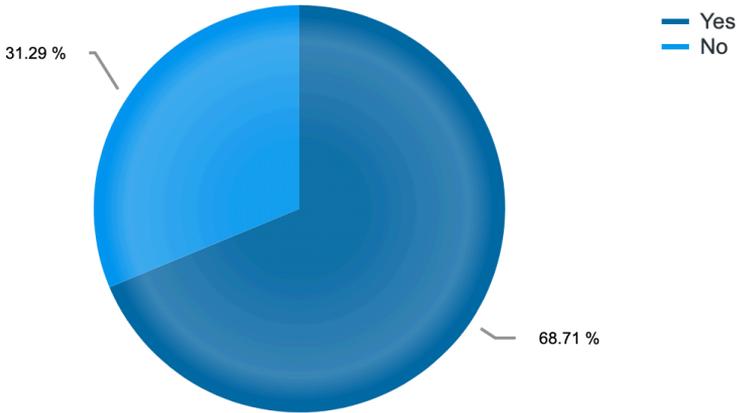
Findings of Surveys

Parent Surveys

A survey form was sent to all parents indicating their response to the following questions:

1. I am in favor of our school applying for the waiver which will allow for in-person instruction beginning the week of September 8 at Saint Jeanne de Lestonnac School.
2. If the waiver is approved, I will send my child to school 5 days a week.

The following responses were received over a two week period.

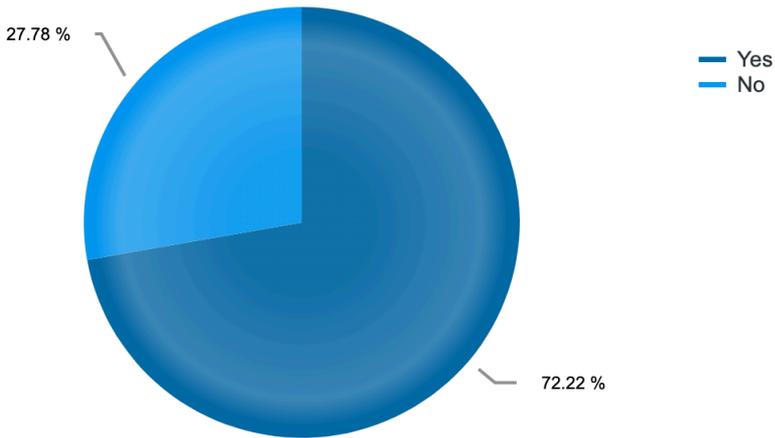


Faculty & Staff Survey

A survey form was sent to all faculty and staff indicating their response to the following question:

1. I am in favor of our school applying for the waiver which will allow for in-person instruction beginning the week of September 8 at Saint Jeanne de Lestonnac School.

The following responses were received over a two week period.



Both surveys indicated the consistency that the majority of the school community is supporting In-person classes to start the 2020-2021 school year.

These findings were also consistent in consultation with the school's Home & School Association's board members.

Template 1 - Parent or household member of a student has tested positive and the school has been notified

Dear Saint Jeanne Parents,

We would like to inform you that a parent of one of the students in your child's class (cohort) has received a positive Covid-19 test result. At this time, the parent is asymptomatic/symptomatic, but their child is not exhibiting a fever or any Covid-19 related symptoms.

The parent's child will be self-quarantined at home for the next 14 days participating in our Synchronous Online Learning Program. The symptoms-based strategy will prevent most, but not all, instances of secondary transmission. Increasing evidence suggests people with mild to moderate COVID-19 remain infectious no longer than 10 days after symptom onset.

In keeping with HIPAA law, at no time will the identity of the individual, who is COVID-19 positive, be revealed. Saint Jeanne de Lestonnac School will take extreme and extenuating measures to protect the identity of the individual or the family. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so by any member of the faculty or staff will result in disciplinary action up to and including termination.

Due to our extensive safety protocols, students and teachers were not in "Close Contact" with the parent's child at any time. Please note that "Close Contact" is defined as being within 6 ft of a diagnosed case for greater than 15 minutes inside and unmasked. Our protocols require that students maintain proper distancing of 6 ft and our faculty and staff are required to wear a mask at all times. Classes will continue with your child's cohort, but we understand if you would like to take this opportunity to have your child tested and participate in our Synchronous Online Learning Program while you wait for the results.

May God bless us and Our Lady guide us,

Sister Cecilia Durán, O.D.N.

Template 2 - Student who has tested positive for Covid-19 (Symptomatic)

Dear Saint Jeanne Parents,

We would like to inform you that a student in your child's class (cohort) has received a positive Covid-19 test result and is symptomatic. The student will remain at home a minimum of 10 days after symptom(s) onset; AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND other symptoms have improved.

In keeping with HIPAA law, at no time will the identity of the individual, who is COVID-19 positive, be revealed. Saint Jeanne de Lestonnac School will take extreme and extenuating measures to protect the identity of the individual or the family. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so by any member of the faculty or staff will result in disciplinary action up to and including termination.

Due to our extensive safety protocols, students and teachers were not in "Close Contact" with the child at any time. Please note that "Close Contact" is defined as being within 6 ft of a diagnosed case for greater than 15 minutes inside and unmasked. Our protocols require that students maintain proper distancing of 6 ft and our faculty and staff are required to wear a mask at all times. Classes will continue with your child's cohort, but we understand if you would like to take this opportunity to have your child tested and participate in our Synchronous Online Learning Program while you wait for the results.

May God bless us and Our Lady guide us,

Sister Cecilia Durán, O.D.N.

Template 3 - Student who has tested positive for Covid-19 (Asymptomatic)

Dear Saint Jeanne Parents,

We would like to inform you that a student in your child's class (cohort) has received a positive Covid-19 test result and is asymptomatic. The student will remain at home at least 10 days since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons will be used.

The symptoms-based strategy will prevent most, but not all, instances of secondary transmission. Increasing evidence suggests people with mild to moderate COVID-19 remain infectious no longer than 10 days after symptom onset.

In keeping with HIPAA law, at no time will the identity of the individual, who is COVID-19 positive, be revealed. Saint Jeanne de Lestonnac School will take extreme and extenuating measures to protect the identity of the individual or the family. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so by any member of the faculty or staff will result in disciplinary action up to and including termination.

Due to our extensive safety protocols, students and teachers were not in "Close Contact" with the child at any time. Please note that "Close Contact" is defined as being within 6 ft of a diagnosed case for greater than 15 minutes inside and unmasked. Our protocols require that students maintain proper distancing of 6 ft and our faculty and staff are required to wear a mask at all times. Classes will continue with your child's cohort, but we understand if you would like to take this opportunity to have your child tested and participate in our Synchronous Online Learning Program while you wait for the results.

May God bless us and Our Lady guide us,

Sister Cecilia Durán, O.D.N.

Template 4 - Faculty or staff member tested positive for Covid-19 (Asymptomatic)

Dear Saint Jeanne Parents,

We would like to inform you that a faculty member dealing with your child's class (cohort) has received a positive Covid-19 test result and is asymptomatic. The faculty member will be in a 14 day self-quarantine and will be teaching from home in our Synchronous Online Learning Program. The Administration has coordinated an adult teacher aid for the in-person classes the faculty member was responsible for until he/she can return.

In keeping with HIPAA law, at no time will the identity of the individual, who is COVID-19 positive, be revealed. Saint Jeanne de Lestonnac School will take extreme and extenuating measures to protect the identity of the individual or the family. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so by any member of the faculty or staff will result in disciplinary action up to and including termination.

Due to our extensive safety protocols, students and teachers were not in "Close Contact" with the child at any time. Please note that "Close Contact" is defined as being within 6 ft of a diagnosed case for greater than 15 minutes inside and unmasked. Our protocols require that students maintain proper distancing of 6 ft and our faculty and staff are required to wear a mask at all times. Classes will continue with your child's cohort, but we understand if you would like to take this opportunity to have your child tested and participate in our Synchronous Online Learning Program while you wait for the results.

May God bless us and Our Lady guide us,

Sister Cecilia Durán, O.D.N.

