



This Operations Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, the school has posted a COVID-19 Safety Plan (CSP) on the homepage of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this Operations Plan.

Reopen Plan 20-21 School Year

The Mission of Notre Dame Academy is to live out the message of Christ's love through the union of faith, family and academic excellence.

We approach the opening of the 2020-2021 school year with hope and cautious optimism. It is our expectation that the COVID-19 pandemic will offer many challenges throughout this school year. With that in mind, we are implementing procedures aimed at protecting our staff and students while providing in-person instruction. As we gain a greater understanding of the virus, these procedures could very well change. Our goal is to create an educational environment where our students and staff feel safe and cared for. Given the fluidity of the present situation, our re-entry plan will be constantly evaluated and modified as necessary.

For our re-entry plan to have its greatest chance at success, a cooperative partnership with parents/guardians, staff, and students is paramount. This partnership will have individuals committing to:

- Staying home if sick
- Practicing good hygiene

- Practicing physical distancing whenever possible
- Wearing a face covering

These policies and procedures are based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Center for Disease Control, the San Diego County Public Health Order, and the Diocese of San Diego as of August 5, 2020. All policies will be updated as new information is gathered.

This document is posted on our website, www.ndasd.org.

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Section One: Referenced Documents

This section contains the documents used as guidance and the policies and procedures required from the California Public Health Order regarding best and safest practices to combat the spread of COVID-19. The guidance has been used to dictate the policies and procedures we will institute at NDA as we reopen to ensure we are following best and safest practices.

These documents and guidelines are subject to change as we learn and receive more information about the current state of the pandemic. Click the link to review.

1. [COVID-19 Industry Guidance: Schools and School-Based Programs](#) (updated Aug 3rd)
2. [San Diego County Office of Education Reopen Plan](#)
3. [CDPH COVID-19 Reopening In-Person Learning Framework K-12 in CA: July 17th](#)
4. [Guidance for the Use of Face Coverings](#)
5. [Updated COVID-19 Testing Guidance](#)
6. [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
7. [Center for Disease Control Guidelines for Reopening Schools](#)
8. [San Diego County Public Health Order](#) (Updated July 30, 2020)
9. American Academy of Pediatrics [COVID-19 Planning Considerations: Guidance for School Re-entry](#) (Last Updated: 6/25/2020)

Section Two: General Health Guidelines

This section contains the general health policies that NDA will be implementing beginning on the first day of in person learning. All policies have been made in accordance with the documents referenced in Section One and are in the best interest of the students, faculty and staff. Refusal to comply with the health guidelines will result in a meeting with Administration and potentially result in consequences up to and including expulsion from the school.

Screening procedure at home

Parents must screen their children at home for signs for symptoms or illness **PRIOR** to coming to school and complete the assessment form (Form on FACTS). To screen your child prior to school arrival, please assess the following:

- Does your child have?
 - Fever (100 or higher)
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell

If your child has any of these symptoms **OR** has been in direct contact with someone who has tested positive for COVID-19, **please keep them and siblings at home.**

- If you plan on keeping your child at home due to illness, you are obligated to contact the NDA COVID-19 Response Team (COVID19@ndasd.org) and inform them of their symptoms and if they have been seen by a doctor. If they have seen a doctor, you are obligated to inform the school of his or her diagnosis.

Screening procedures at NDA

- **Students:**

If your child is healthy and ready to come to school, please note the following procedures to ensure the safety and health of all students, faculty and staff:

- Before leaving for NDA in the morning. Parents need to complete the health form on FACTS, including temperature and symptom assessment. Everyone must wash their hands before entering the vehicle.
- All K-8th families should use the carpool lane to drop off their students. Please do not park in the lot.
- During the student health screening and student drop off, parents are to remain in their cars with their face coverings in place. Campus is closed to visitors.
- Staff/volunteers will approach each car, and confirm that the online questionnaire has been completed, perform visual wellness checks, and ask health symptom questions.
- If the online questionnaire has not been completed, Staff will take the student's temperature using a no-touch thermometer and ask health questions while students remain in the car.
- All health information regarding students will be kept confidential and stored in a safe and secure location. The information will only be used by the Registrar and Administration.
- After a student has been cleared as healthy for school, traveling from North to South, they will walk directly to their classroom to wash/sanitize their hands.
- If a student does not pass the health screening, they will remain in the car and the parent must take them home and keep the school informed of symptoms.
- If a child has an identified condition that will result in a positive screening (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion in allowing the student to enter campus.

- **Staff:**

- Staff and Teachers will complete the health screening form online through FACTS at home prior to coming to school using the regulations stated above.
- They will be screened using a questionnaire to assess signs, symptoms and contact with COVID-19. If their temperature is above 100 degrees or if they identify signs, symptoms or contact with COVID-19, they will be sent home immediately.
- All health information regarding teachers and Staff will be kept confidential and stored in a safe and secure location. The information will only be used by the Registrar and Administration.

- If teachers and Staff are deemed healthy after the screening, they will wash their hands before entering their office or classrooms.
- If during the screening, or anytime throughout the day, a teacher or Staff member develops a fever or any symptoms, they will be sent home immediately.

Health Guidelines for Students

Teachers will screen the students visually for symptoms throughout the day. If a student shows a pattern of any of these symptoms below throughout the school day, the school is obligated to remove the student from the classroom. They will be required to stay in the designated isolation room (located outside the nurse's station) with a face covering until a parent picks them up to go home. Symptoms:

- Fever (100 degrees or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- Contact with any person who has tested positive for COVID-19

If the student gets tested for COVID, the student may return to school when the following have occurred: a) proof of negative COVID-19 test, and b) 72 hours after symptoms have resolved.

If the student tests positive for COVID-19, and has no symptoms, they may return 10 days after the date on which they first tested positive. If the student develops symptoms, delay return until the student is 10 days past the onset of symptoms and has had no fever during the 24 hours prior to return.

If the student does not get tested for COVID, the student may return to school when all of the following have occurred: a) 24 hours without fever (no meds), b) symptoms are improving and c) at least 10 days from symptom onset.

If a child has a documented condition by his/her physician that will result in a positive screening (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion in allowing the student to remain on campus.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for children who must remain home but are well enough to do school work.

Health Guidelines for Staff

Teachers and Staff will be held to the same health guidelines stated above in the student section. If a teacher or Staff member becomes ill during the school day, the teacher or staff member will leave school immediately. We will recommend that the employee gets a COVID-19 test with their healthcare provider or at a community testing site.

If a Staff member has a documented condition by his/her physician that will result in a positive screening (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion in allowing the Staff member to remain on campus.

- If a substitute teacher is required, we will first utilize our designated onsite substitute or our special area teachers so as to minimize transmission. In case we do need to use an outside substitute, they will also be screened following our policies and procedures designated for teachers and Staff.
 - Teachers will prepare Emergency Substitute Plans (3 day minimum) that can be conducted in person or virtually.
 - Substitute teachers will be available to help students complete the activities and assignments.
 - When possible, class will be conducted outside.
- Teachers and Staff will be allowed to return to campus if they meet the guidelines listed above in the sick student section.
- According to San Diego County's Health Order, Notre Dame Academy will take all of the following actions if the school becomes aware that an employee is diagnosed with COVID-19:
 - Will promptly notify the County Department of Public Health that there is an employee diagnosed with COVID-19.
 - Will cooperate with the County Department of Public Health's COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace.

- Under new guidance, teachers and Staff are required to be tested for COVID-19 regularly, which means at least every other month. A recommended schedule for testing will be emailed to NDA staff.
 - Staff should contact their primary care provider or community testing site for testing. [Testing and treatment - Coronavirus COVID-19 Response](#)
 - Tier 3 Priority: Individuals who work in the education sector who have frequent interactions with students or the public. The education sector includes public and private childcare establishments; public and private pre-kindergarten programs; primary and secondary schools; and public and private colleges and universities. [Updated COVID-19 Testing Guidance](#)

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for teachers who must remain home but are well enough to teach.

Summary Chart

<p>Student/Teacher tests positive for COVID-19: ISOLATION</p>	<ul style="list-style-type: none"> ● Contact Mrs. Decker via email using COVID19@ndasd.org or by calling the office, (858) 509-2300 ● If a student/teacher with positive COVID-19 test has NO symptoms, isolation of 10 days starts from date of test. (not the date of test results) ● If student/teacher has symptoms, 10-day isolation starts on date of symptoms' onset. <p>*Positive COVID-19 cases may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none"> ● At least 10 days have passed since symptom onset and ● At least 24-hours have passed since resolution of fever without the use of fever reducing medication and
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	<ul style="list-style-type: none"> • Other symptoms have improved.
<p>Student/Teacher who have been <u>IN CLOSE CONTACT</u> to a Positive COVID-19 = QUARANTINE</p>	<ul style="list-style-type: none"> • If identified as a close contact, quarantine of 14 days starts from date of last exposure; if student or staff was last exposed on Friday to a positive case, 14-day period starts from that Friday. • A student or staff cannot test out of being a close contact that is quarantined. Symptoms can appear within a 2-14 day window.
<p>Student/Teacher has symptoms but tests negative:</p>	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve, including the resolution of fever for at least 24 hours, without the use of fever-reducing medications.
<p>Student/Teacher has symptoms of COVID-19 but cannot get access to testing= ISOLATION</p>	<ul style="list-style-type: none"> • May return to school: 3 days with no fever without medication AND Symptoms have improved AND 14 days since symptoms first appeared

Testing of Students and Staff

January 14th Update:

- Symptomatic testing: If an NDA student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County’s website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.
- Response testing: If an NDA student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County’s website or make an appointment to see their medical provider.

- Asymptomatic testing: NDA staff participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.
- [San Diego County Testing Sites](#)

As explained in the [Framework for K-12 Schools in California](#), school staff should be tested, including teachers, aides, janitors, or any other school employee that may have contact with students or other staff. NDA will direct **teachers and staff to be tested periodically by their primary care provider or by referring them to a community testing site, as testing capacity permits and as practicable.** Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.

Identification and Tracing of Contacts

- COVID-19 Response Team
The COVID-19 Response Team will be responsible for responding to COVID -19 concerns, will document and track potential exposures, will notify local health officials and parents of COVID-19 positive cases and exposures. Staff will be instructed to contact the COVID-19 Response Team should an issue arise, and the COVID-19 Response Team will notify parents through email as soon as possible.
 - **All positive COVID-19 test results, and possible exposures should be reported to Mrs. Decker via email, COVID19@ndasd.org or by calling NDA's office, (858) 509-2300.**
 - **COVID Concerns can be sent anonymously to [NDA COVID Concerns Google Form](#).**

Our COVID-19 Response Team includes:

- Mrs. Decker, Registrar: **COVID-19 Staff Liaison**

Supported by: NDA Administration

- Sr. Marie Pascale, Principal
- Mrs. Wick, Assistant Principal
- Mrs. Perkins, Assistant Principal
- Mrs. Linxwiler, Communications

- All information will be held confidentially, as required under FERPA and state law related to privacy of educational records. [Student Privacy Policy: FERPA & Coronavirus: FAQ's](#)

The COVID-19 Response Team will:

- Work closely with our Health Office personnel to track students and staff who have COVID-19 related symptoms or who test positive for COVID-19.
 - Monitor staff absenteeism and ensure trained back-up staff where available.
 - Ensure that proper communication goes out to families and staff when a case is identified.
 - Receive training on contact tracing and will perform the contact tracing for each case. Contact tracing, a core disease control measure used by local and state health department personnel for decades, is a key strategy for preventing further spread of infectious diseases, including COVID-19. Contact tracing is part of the process of supporting affected individuals and warning contacts of exposure in order to stop chains of transmission. [Training in accordance with CDC Guidelines](#)
 - Investigate whether any work-related factors could have contributed to the infection(s).
 - Determine areas of the school that need to be temporarily closed for cleaning and disinfection
 - Respond to any staff or parent concerns related to COVID-19.
 - Monitor the required screening and testing of Staff.
- **Risk Management**
All employees and community members will regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified. The principal and Administration will be responsible for correcting deficiencies. All COVID-19 illness will be investigated to determine if any school/work-related factors could have contributed to risk of infection. The reopening plan will be updated as needed to prevent further cases.

January 14th Update:

Positive COVID-19 Case

In the event of a positive case, the COVID-19 Response team will:

1. Adhere to required reporting requirements and notify, as described below, the Local Health Department (LHD) of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case.

2. If the case is present at school at the time the school is notified, the case must go home and be excluded from campus for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. The Response Team will send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
4. Arrange for cleaning and disinfection of the classroom and primary spaces where a case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

County Reporting:

- The COVID-19 Response Team will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is Mrs. Stephanie Decker

State Reporting:

Beginning January 25, 2021, every local educational agency (LEA) and private school in California shall notify CDPH whether it is serving students in-person.

The following will be reported:

- In-person instruction is provided full-time, including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
 - In-person instruction is provided only part-time (hybrid model), including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
 - In-person instruction and services are provided only pursuant to the Guidance Related to Cohorts issued by the California Department of Public Health.
 - No in-person instruction and services are provided (distance learning only).
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- This reporting shall continue every other Monday until this directive is modified or rescinded.
 - This information shall be reported via a web form that will be made available by the California Department of Public Health.

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the COVID-19 Response Team will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.

5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

School Closure Guidelines

NDA will follow the Diocesan and state public health order guidelines and work with our local health agency regarding the temporary closure of campus.

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at school, the following steps will be implemented:

- In consultation with the local public health department, it will be decided whether a single classroom, or entire school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Classroom closure:
 - Given standard guidance for quarantine at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
 - Cleaning and disinfecting will begin 24 hours after the room or office was closed.
 - Additional areas of the school visited by the COVID-19 positive individual may also need to be cleaned and disinfected.
 - The school community will be notified if such an occurrence happens within 24 hours of the school knowing of a positive test result.

- School Closure Determination:

January 14th Update:

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the Lead Health Officer (LHO).

Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
 - Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
 - The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
 - Length of closure: 14 days, or according to a decision made in consultation with the LHO.
- May occur when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.
 - The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
 - If a school closure happens, all members of the community should maintain social distancing and avoid gatherings.
 - If a school closure happens, depending on the timing, the school will move to a Distance Learning structure. More information around distance learning can be found in the Instruction and Learning Section.
- Schools may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with the local public health department

Staff Training and Family Education

- All school employees have acknowledged that they have read and understand the expectations and implications of this plan. At the beginning of the school year and at monthly Staff meetings, staff will be trained and review the Reopen Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.
- **All parents and Staff have been provided with the link of COVID-19 Industry Guidance: Schools and School-Based Program.** All school families have been provided with this plan and understand that they are expected to comply with all components that apply to them. The school will regularly inform and educate the entire community through established school communication channels, regarding best practices to enact the plan.
- Healthy Hygiene Education
 - All NDA students, families and Staff will participate in the ongoing education of healthy hygiene practices.
 - During our Staff weekly meetings, the reopening guidelines are continually presented and discussed. Particularly noting the following protocol:
 - Implementation of enhanced sanitation
 - Importance of Physical Distancing
 - Proper use, removal and washing of face coverings
 - Screening practices
 - How Coronavirus is spread and how to prevent it from spreading
 - COVID-19 Symptom Identification
 - Educational materials and tools for implementing the protocols in their classrooms will be provided, including the following:
 - [Handwashing - Clean Hands Save Lives](#)
 - [Coronavirus disease 2019 \(COVID-19\) How To Protect Yourself](#)
 - [Coughing and Sneezing | Etiquette & Practice | Hygiene | Healthy Water](#)
 - [The County of San Diego, SDCOE, and Rady Children's Hospital video for Teachers/Staff](#)
 - [The County of San Diego, SDCOE, and Rady Children's Hospital video for Families](#)
 - Videos: (no audio)
 - [COVID-19 Stop the Spread of Germs](#)
 - [Know Your Risk of Getting COVID-19](#)
 - [Times to Wear a Face Covering](#)
 - [How to Wear a Face Covering](#)
 - Lesson Plans:

- [Face Coverings KP-5th](#)
- [Face Coverings-6th-8th](#)
- [Handwashing-KP-5th](#)
- [Handwashing-6th-8th](#)
- Adhering to the linguistic needs of our community, the families at NDA will also be emailed healthy hygiene protocol for at home and on campus safety. This will include links for all of the safety guidelines to review with their children so that they may implement and teach the guidelines at home before returning to campus.
- Once on campus, teachers will review and teach the guidelines with the students again.
- Posters in all the rooms will be visual reminders of our protocol.
- Staff will teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes.
- Lessons will be reinforced with signage posted in each classroom and in the restrooms.
- Flu shot campaign will be initiated via email as soon as shots are available

Healthy Hygiene Practices:

- Students and Staff will wash/sanitize their hands frequently throughout the day, including when entering the classroom in the morning, before and after recess and lunchtime, after coughing or sneezing; after outside recreation, art, and anytime they use the restroom.
- Students and staff will wash their hands with soap for 20 second, rubbing thoroughly after application.
- Staff will model and practice handwashing.
- Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer will be rubbed into hands until completely dry. Handwashing with soap and water will always be the first choice.
- Kindergarten through 2nd grade classrooms have sinks for handwashing as well as hand sanitizer dispensers.
- All other classrooms have hand sanitizer dispensers installed by entrances
- Portable hand washing stations are installed on the playground
- Additional hand-sanitizer dispensers are located in the lunch areas, on the playgrounds, and the PE area.
- When families are at home we expect them to follow the same hygienic protocol that is expected of students and staff when they are on campus.

Section Three: General Safety Guidelines

Face coverings policy for teachers, parents and students

[Guidance for the Use of Face Coverings](#)

- Teachers/Staff:

- **January 14th Update:**

- All staff must use face coverings in accordance with CDPH guidelines
 - CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings. Disposable 3-ply surgical masks are available for staff members.
 - For staff, bandanas, gators and similar face coverings are no longer acceptable.
 - In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others
- All teachers and Staff will be required to wear cloth face coverings during their arrival and dismissal from school and while working with students.
- The school will supply any Staff member with a disposable face covering to wear for the day if they have forgotten their face covering.

- Students:

- **January 14th Update:**

- **Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.**
- All students will be required to wear cloth face coverings during their arrival and dismissal from school. They will also be required to wear them when moving throughout hallways, to the bathroom, and to and from recess and lunch.
- Students in grades Kindergarten - 2nd grade will be required to wear a face covering in the classroom.
- Students in grades 3-8 will be required to wear their face covering in class during instruction.
- Students who fall within the CDPH guidelines for not being required to wear a face covering will be exempt from wearing a face covering.

- Students who are not exempt, but refuse to wear a face covering, will be excluded from campus and will be provided an alternative education experience through distance learning,
- Upon arrival at the wellness check, students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.
- The school will supply students with a disposable face covering to wear for the day if they have forgotten their face covering
- Recess/Lunch/PE:
 - Students do not have to wear face coverings while they are eating snacks or lunch. They should store their mask in a labeled paper bag while eating.
 - Students will be required to wear their face coverings while they play at recess and lunch.
 - During P.E., based on the planned activity, students will need to wear their face coverings.
 - High intensity activities will not be allowed during recess, lunch and PE due to the face coverings.
 - Wearing face coverings during this time allows for slightly more flexibility in their ability to play more closely with their classmates while still practicing safety measures.
 - For more information regarding Recess and Lunch procedures, please read the Physical Distancing on Campus Section.
- Parents:
 - During the morning wellness check, parents must wear their face coverings in the car.
 - If a parent, or any visitor, needs to come on campus, they will be required to wear a face covering, maintain a 6 foot distance between parties. All visitors will be screened by having their temperature checked and identifying signs, symptoms or contact with COVID-19.

Stable Groups

- Students are assigned to a grade level stable group and will remain in the stable group throughout the school day.
- These stable groups will be maintained in classrooms, during their special area classes, recess and lunch times.

- Supervision will be provided to ensure students remain in their stable groups.
- Recess and lunch times will be staggered, and stable groups will get a designated lunch area on campus.
- Pick up and drop off times have been scheduled by stable groups to avoid unnecessary gatherings and contact.
- Teachers will provide grade level appropriate instruction to students on maintaining stable groups and social distancing.
- Grade level stable groups will be kept with the same students and teacher or staff, to the greatest extent practicable.

January 14th Update: Electives

- If there are electives, they should ideally be assigned to only one group or conduct their classes virtually
- Elective teachers who move in and out of stable groups can become points of exposure for themselves and the students they work with. Some models have made elective teachers part of middle and high school stable groups, while others have used them only for remote instruction. Other options include ensuring elective teachers maintain longer distance from students (e.g., 12 feet).
- Electives that must be taught indoors will be taught remotely.
- If an elective can be taught outside, and the teacher can maintain 12 feet of space from the students, the class can be taught in-person.

Foreign Language:

- K-5 French will be on Zoom (the homeroom teacher must supervise his/her students)
- 6-8 French will be in person)
- K-8 Spanish will be in person

Art/Music:

- Outside (when possible)
- If this is not possible (weather permitting), class will be conducted in the homeroom classroom
- Art Teacher will zoom with students while in the classroom to maintain 12 feet distance.

PE:

- Outside (when possible)

- If this is not possible (weather permitting), PE teacher will zoom in to the classroom

Learning Resource Center:

- LRC students will still attend LRC class in the 4-2 classroom.

Elective Teachers (like all teachers) are asked to keep 12 feet of distance between teacher and student as much as possible as well as practice these other important safety requirements:

- Wear a surgical face covering
- Consider also wearing a face shield (with a gator, if possible)
- Wash your hands before and after teaching in each classroom
- Wipe down shared equipment (desk, door knobs, computers, pens, books, etc.)
- Keep the door open

Entrance, Egress and Movement within the school

- Staff Arrival:
 - Monday-Thursday: 7:10am-7:25am
 - Friday: 7am-7:20am
 - Before arriving on campus, staff members will complete the health screening form through FACTs.
 - Upon arrival at school, teachers will wear face coverings and will enter campus using their assigned gates.
 - Staff will proceed to their office or classroom moving North to South following designated routes.
- Staff Dismissal:
 - Monday-Friday: 3:00pm-3:15pm
 - Upon dismissal from school, Staff will wear face coverings and will exit campus using their assigned gates.
 - Staff will allow for 6ft distancing in hallways.
 - Staff will proceed to their parking lot moving South to North following designated routes.
- Student Arrival:
 - Monday-Thursday: between 7:35 a.m. and 8:00 a.m.
 - Friday: 7:25 a.m. - 7:55 a.m. to accommodate for 8:00 a.m. Mass
 - All K-8th families should use the carpool lane to drop off their students.
 - Please do not park in the lot.

- Once a student has had their wellness check and been cleared, they will exit the vehicle and enter Campus using their designated gate.
 - 1st-3rd: West Gate by second grade
 - K, 4th-5th: Main Gate
 - 6th-8th: Gate between office and Teacher Workroom/Library
 - Students will travel from north to south, and proceed directly to their classroom to wash/sanitize their hands.
 - Staff will supervise students to ensure social distancing is taking place,
 - Signs indicating the flow of pedestrian traffic will be placed throughout the campus. Signs will be reversed for dismissal.
- Student Dismissal
 - At the end of each school day, all students will remain in their classroom under the supervision of their last period teacher until their assigned dismissal time.
 - There will be four dismissal times to limit contact:
 - Monday-Thursday:
 - 2:30 p.m. - 2:40 p.m.
 - 2:40 p.m. - 2:50 p.m.
 - 2:50 p.m. - 3:00 p.m.
 - 3:00 p.m. - 3:10 p.m.
 - Friday:
 - 12:50 p.m. - 1:00 p.m.
 - 1:00 p.m. - 1:10 p.m.
 - 1:10 p.m. - 1:20 p.m.
 - 1:20 p.m. - 1:30 p.m.
 - Families will be assigned dismissal times to reduce the amount of students exiting campus at the same time.
 - K-8 Families with preschool siblings will have the first dismissal.
 - Students will wait in their classrooms with their cohort until their assigned dismissal time
 - All students will wash their hands or use hand sanitizer before leaving their classroom.
 - Students will be required to wear their face coverings during dismissal.
 - When it is time for dismissal, students will leave campus using the specific exit path to avoid close contact with other students or Staff members. They will proceed to their designated spot and wait with their siblings (when applicable) at least 6 feet apart from other students.

- Campus Movement
 - During school hours, each stable group will follow a designated route to and from the bathrooms, recess, lunch, PE class and Art/Music, to be held outside.
 - Maps will clearly outline the specific routes, and signage will help remind students of correct paths to take.
 - Staff will supervise student movement.
 - Staggered schedules will allow students to avoid congestion while moving throughout campus.
 - Staff will schedule time to use the copier in the workroom and have staggered break and lunch periods to minimize congregating.

Travel Guidelines

- Updated Travel Guidance January 6, 2021: [Travel Advisory](#)
- The quarantine after travel is not a requirement – the language in the advisory uses “should”, not must. It is up to the family to determine the level of risk surrounding the travel, and then decide whether they should quarantine.

Non-Essential Travel [i]

1. Except in connection with essential travel, Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence, or to other states or countries. Avoiding travel reduces the risk of virus transmission, including by reducing the risk that new sources of infection and, potentially, new virus strains will be introduced to California.
2. Non-essential travelers from other states or countries are strongly discouraged from entering California, and should adhere to the quarantine procedures set forth in Paragraph 3.

Quarantine Post-Travel

3. All persons arriving in or returning to California from other states or countries, should self-quarantine for 10 days [ii] after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this recommendation does not apply to individuals who routinely cross state or country borders for essential travel [iii].

A Local Health Officer may determine if and when the situation within the Local Health Officer's jurisdiction warrants measures that are more restrictive than this statewide order, and retains authority to implement such measures.

i "Non-essential travel" includes travel that is considered tourism or recreational in nature.

ii The quarantine period was updated consistent with emerging science and the CDC's latest recommendations.

iii "Essential travel" is travel associated with the operation, maintenance, or usage of critical infrastructure or otherwise required or expressly authorized by law (including other applicable state and local public health directives), including work and study, critical infrastructure support, economic services and supply chains, health, immediate medical care, and safety and security.

- In the CA Travel Advisory issued January 6th, there is nothing specifically noted about protocol for family members traveling. Based on other C-19 protocol that NDA follows, there is not a directive for a student to quarantine if a family member travels. However, if possible, we would suggest that the family member distances themselves from the child until a negative test result is posted.
- If families do decide to quarantine, NDA will allow the student(s) to do distance learning.
- According to CDC recommendations, a negative test from day 7 after returning from a trip can end quarantine, as long as the person has had no symptoms during the 7 days. See guidance below:

Testing to end quarantine post travel:

1. CDC recommends the following alternative options to a 14-day quarantine:

- Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.

§ With this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of about 10%.

- *When diagnostic testing resources are sufficient and available (see bullet 3, below),* then quarantine can end after Day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine

discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than after Day 7.

§ With this strategy, the residual post-quarantine transmission risk is estimated to be about 5% with an upper limit of about 12%.

2. Persons can discontinue quarantine at these time points only if the following criteria are also met:

- No clinical evidence of COVID-19 has been elicited by daily symptom monitoring[†] during the entirety of quarantine up to the time at which quarantine is discontinued; and,
- Daily symptom monitoring continues through quarantine Day 14; and,
- Persons are counseled regarding the need to adhere strictly through quarantine Day 14 to all recommended non-pharmaceutical interventions (NPIs[‡], a.k.a. mitigation strategies), especially. They should be advised that if any symptoms develop, they should immediately self-isolate and contact the local public health authority or their healthcare provider to report this change in clinical status.

[Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing](#)

If a child, household member, teacher or staff member travels **outside** the country, they are required to inform school Administration through email.

If a child, household member, teacher or staff member travels to another country or travels on a cruise ship/river boat, they must use the following regulations before coming back to school:

- Self-isolate for 10 days. May return to school after 7 days with a negative test result taken within 48 hours of the planned end of quarantine
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever (100), cough, shortness of breath, and [other symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#)

- Follow [CDC guidance](#) if symptoms develop

If a child, household member, teacher or staff member travels to another state with widespread community transmission, they must use the following regulations:

- [Practice social distancing](#)
- Wear a mask
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath, and [other symptoms](#) of COVID-19
 - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

NDA would appreciate open communication around travel and potential exposure to keep everyone safe during this time. After travel, everyone is expected to continue using the daily temperature checks and screenings to ensure health and safety.

Visitor policy

At this time, only essential visitors will be allowed to come onto campus. This means we cannot, unfortunately, have parents or volunteers helping in the classrooms.

If you have to come to school for a meeting or with an urgent matter between the hours of 8 a.m. and 3 p.m., **PLEASE** call before coming if you do not have an appointment to ensure that we can help you safely. Zoom appointments with teachers and staff are strongly encouraged so that we can ensure safety of everyone.

Anyone coming to the office/campus will be required to wear a face covering and meetings will be held maintaining a 6 foot distance between parties, preferable outside. Before entering the office/campus, all visitors will be screened by having their temperature checked and identifying signs, symptoms or contact with COVID-19.

Triggers for switching to Distance Learning

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

[Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021](#)

- **California Department of Public Health Guidance on School Closures**
 “ Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple stable groups at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.” Schools may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with the local public health department

- **Implementing Distance Learning Classroom for School Closure**
 In the event of school or grade level closures of classes, the school will immediately implement its Distance Learning plan. All staff members are familiar with the plan and will transition smoothly.

School Communication Plans

- Notre Dame Academy will email (from Covid19@ndasd.org) all families and Staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on our schools’ website (www.ndasd.org). Information communicated to school families, Staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPPA and state law related to privacy of educational records.

- The school will communicate with employees and families through Staff meetings, email and parent newsletters to promote the safest environment possible:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Proper use, removal, and washing of face coverings
 - Screening practices
 - How COVID-19 is spread
 - COVID-19 specific symptom identification

- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19
- Flu shot campaign will be initiated via email as soon as shots become readily available

Section Four: Catholic Identity

Our Catholic identity is the cornerstone of our school. While we must comply with health and safety regulations, we can be creative in how we bring our faith to life among our school community. This section details modifications and opportunities for our school to maintain an active faith life.

Mass Policy

As of July 27th, Mass is held outside:

- NDA plans to continue to hold weekly Masses on Fridays at 8 a.m.
 - Students should arrive between 7:25 - 7:55 a.m. on Fridays to accommodate Mass.
- Currently Mass is held outdoors in the St. Therese of Carmel Courtyard.
 - Please review STOC guidelines. [Sunday Mass Protocols](#)
- Each week a designated grade level will host the Mass, and we anticipate all the students from that grade to attend. Staff will supervise. We will provide chairs for the class who is hosting Mass. Students may sit with their parents in a row separate from the class.
- All other NDA students will attend Mass via Zoom in their homeroom classrooms.
- Students do not have to wear their formal uniforms.
- Following Mass, students will proceed to their designated entrance gate. They will proceed to class and wash/sanitize their hands.
- When Mass resumes inside the Church:
 - When Mass resumes inside the church, we anticipate restrictions regarding capacity (100 person maximum). To accommodate the capacity guidelines, students will rotate attending Mass every other week, so they will attend Mass in person twice a month. The other two times they are not physically in Mass, they will watch a live streamed Mass from their classrooms.
 - To ensure the safety of everyone, the following Diocesan guidelines will be used:
- Face coverings will be worn by all who attend Mass

- Students will sit with their class but maintain social distancing throughout the Church pews
- During this time, we will suspend the Choir and student participation of altar serving
- There is no physical touching during the Sign of Peace or singing during Mass
- All who intend to receive communion will do so at the end of Mass and proceed to the exit to walk back to class with their teacher
- Parents are welcome to join us for Mass as long as they wear a face covering and sit social-distanced in the unused pews.
- Teachers will bring rosters for students to Mass
- Parents and other community members must comply with these rules as well
 - Parents must know that if the church has reached capacity, they will not be able to join us for Mass that day

Days of reflection/retreat policy

If retreats are allowed, NDA would prefer to:

- Hold the retreat at the St. Therese of Carmel Parish Hall or outside during the day
- Hold the retreat virtually

Whatever option is chosen as the final decision will be in the best interest of everyone's safety and health and will follow public health order guidelines.

Daily prayer/reflection opportunities

Under the current guidelines, we will not be able to gather together outside as a whole school in prayer each morning. However, we still want to start our day in prayer as a community.

Each day, except for Friday, one classroom, along with the Sisters, will host a virtual morning prayer assembly via Zoom or intercom either in the office, their classroom or outside on the Marian plaza.

Before meals, the students will pray together as a class, as well as at the end of the school day.

Students will continue to have dedicated class time for Religion, which will continue to allow them to explore and deepen their faith, as well as reflect on their relationship with God.

Engagement of families with faith

We know that family and faith go hand in hand and we are determined to be creative in how we integrate our faith community at NDA. As stated above, we will be able to welcome parents to join us for weekly Mass, as long as proper guidelines are met and capacity allows it. We will continue our NDA Parents in Prayer Group, which meets weekly via Zoom. This is a beautiful way to gather together from our homes or work and pray together.

Our school and parents must partner together in our mission of providing a faith-based education to students. The school will continue to explore multiple ways to engage in our faith as a community while still obeying public guidelines.

Section Five: Physical Distancing On Campus

In accordance with the California Department of Public Health, [COVID-19 Industry Guidance: Schools and School-Based Programs](#), physical space and logistic routines have been created to allow for students and Staff to maintain physical distancing throughout campus.

Physical Layout

- Classrooms:
 - **January 1th Update:**
 - Distance teacher and other staff desks 6 feet away from student and other staff desks
 - Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made
 - **Under no circumstances should distance between student chairs be less than 4 feet**
 - If 6 feet of distance is not possible, optimize ventilation, use desk partitions, or arrange desks to minimize face-to-face contact
 - Student desks will all face forward to minimize face-to face contact.
 - Each student desk will be equipped with a plexiglass shield as another layer of safety. Teacher desks will have plexiglass shields as needed.
 - Other non-essential furniture (flex seating, bookcases,etc) has been removed from the classrooms to allow more spatial distance when the teacher/students move in the classroom.

- Outdoor instruction options will be available
- Markings on classroom floors will reinforce 6ft spacing.
- **Staff Work Space:**
 - To ensure Staff maintain physical distancing from each other to reduce transmission:
 - Indoor gathering spaces will be closed (Teacher’s Kitchen and Workroom - except for use of copier. Sign-ups will be required for use of the copier. Only one teacher/staff at a time)
 - General Staff meetings will be held via zoom
 - Small groups or one on one meeting can be held outside while following social distance protocol (6ft between staff and wearing masks)
 - Staff will have an outdoor area for breaks and for lunch
 - Prep rooms between classroom or unused classrooms will be available for staff to work independently
 - Designated entry/exits will be used by Staff
 - Staff will follow assigned direction flow while moving through campus

Student Schedules

- Students’ on-campus schedules have been specifically designed to limit the amount of contact they have with students in other grades while on campus to reduce the risk of transmission.
- Students’ schedules are designed in a stable group-based model, which means they will interact only with their grade level physically in the classroom, and outside for recess, lunch, Art/Music and PE.
- This involves four staggered recess and lunch times at designated locations.
- If the students have different teachers for different subjects, the students will remain in their base classroom while the teachers rotate.
- Arrival and Dismissal times will be assigned by family and cohorts to avoid unnecessary gatherings and contact.

Recess/ Lunch/Bathroom

Due to the staggered schedules we’ve created, students, with their cohorts, will be able to enjoy a 20 minute outdoor recess and 30 minute outdoor lunch each day. They will be assigned a specific location and 10 minute rotations of play and eating for recess, and 15 minute rotations of play and eating for lunch.

Prior to coming to lunch and recess, students will thoroughly wash/sanitize their hands. Face coverings will be worn to and from recess. The students will be supervised

by a teacher/lunch supervisor throughout the duration of recess and lunch. Students will thoroughly wash/sanitize their hands upon returning to the classroom.

- Monday -Thursday:

K-8 Recess for 20 minutes: One cohort eats while other cohort plays, switch after 10 minutes

- 9:25-9:45 6th Grade
- 10:05-10:35:0: Kindergarten
- 10:00 - 10:20: 1st and 4th Grade
- 10:20 - 10:40: 2nd and 5th Grade
- 10:50-11:10: 7th and 8th Grade
- 10:55 - 11:15: 3rd Grade

K-8 Lunch for 30 minutes: One cohort eats while other cohort plays, switch after 10 minutes

- 11:20-11:50: 6th Grade
- 11:45 - 12:15: 1st and 4th Grade
- 12:00 - 12:30: Kindergarten
- 12:20 - 12:50: 2nd and 5th Grade
- 12:45 - 1:15: 3rd Grade
- 1:00-1:30: 7th and 8th Grade

- Friday:

1st-6th Nutrition/Brain Break

- 9:00-9:15
 - 6th Grade and 4th Grade (Astro Field Stairs)
 - 1st Grade (4-square Court area)
 - 5th Grade (Blacktop area in between basketball hoops)
 - 2nd Grade and 3rd Grade (Dolphin Field -each grade level has ½ the field)

Lunch

- 9:55-10:25 7th and 8th Lunch
- 10:30-11:00 1st, 4th, and 6th Lunch
- 11:05-11:35 2nd, 3rd, and 5th Lunch
- 11:30-12:00 Kinder Lunch
- 12:00-12:15 7th and 8th Nutrition/Brain Break

Eating Policies:

- Students will sit at their designated lunch area. There will be markers indicating where the students are able to sit, limiting the tables to two students each. Face coverings will be removed for eating and drinking, and placed in labeled paper bags.
- Once students are done eating, they will receive hand sanitizer from the supervisor and will put face covering on. Students will have to wait the duration of their eating time (either 10 or 20 minutes) before engaging in play.
- The Janitor will wipe down the tables and benches where children sit to prepare for the next class.

Playing Policies:

- NDA recognizes that play is a huge part of the school experience. We also understand it can be difficult to have students play 6 feet apart. Under current guidelines, face coverings must be worn.
- High intensity activities will be prohibited during play time, as it is not safe to do with a face covering.
- Students will still not be allowed to touch other students and cannot share play equipment. Students will be encouraged to engage in parallel play.
- If there are two sections in a grade level, one section will be assigned to play on the field and the other on the blacktop. The next day, the assignments will switch.

Bathroom Protocol:

- To reduce the chance of congregation at recess and lunch, bathroom times will be scheduled by homeroom class in designated bathroom locations.
- Two person maximum capacity. Signage will be posted.
- Students will take turns, washing/sanitizing their hands when they leave and re-enter their classroom as well as while in the bathroom.
- Students will be able to also use the restroom outside of their scheduled time but must adhere to capacity requirements and wait their turn at designated 6ft intervals.

P.E.

January 14th Update:

Participants in youth and adult sports (PE) should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.

- P.E. will be taught to students outside twice a week.
- Students will remain in their stable group and maintain 6 feet of distancing.
- P.E. equipment will be available as per the plans of the teacher. Students will use their own piece of equipment that will not be shared with others. All equipment will be sanitized after each class' use by the PE teacher (or janitor, if available).
- Face coverings will be worn to and from PE.

Assembly/Gathering

Under the current guidelines and due to our enrollment, we will not be permitted to hold whole school physical gatherings at this time.

Morning assembly will occur virtually or over the PA system every morning, except Friday, until we are safe to gather outside together again. Other school-wide gatherings will be done virtually unless we are able to divide the school up into small groups and still maintain social distancing.

Field trips will not occur until it is safer to do so. Virtual field trips will be planned by teachers in lieu of physical trips when possible.

We will continue to monitor the situation and will be happy to transition our events, assemblies and gatherings to in-person when it's safe. Otherwise, we can assume they will be held virtually, postponed or cancelled.

Day Care

As for now, we will suspend before and after school care. We will re-evaluate the situation each trimester with the hopes of reinstating the program as soon as possible.

Section Six: Cleaning and Sanitization Procedures

This section indicates the different commitments each group will make towards ensuring the campus and those on campus are safe and healthy.

School cleaning and sanitization procedures

- The school will use, and provide for use, soap and water for cleaning and disinfectant products to disinfect if there is a positive COVID 19 case.
- Sanitizer stations are located in each classroom, front office, on the playground and adjacent to the P.E. field. The Janitorial service will fill the sanitizer stations each night.
- Our Facility Manager will create cleaning schedules and provide supervision for the onsite janitor (same person each day). The schedule will include the cleaning of the following:
 - Staff and student restrooms
 - High-touch areas outside (handrails, water filling stations, door knobs, etc)
 - Lunch tables after each recess and lunch rotation

Disinfection Protocol:

At the end of each school day, each space used by either teachers, students or Staff, will be sanitized by a professional cleaning company (CityWide) thoroughly so that when people arrive the next morning, the campus is safe and healthy.

- CityWide Janitorial Service is trained in the safe use of disinfectants.
- Custodial staff are provided with PPE specified as appropriate for the products they use.
- All disinfectants are kept out of the reach of children and stored securely.
- All products used to sanitize are on the Environmental Protection Agency (EPA) “List N: Disinfectants for use against SARS-COV-2” (List N) labeled to be effective against emerging viral pathogens. Cleaning solution used at NDA each day by the cleaning company is Peroxide RTU cleaner.
- Each week classrooms will receive an Electrostatic Disinfectant Treatment.
 - The sprayer emits positively charged particles that “wrap around” surfaces in the classrooms, which are negatively charged. Ultimately, it reaches the corners, crevices, backsides, and other hard-to-reach places often missed during a general cleaning.

Ventilation:

January 14th Update:

Specific practices to avoid, if possible:

- Classrooms with no ventilation
- Classrooms with increased airflow across occupants (e.g., air conditioners, or fans blowing into the classroom or overhead fans creating air currents across occupants)

- All filters are routinely cleaned.
- Portable high-efficiency medical grade air cleaners will be installed in each classroom.
- All windows and doors will remain open.

If there is exposure on campus to a positive case of COVID-19, the locations of extreme exposure will be closed off for at least 24 hours so that the school can thoroughly disinfect the area.

Teacher cleaning and sanitization procedures

January 14th Update:

Frequent disinfection, which was thought at the beginning of the pandemic to be a key safety component, can pose a health risk to children and students due to the chemicals used and has proven to have limited to no impact on COVID19 transmission.

Cleaning involves water and soap or detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks.

Disinfection kills germs on surfaces using specific agents

If a positive case is identified, the spaces where the case spent a large proportion of their time should be disinfected. Students should never be disinfecting.

Staff should clean frequently-touched surfaces at school, including but not limited to:

- Sink handles.
- Shared tables, desks, or chairs.
 - Desks or chairs do not need daily cleaning if only used by one individual during the day.
- Door handles.

- Shared technology and supplies.
- If used, outdoor playgrounds/natural play areas only need routine maintenance.
 - Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor play structures is not required between stable groups/cohorts
- Each teacher will have soap and water or a cleaning solution available to them in each classroom.
- Teachers will clean frequently-touched surfaces and objects (including desks, doorknobs, light switches, etc) between use throughout the day as practicable.
- Technology:
 - K-5, students are assigned the same iPad to use each day but leave at school. The teachers will sanitize the iPads at the end of each day. Students in 6th-8th take are also assigned iPads but take them home each day.
- If for any reason a student may need to borrow supplies from the school or teacher, the teacher will sanitize the item before and after student use.

Student cleaning procedures

Students will be responsible for cleaning their own hands before they enter school in the morning, before recess, before they eat, after lunch and at the end of the day.

Shared items:

- The use of shared items will be eliminated except where impractical.
- Each student will be required to bring and use their own supplies during the school day.
- Each student will be required to bring their own supply bin (of their choosing) to ensure that their supplies can be kept in a safe and condensed place.
- Student's supplies must be labeled so they do not get lost or mixed up.
- If a student needs to borrow supplies from the school or teacher, it will be sanitized before and after student use.

Section Seven: Instruction and Learning

This section details the instruction and learning expectations based on a socially-distanced model. Since the resurgence of COVID-19 brings the potential of more school closures, NDA strives to be proactive in creating a system that is smooth and easily transferred to a Distance Learning model. NDA also recognizes the extreme importance of adding in additional social

emotional learning opportunities for students as they transition back to school after many months apart.

Digital Learning Platform

From the start of the school year, each class will already have class resources, materials and access through a digital platform. For grades K-3, the main platform will be Seesaw. For grades 4-8, the main platform will be Google Classroom. These students will receive a Google username and password which allows them access to Google Suite. Such features include Classroom, Docs, Sheets, Slides, Calendar, etc. Student emails are restricted and will only permit ndastudents.org to send and receive emails.

Since the school is attempting to become paperless, classroom resources, text and materials will be available on the digital platform, which can be accessed both at home and at school. When a paperless option is not available, the school will either provide pre-printed packets for parents to pick-up each week or the teacher will send the documents digitally at the beginning of the week for parents to print.

The advantages to having most classroom materials available on a digital platform all year are many, but there are two main reasons for members of the NDA community. First of all, in the event of another mandated school closure, the transition to Distance Learning is much easier and seamless for the students. Secondly, since the guidelines regarding sick students are much stricter than before, this allows students much easier access to their classes if they are home but well enough to engage in their school work.

Distance Learning Platform

A Distance Learning option will be provided to all students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of the student's health conditions. Using the following commitment form, families may opt in to this program at any time during the Trimester, but once enrolled will continue through the end of the grading period.

- [NDA's Distance Learning Commitment Form](#)

At the start of every Trimester, all families will be given the option to have their students learn from home, or be on campus. iPads will be available for each student and class materials will be provided.

- General Distance Learning Guidelines:

- The school will provide a weekly schedule to families, informing them of the expected classes each day. Teachers will also email parents of their expectations for learning. Administration will communicate schoolwide weekly (Thursdays) to keep families informed.
- Students will experience a balance of synchronous and asynchronous learning.
 - Synchronous learning is when all students sign in to Zoom meetings with their teacher and participate in a live lesson.
 - Asynchronous learning is when students work at their own pace on the same material. For example, teachers may pre-record lessons and make videos available to students to watch any time throughout the day.
- Students will access their class materials through their digital learning platform and turn in any necessary work or assessments to their teachers remotely. There is no penalty for late work, although there will be deadlines set by teachers built into the trimesters that will need to be respected by the students in order to provide teachers with enough time to provide feedback and move through the necessary units of study.
- If students do not attend synchronous classes or submit any assignments or assessments, the school will continue to communicate with the family until improvement is shown.

5th-8th Grade:

- Synchronous Learning: Each classroom will have live-streaming capabilities. Students will “attend” class by streaming into the live classroom from home each day.
- Asynchronous Learning: Students will complete assignments asynchronously which may include watching recorded lessons from on-campus lessons, videos and at-home assignments and projects.
 - Work will be assigned and turned in using Google Classroom
- **Kindergarten - 4th Grade:** The Distance Learning Teacher(s), depending on the number of students and grade levels, will collaborate with the traditional grade level teacher on lesson plans and implementation of curriculum.
 - Synchronous Learning: Each classroom will have live-streaming capabilities. Students will “attend” class by streaming into the live class

throughout the week. Students will also meet in small groups some of their synchronous lessons with the Distance Learning teacher.

- Asynchronous Learning: Students will complete assignments asynchronously, which may include watching recorded lessons from on-campus lessons, videos and completing assignments and projects.
 - Work will be assigned and turned in using Seesaw

Two additional reasons why students would need to access class materials through Distance Learning: if the school is forced to close due to the Governor's mandate, or the student is mandated to remain at home while they are ill, have travelled internationally or have been exposed to COVID-19. Each scenario is described below.

- School Closure
 - In the event that the school is mandated to close due to COVID-19, we will transition again back to Distance Learning, where the students access their class materials remotely and experience both synchronous and asynchronous learning with their teachers. Web cameras have been installed in the classrooms to assist teachers in their instruction and students in their learning.
- Mandated student isolation/sickness
 - See the guidelines in the Sick Student Policies section regarding mandated student isolation or sickness.
 - If a student is at home but still able to attend class, they will take attendance on the Google Form available so their teachers are aware of their presence.
 - Each teacher will have a webcam available in their classrooms in the event that they need to live stream a class via Zoom so that a student who is at home can “attend” class.
 - The student at home will sign in to Zoom at the appropriate class time on their schedule.
 - Learning tasks will be available to the student through their digital learning platform so that they do not miss out on learning opportunities.
 - The teacher will include the distant learner through questioning and answering questions to support the learner.

Grading Policy

NDA will continue to use FACTS/Renweb as its Student Information System (SIS).

NDA will implement standards referenced grading from Kindergarten through grade 8.

Students who turn in assessments or work late will not be penalized in terms of their score, whether it is standard referenced. Any skills, such as time management, collaboration, communication, etc. are documented in the students' learning skills and citizenship grades. In the grade book and the report card is where students are assessed purely on their demonstration of mastery over grade level standards. As a review, this means that homework, effort and citizenship are not categories for which the grade is calculated. The standard grade consists only of the student's demonstration of learning. Also, as a reminder, not everything a student does is graded. The non graded work, whether it is done at home or at school, is often where the learning occurs and where vital feedback is given.

Blended Learning Model

NDA is implementing blended learning. Blended learning is an educational approach that differentiates what, how, and when the students are doing in class, so that the teacher can individualize the instruction geared at the students' needs with the advantage of adaptive technology. Typically, there are three different blended learning models utilized in a classroom setting: station rotation, whole class rotation or individual rotation. At NDA, the most common model is station rotation, but as the students' ability for movement is more limited in the re-open plan, all three models will be utilized regularly.

A station rotation model usually begins with a whole group mini lesson before the students are divided into different groups and they rotate through different stations in groups. Typically, there is a teacher-led station, where the students receive small group or individual instruction from the teacher. Another station is a technology station, where the students are utilizing adaptive technology that meets their immediate needs in a particular content area. Lastly, the other station is usually either a collaborative station, where the students are working on or discussing the same task, or an independent station, where the students are working independently on an assignment or project.

A whole class rotation model is when the class rotates through the same various activities (similar to those listed above) at the same time and not in different groups.

The independent model is when students are given a list of 3-5 different activities (again, usually all different types) and they get to choose which order they would like to complete them.

In all three models, students do not need to be all doing the same work. For a Math Task station, each student could be working on different skills based on their different needs. The same could be done in ELA, where all of the students might be reading, but all reading different texts.

Even within the limitations that the health and safety guidelines provide, NDA is confident that we will be able to successfully implement blended learning models, with continued growth and professional development.

Instructional Considerations

With the limitations provided to ensure every student, teacher and staff member's safety, we know that school will look and feel differently. We are happy to adjust our plan as restrictions change, but what will remain is that students will feel safe, loved and cared for on and off campus. We will continue to foster their love of learning.

While under these new restrictions, students cannot move throughout the classroom, teachers will intentionally plan ways for students to collaborate from their seat, practicing social distancing guidelines. Group projects and discussions are still possible and will occur verbally or virtually.

Teachers will also be aware of the amount of time students are on their screens. While we know more screen time might be necessary in the interest of maintaining connection, it won't be used unnecessarily. [Diocese of San Diego Instructional Minutes Guidelines for Distance Learning.](#)

Much of the learning process is hands-on. Typically, those hands-on resources are shared among the class. Teachers are prepared to modify those activities so that students can still experience learning through exploration and inquiry, but the sharing of supplies and materials cannot happen. This is where parallel exploration will come into play, where students each have their own set of materials and can experience learning together and individually.

NDA continues with the homework philosophy that all work is purposeful and enhances the learning experience, including homework. This is true now more than

ever. Students' return to school will be exciting, but we also anticipate some underlying stress and anxiety. We are still very much in a pandemic, and we know that everyone has dealt with this differently and experienced it in very different ways. We want students to WANT to come to school and when they are home, have time to relax, decompress and spend time with their loved ones. This does not mean there won't ever be things students need to do at home- it means we want to prioritize family connection amidst a stressful time.

Social Emotional Learning

In accordance with what was just mentioned, NDA wants to prioritize the social emotional learning of our students. As stated, the return of physical school brings a large array of emotions, and we want students to feel safe when they step onto our campus, knowing that the new rules and regulations seem intimidating.

While we know academic instruction is important, we also know (and research confirms) that students cannot learn in an environment where they don't feel safe or supported. As we transition back to physical school, we want to establish our safe environment first, so that learning can occur. Teachers are spending a lot of time crafting specific ways to address the students' social emotional needs every single day.

One concrete way is through the addition of Religion class in Grades K-4 during homeroom period in the morning, except for Fridays when the students will attend Mass. In addition to Religion, this time may also be used to check in with how they are feeling and adjusting. Some days, it might just be a recap of the weekend, other days it might be a confidential survey of their emotional state. NDA will continue to implement Restorative Justice Practices, complementing our faith in these relationship-building opportunities.

1. Equity

NDA is a place that will always promote equality and inclusion, and our practices must demonstrate that. Below are a few ways we plan to address equity at our school.

- Technology
 - Each student will be assigned a device at school to ensure that all students have equal access to the materials they need.
 - If we must revert back to distance learning, we will continue to loan out devices to those in need.

- Curriculum
 - Each teacher is required to create units that are equitable and multicultural. There must be a demonstration of equity among race, gender, culture and ability.
- Student Support Group
 - NDA supports students with Individualized Education Plans (IEPs) or learning challenges, as long as NDA can adhere to the accommodations and recommendations.
 - Teachers meet in Collaborative Learning Teams (CLTs) and grade level clusters virtually to review, document and assess the effectiveness of accommodations for all students in need. If an accommodation is unsuccessful, the group will revise the plan.
 - The Multi-Tiered Student Support System (MTSS) group of teachers and administration and Student Success Teams (SSTs) also conduct meetings with parents and students to discuss growth, progress, and/or setbacks.
 - Our hope is that these groups will provide more support to our students in need and allow the school to increase our communication between teachers, parents and students so that all needs are being met.