



# **Re-Opening Plan**

## **2020-2021**

Plan A: In-Person Instruction

Plan B: Distance Learning

Plan C: Hybrid Plan

**St. Cornelius School**  
**On-Campus Instruction, Distance Learning or Hybrid Plans**  
**Re-Opening 2020-2021 School Year**

All of the information found in this document has been created with the local health department's protocols and guidance for in-person instruction. The policies and procedures listed in this document will be implemented as school begins on August 26th, 2020. It is important to note that some of these policies and procedures may be amended based upon the information that is current at that time. The emphasis is that each of these directives will be followed as to keep the entire community safe and healthy. As the restrictions lessen, so will some of the stringent policies. We are blessed to have each and every one of you part of our school community and hope that you will consider what action is best for your own family; We will be offering three (3) options, however, all of these options may not be available immediately, as we are subjected to state and local government orders. These options will be: In-Person Learning, Distance Learning, or a Hybrid of either of those options. St. Cornelius will be prepared for either option and will run concurrently, depending on each family's decision, when allowed by state and local government officials. The schedules will need to be analyzed within the first week or so to determine if some adjustments will be necessary. The administration, faculty, and staff will be prepared for any variation or style of learning that is mandated by the local health department officials and the LA Archdiocese.

It is important to note that St. Cornelius has been delivering quality education to its community for 67 years. We will continue to deliver that level of excellence throughout each of the three learning options; In-Person Instruction, Distance Learning, or the Hybrid of each. The following information has been created to help convey the policies that will be followed throughout the entire day. Each section will address what the students and parents responsibilities will be along with the school staff. All persons must wear masks when on campus when feasible and keep physical distancing throughout campus. Hand washing frequently is required and regular disinfecting of multiple use surfaces will be performed. The school will have normal hours of operation with the arrival and departure process modified until the health department lifts the restrictions.

**Morning Drop-Off Procedures**

All children will be given a health assessment prior to entering for their school day. These health assessment questionnaires can be found online or hard copies can be sent home with each child. These forms will be kept on file along with other private health information collected at the beginning of each school year. Each family will remain in their car until a health assessment form has been completed. The health assessment consists of a questionnaire that will be filled out prior to arriving at school. The family will give the health assessment form to the staff member and then temperatures will be checked. If any member of the family has an elevated temperature or is showing signs of illness they will not be allowed to enter the school facility. Symptoms of COVID-19 include, but are not limited to:

Cough, shortness of breath or difficulty breathing, fever of 100.4 F or greater, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, or diarrhea. It is imperative that the school is notified if someone within the same household, including our students, has shown signs or symptoms of COVID-19. It is also mandated that any individual who has tested positive with COVID-19 notify the Long Beach Public Health Department. All students must be fever free for 24 hours without the aid of fever reducing medicines prior to returning to school. Once the children have been screened the children in grades 1-8 may proceed to their assigned classroom where their teacher or instructional aide will greet them for their day. Only parents or a family representative of students in TK and or Kindergarten may walk their students to their designated classrooms. At this time parent volunteers or other visitors will not be allowed on campus except for TK and Kinder parents or designated family members. The adults and children walking to the Transitional Kindergarten and Kindergarten classrooms must provide the teacher with the health assessment form and will have their temperatures checked prior to the students moving into the classroom. Morning drop-off will begin at 7:45 a.m. daily and continue through 8:15 a.m. Families needing to drop off their children earlier may follow the protocol for Extended Care services. Any families who are late, may park in the front of the school and the children will provide the health assessment form and have their temperature taken by the staff member positioned in front until 8:30 a.m. Any families arriving later than 8:30 a.m. must come to the front of the school, call the school office to inform the school that you have arrived. A staff member will greet the student and their family, accept the health assessment form and take temperatures of both parent and student prior to the parent leaving. Once evaluated the student may enter the school and go directly to their assigned classroom. A new morning drop off map will be provided based upon the grade level of students and the location of their classroom.

### **Dismissal Procedures**

At the end of the school day, all students in grades 1-8 will line up in the normal assembly area, practicing social distancing of 6' during this process.. Families picking up their students may drive into the carpool lane and remain in their cars for the dismissal process to begin. The gates will open no sooner than 2:45 p.m. daily except Fridays, as they will open at 12:00 noon. Each family will be given a family name tag to display in their front windshield. If you have multiple designated adults picking up your students, we will be happy to make you enough family name tags for each of those adults. We ask that the front car pulls forward to the corner of the junior high building. Once your students are boarded safely, exit the carpool lane by turning left onto Flagstone or proceeding straight onto Chatwin. A right turn onto Flagstone is not permitted. Students in TK and Kindergarten may be picked up in front of the school at 2:45 p.m. All students who will attend Extended Care will be picked up from their classroom teachers and meet in the pavilion for after care. The students in Extended Care will also be required to follow the distancing requirements. Extended Care will have a limited number of students that they can support. For more information see the section specifically addressing procedures for Extended Care.

## **Daily Schedules**

Classroom instruction during this time will begin at 8:15 a.m. daily. All students attending In-Person instruction will remain with their classroom small group throughout the day. We will stagger passing times to minimize the contact between the various classroom students. Students will be directed to sanitize their hands as they enter or exit the classroom. Hand washing stations will be added to also allow students to wash their hands throughout the day. Each class will have breaks throughout the day for snack time and lunch time. Students will wash their hands before and after eating.

Prayer services will be held within the classroom rather than weekly Mass attendance until further notice. Due to the restrictions we will not be able to begin our day with the morning assembly. We would like to train the student council to broadcast the Pledge of Allegiance and morning prayer. This may take a few weeks to train the students to produce this for our school community.

## **Extended Care Procedures**

Families utilizing the Extended Care program (EC) before school will be able to drop off their students at the regular time of 7:00 a.m. daily. This procedure will be used for all students regardless of their grade level. Staff will greet the students at the car, the family will turn in the daily health assessment and temperatures will be taken prior to the students exiting the car. Students will remain in EC, located in the pavilion at this time, until they are able to move safely to their assigned classroom location. At the end of the day, all students going to EC will be dropped off in the pavilion as the classes move to the assembly area for dismissal. All students checked into Extended Care will wear masks and maintain the social distancing of 6'. When families are picking up their students from EC, located in the pavilion, they may wait next to their car and their student will be sent to their parents. Parents are asked to supervise their children as they cross from the assembly area to their vehicle.

The Pavilion area, used by Extended Care, will be sanitized after each use. The same sanitizing protocols will be used both in the classroom and in the Pavilion.

## **Disinfecting and Infection Control Procedures**

Prior to the start of the new year all areas of the school will be thoroughly disinfected in preparation for the first day of school, August 26th. The school will be disinfected throughout the day as well as at the end of each school day. Students will be disinfecting their hands prior to entering and leaving their classroom, prior to and after eating, prior to and after any recess break provided. We do not want students to share any items with other students; classroom supplies, or food. All students must wear a clean mask to school daily, as well as have a back up mask in their backpacks. Masks will be worn throughout the whole day except when eating. It will be important for each family to work with their own children to master these safety protocols. Students will only use their own assigned Chromebook daily. TK and Kindergarten students will use a device and it will be cleaned and sanitized prior to the next student use.

## Delivery of Education

Families may choose from a variety of options for the delivery of education for their children. Please keep in mind that the in-person and hybrid options will only be available when the local health department and the Archdiocese has approved that decision. Students will be divided into smaller groups (grade level cohorts) and will remain with those students as a cohort throughout each day. The only exception will be if the classroom enrollment is small enough to accommodate in the environment and the students will be properly distanced. If there is to be any exchanging for subject matter the adults (teacher and instructional aid) will exchange rather than the students to prevent congregating. Once each family has had an opportunity to review the reopening plan we ask that the family inform the school of their plan selection. It is imperative for the school to understand the plan selected in order to make the necessary arrangements for each delivery system. It is important that families give the school ample time when a plan selection is made especially when moving from Distance Learning to In-Person Learning. Families may choose either of the plans:

**Plan A: Daily In-person Instruction:** Each class will be divided into a smaller group environment with desks placed 6' apart. The students will not have the opportunity to congregate or mingling with other grade level students. The grade level teacher will provide directed teaching lessons (in person and via technology) to each grade level group. The students in the sub group will have real-time lessons delivered to them and have a different teacher or instructional aid attending to their needs. The **teacher** will switch between each group throughout the day to allow equal time with each group. With the use of the real-time delivery the students won't need to actively use their chrome books throughout the day except for technology based lessons.

**Plan B: Distance Learning:** This system will be delivered live daily. The schedule will be just the same as it is for the students attending in-person. The students at home will follow the same daily schedule with recess breaks and activities within the normal classroom day. The students at home will be responsible for completing the same tasks as the in-person students including daily homework. Assessment will be somewhat different for those students at home than those involved with In-Person education. More information to follow based upon the grade level and independence of those students.

**Plan C: Hybrid Learning:** is a blending of the two options listed above in plans A and B. A parent may want their child to attend In-Person instruction some days and then distance learning the remaining days. The school will leave this decision to each individual family. It is however important to note that each teacher manages their classroom learning systems differently. The school will make every attempt to standardize similar platforms and learning systems to create a more consistent navigation for each family. This will depend greatly on the age group of the students.

### **Quarantine/Isolation Area**

An area will be established so that we can accommodate any child or adult who becomes ill during the school day. Tents will be permanently erected outside to allow anyone displaying signs of illness to be separated from the other members of the community. These areas will also allow for privacy so that other members of the community are not aware of the individual who has become ill. Families are expected to have a plan in place to pick up their child should the school determine that their child is showing signs of illness. It is important to note that all members of our community who test positive for COVID-19 must notify the school and the local health department.

### **Adults on Campus**

The school prohibits any visitors on campus other than necessary faculty and staff needed to maintain the school day. The only exceptions will be for parents to conduct brief business transactions with the business or school office personnel that cannot be managed via phone or email. Those parents needing to come onto campus will provide the health screening assessment and have their temperatures taken prior to entering the building. Transitional Kindergarten and Kindergarten students will be accompanied to their classroom by parents or a family delegate. Those parents, or delegates, may walk the students to the classroom door, wait as the teacher performs the wellness check to both the student and the adult, then promptly return to their vehicles. All visitors must wear a mask while on the property at all times.

### **Substitutes**

In the event that a teacher is unable to come to school we will assign a substitute. The first choice or selection will come from one of the personnel that is currently on campus daily. If necessary we will pull from our already vetted list of teachers from an established Substitute List. All of the adults entering campus will complete all health screening protocols prior to entering daily. This process will be the same for substitute teachers should the need arise.

### **Classroom Environments**

Each classroom group will be assigned a location and possibly a sub-classroom if the class size is too large to meet the guidelines and requirements for the environment they are assigned to. Each group of students will be assigned to that location limiting the cross over or congregating of students. Additionally this action will limit the possibility of students sitting less than the required distance from one another. We will have a better understanding of what space we will be utilizing once the plan has been reviewed by parents and a response from each family determining their plan selection. At this time we do know that TK and Kindergarten classes will remain in their own classroom assignments, separate cohorts, yet will not have the opportunity to interact with the other TK or Kindergarten "buddy" class.

Students enrolled in grades 3-8 will be directed to wear masks during the time that they are on campus with the exception of eating during recess or nutrition breaks. At this time the

Governor states that students enrolled in TK-grade 2 may wear face shields rather than masks. The adults in each classroom will also wear a mask during their work day. Each classroom will have either a grade level teacher or an instructional aide during the day of attendance. The classroom teacher will switch between the two groups to ensure that the students have equal time with the teacher throughout the day. When the teacher is not with the students the directed teaching will be through real-time technologies. This system will also deliver the learning to those families that wish to continue distance learning. All classrooms and areas of use will be disinfected throughout the day as well as at the end of each day. Disinfecting protocol will follow all of the health department regulations and procedures for managing and preventing the spread of COVID-19. We also will treat the HVAC ducting with the same disinfectant to ensure that the system is operating effectively and safely.

Students will be asked to disinfect their hands upon entering and exiting the classroom with the already installed touchless hand sanitizer dispensers. We ask that parents review the protocol for sneezing and coughing in a safe manner by covering their face with their elbow or a tissue. We also ask that each family provide a **minimum of two masks** with the children daily. It would be prudent to have a ready supply of masks so that the masks can be sanitized and rotated during the week. Each student will be instructed to arrive wearing a clean mask with a back up mask in their backpack. Each student will be expected to attend daily with a refillable water bottle rather than using the current built in water fountains.

The school will be adding portable hand washing stations so that the students have ample opportunity to wash their hands frequently throughout the day in addition to the disinfecting sanitizer dispensers throughout the school facility and the existing sinks already found at the school.

### **Recess and Snack Breaks**

Based upon the age group and the scheduling, students will be allowed to eat outside for snack time. Lunch will be eaten inside the classroom at their individual desks. We will stagger these recess and lunch times to accommodate for the various classroom students. This will eliminate the opportunity for students to congregate which is not permitted until the restrictions lessen. All students must bring their snacks and lunches in a lunch pail or brown paper bag. It is imperative that these items are clearly labeled with the students' name. **No items can be shared at any time.** The hot lunch program will not be able to serve students until the restrictions and guidelines lessen. Once the restrictions and guidelines lessen, we will invite the food service provider back onto campus for hot lunch preparation. The school will make every effort to ensure that each grade level will have an opportunity to go outside for the recess time. It is imperative however that the students do not have shared items during play time.

### **Service Hour Requirements**

We will need more clarifications from the health department and diocese before we can make a safe decision on parents fulfilling service hours obligations. We will need support for carpool for both arrival and dismissal. At some point the school may ask for parent volunteers to assist with disinfecting procedures throughout the week and after school hours. At this time service hour obligations are pending. Updates will be forthcoming. We apologize in advance as we

understand that this may be inconvenient. We will make every effort to convey what these requirements will be once we are clear on the restrictions. This is in the best interest of safety for our children and their families. Thank you for your patience.

### **Tuition and Fees**

St. Cornelius has historically provided a variety of extra services to the children and their families as the budget expenses were funded by full tuition payments and fundraisers. It is important that families continue to make full tuition payments so that these extra programs may continue. At no time can the school offer a reduction of tuition based upon the learning options selected by the family. Without full tuition payments and community support of fundraisers the school will not be able to supply the extra programs that enhance the learning for our students.

Examples of these programs include:

Full technology integration, a variety of learning platforms, various teaching specialists, instruction aides, Honor and Ukulele Clubs etc. If you are experiencing financial difficulties please contact the principal to discuss alternatives.

The administration wishes to thank the team of parents who assisted with finalizing this document during the process of reopening of the school for the 2020-2021 school year. We also wish to thank the families for their patience, support, and who remained steadfast in their principles and values for a quality Catholic education. Our goal is to keep everyone safe while mastering the educational development of each child.