

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 2/11/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: St. Thomas School

Number of schools: 1

Enrollment: 101

Superintendent (or equivalent) Name: Jeanette Morrow

Address: 9136 Magnolia Ave

Phone Number: 951-689-1981

Riverside CA

Email: JMorrow@sbdioocese.org

Date of proposed reopening:

March 1st, 2021

Grade Level (check all that apply)

X TK X 2nd X 5th X 8th 11th

County: Riverside

X K X 3rd X 6th 9th 12th x1st

Current Tier: Purple

X 4th X 7th 10th

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA: Faith Based Private

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education,

and the State School Safety Team prior to reopening. The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

x I, Jeanette Morrow, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one

•
type of group, what is the minimum and maximum number of students and staff in the groups?)

Between 10-18 students in a classroom with 1 teacher

If you have departmentalized classes, how will you organize staff and students in stable groups?

Students in grades TK-6 remain in 1 classroom with 1 stable group. Students in grades 7 and 8 departmentalize with two teachers and together these two grades will form a stable group of 26 students.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups? n/a

x Entrance, Egress, and Movement Within the School:

How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

X Face Coverings and Other Essential Protective Gear:

How CDPH's face covering requirements will be satisfied and enforced for staff and students.

X Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately. **X**

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

X Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and

•
submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

While in the purple and red tiers, employees will be instructed to be tested bi-weekly. Employees will be reminded of the testing requirements through weekly staff meetings. Staff will be asked to test with their personal physician as their primary testing source. Curative, Riverside County testing sites, or Valencia Labs may be used after first consulting personal physician. The testing

•
results will be documented in the front office by school administration. Staff and students will be asked to submit verification of their test results electronically to the school either through a text image or through email. These testing results will be reviewed and recorded by administration in the COVID binder in the front office.

Individuals who refuse testing or the sharing of results will also be documented. When the county moves to the orange and yellow tiers, the school will transition into symptomatic and response testing.

X Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

While in the purple and red tiers, students will be asked to test with their personal physician as their primary testing source. Curative, Riverside County testing sites, or Valencia Labs may be used after first consulting personal physician. Students will be reminded of testing requirements through weekly newsletters. Testing results will be documented in the front office by school administration. Individuals who refuse testing or the sharing of results will also be documented. When the county moves to the orange and yellow tiers, the school will transition into symptomatic and response testing.

X Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

•

X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

x **Consultation: (For schools not previously open)**

Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s)

Consulted:

Name:

_____ n/a _____

_____ Date:

—

X Parent and Community Organizations

Name of Organization(s) and Date(s)

Consulted:

Name: School Advisory Board Date:

October 1, 2020

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

A survey was conducted for staff and school families regarding their desire to return to in-person instruction or remain on Distance Learning.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health

Officer, for (state

County) _____ . County has certified

and approved the

•
CRP on this date: _____. If more than 7
business days have

passed since the submission without input from the
LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

St. Thomas the Apostle School COVID SAFETY PLAN

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses for use of students, staff and others. The Diocese of San Bernardino shall follow, at minimum, CDC guidelines and adhere to California Department of Public Health (CDPH) and California State Department of Education guidelines for the official transition of stages and reopening of Diocesan Catholic Schools. All Catholic elementary and high schools shall conform to the Office of Catholic School pandemic protocols in accordance with the aforementioned guidelines, and those specifically directed by the Emergency Operations Collaborative (EOC) office of the Diocese of San Bernardino. Should any symptomatic case of COVID-19 be detected, CDC protocols for dismissal of classes shall be implemented and the physical closure of school facilities be instituted. Should either of these actions be necessary, parents/guardians will be notified, and both students and teachers will transition into Distance Learning.

Mission Statement

We believe that all children are unique and created in the image and likeness of God. Partnering with parents, the school offers a quality, Catholic education based on the values and teachings of the Gospel of Jesus Christ. Students strengthen their faith, sense of community, and commitment to social justice by participating in religion classes, prayer, social projects, and attending Mass. Students learn to be effective communicators by speaking, listening, and writing in various curriculums. At St. Thomas School we educate the whole child. The goals are for students to become lifelong learners, ambassadors of hope to the world, and to develop a love of faith and respect for all human life.

As a community of faith, St. Thomas the Apostle School is firmly dedicated in our commitment to Catholic education. In response to COVID-19, we maintain our continued responsibility to teach the whole child by implementing and adhering to these guidelines for reopening. This is done in

•
an effort to ensure the safety and well-being of our entire St. Thomas community. It is our intention that these guidelines be used in an effort to prevent the spread of COVID19.

During this unique time in history, St. Thomas the Apostle School remains committed to providing students with a quality, faith-based learning environment that fosters academic and social emotional learning. Health and safety precautions have been established to support needs of our students.

Cleaning and Disinfection

- Updated cleaning and sanitizing procedures have been outlined in the contract for the licensed cleaning staff. The administrative staff will sanitize in the absence of the cleaning crew.
- Restroom sanitizing and overall maintenance will be handled daily by licensed cleaning staff. In addition, restrooms and other highly touched surfaces will be sanitized periodically throughout each school day by assigned school staff.
- The school has obtained a sanitizing sprayer to be used daily on shared spaces including lunch tables, playground structure, benches, and frequently touched surfaces.

• •

Faculty/Staff are trained on proper protocol to safely use disinfectants and sanitizers. Disinfectants will not be used in the presence of children.

- Classroom teachers will be provided with
- a steady supply of Steramine Sanitizer and paper towels and will be responsible for daily sanitizing of student desks and chairs, door handles, countertops, and frequently touched surfaces in the classroom.
- In addition to wipes purchased by the school, students will each be required to provide disinfecting wipes as part of their school supplies, detailed in each student's supply list.
- Air conditioners will continue to be maintained to ensure optimal air quality.
- Student belongings will be stored in individual cubbies which will be cleaned daily.

Sharing of resources will be extremely limited. If a supply is shared, it will be sanitized with sanitizing wipes or sanitizing spray. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools will not be shared. In the extraordinary case where there is a need to share, staff has been trained to sanitize prior to and after sharing. St. Thomas School has acquired additional items to ensure that employees will not have a need to share: individual sanitizing supplies for each room, pens, and individual computers.

- Drinking fountains will not be used and Faculty/Staff and Students will be encouraged to bring their own water.
- St. Thomas will follow disinfection guidelines developed by the Centers for Disease Control (CDC) for school campus including classrooms, workspaces, outdoor spaces, and play areas.
- The school will disinfect any space where a positive COVID case has been identified.

Stable Groups

- Stable Groups are defined as each teacher with their group of students. Each group will remain together in their class level stable group throughout the school day not interacting with other classroom stable groups. Each stable group has from 10 to 18 students total with 1 teacher.
- Classrooms have been set up for 6ft social distancing: distance between desks, desks facing all in one direction, and wearing of face masks with face shields. Each classroom has a large 6ft x 4ft clear rolling barrier for the teacher's use to help with social distancing.
- St. Thomas will continue to strictly limit interactions between stable groups. Students will stay with their stable group throughout the day including instruction time, break and recess time, lunch, and dismissal.

• •

Students will be eating lunch in the Hall every day socially distanced at assigned tables within their stable group. There will be two lunch times: TK-3 (51 students total) and 4-8 (56 students total). Tables will be sanitized in between lunches.

Students will remain with their class level stable group throughout the school day not interacting with other classroom stable groups.

- Grades TK through 6 will use the stable group model by classroom (teacher remains with their own class at all times) Grades 7 and 8 departmentalize with two teachers (total of 26 students) and the two grades together will be considered a stable group.

Entrance, Exit and Movement Within the School

- Arrival time for students will be extended from 7:40 - 8:15. Parents will either park and walk their child/ren to the front gate, but no further, or drive through the established drop-off line to be greeted by a school representative. Upon arrival, temperature of students will be scanned, and questions will be asked regarding any recent possible exposure to COVID-19 and any symptoms of COVID-19. Students with a fever of 100.4 or above will not be admitted.
- Parents must remain with students until health has been determined.
- NO student or staff member will be admitted if visibly sick (coughing, runny nose, flushed, etc.)
- Everyone on campus will be required to wear face coverings/masks.
- Students will go directly to their classrooms once they have gone through the screening and entered through the front gate.
- NO parents/guardians will be allowed to walk students onto campus past the front gate.
- For the first week of school, TK and K parents may escort their child to the front gate.
- Lunch pails and emptied backpacks will be left on the outside tables of each classroom.
- Visitors on campus will be strongly discouraged. Per the CDC Considerations for schools, nonessential visitors should be limited.
- Individuals making deliveries are required to be buzzed in through the front gate and interactions done strictly through the office.
- Parents needing to pay tuition or purchase Scrip can conduct these transactions in the morning through the side gate near the library and directly at the bookkeeper's office. Parents are encouraged to call the school office and schedule these transactions ahead of time.
- There will be no large in-person assemblies. Daily prayer assembly will occur using the P.A. system through each classroom.

• •

At 2:45, students going to extended care will line up in their classroom following visual cue stickers which mark 6 foot social distancing and be escorted to the Hall.

- Teachers with students in grades TK through 5 will maintain 6 foot distancing while escorting the remaining students by class at 2:50 to the outside pick-up lunch table area. Parents will park and walk to the picnic tables to pick up students.
- Parents of students in grades 6-8 may text your child or call the school office to indicate you are ready to pick up. Your child will show the teacher the text message and we will release the student to go directly to parent for pick up outside the front gate.
- The blacktop area will be supervised by teachers and administration as the students are released.
- Students remaining after 3:10 will be taken to daycare in the parish hall.
- All students exiting Extended Care will be picked up at the side gate next to the parish hall.

Face Coverings and Essential Protective Gear

- Under the current California masking mandate, all staff, teachers, and students will wear appropriate face coverings per California Department of Public Health (CDPH) Guidelines.
- Face coverings/masks may only be removed when drinking or eating.
- All students need to arrive at school with appropriate face coverings.
- St. Thomas has an extra supply of disposable masks in the event a child or staff member should need one throughout the day.
- According to CDPH guidelines, if a student refuses to wear a face covering, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering. Exemptions from wearing face coverings include: medical conditions where breathing would be negatively affected by the use of a face mask, mental health conditions, or disabilities such as hearing impairment such that communication would be hindered. Those people requesting exemptions from wearing a face mask must provide a medical evaluation and approval from their doctor.
- St. Thomas will adhere to required guidelines and mandates referring to face coverings.
- St. Thomas staff, parents, and students have been provided with information regarding proper use, removal, and washing of face coverings.
- In addition to face coverings, students will also be provided with face shields to be used in each classroom.
- Each classroom has been equipped with a 6ft x 4ft rolling barrier to be used between teacher and students.
- St. Thomas has purchased disposable gloves for teachers and staff to use when sanitizing areas around the school.

Health Screenings for Students and Staff

- St. Thomas has established a daily routine for teacher and staff health monitoring and temperature checks as recorded in a designated binder in the school's front office.
- St. Thomas has established that the administrator and office staff will make sure that all proper communication is handled according to HIPAA and FERPA regulations.
- Parents will check their children for symptoms of sickness in the morning at home before leaving for school. If children are showing any signs and symptoms of sickness, especially COVID-19, they are to keep their children at home. These symptoms include: fever, chills, cough, difficulty breathing, uncharacteristic fatigue, sore throat, muscle or body aches, loss of taste or smell, runny nose, nasal congestion, nausea or vomiting, abdominal pain, diarrhea, rash, or headache.
- Upon arrival in the drop-off line at school, temperature of students will be scanned by staff, and questions will be asked regarding any recent possible exposure to COVID-19 and any symptoms of COVID-19. Students with a fever of 100.4 or above will not be admitted.
- If a student registers with a temperature of 100.4 degrees, parents can park and have the student re-scanned after 15 minutes.
- Students that appear to be physically sick (coughing, runny nose, flushed, etc.) will not be admitted to school.
- Faculty/Staff daily temperatures will be documented in the office.
- Student temperatures of 100.4 degrees or higher will be documented in the school office.
- Temperature checks may be performed throughout the day for anyone on campus.
 - Student health will be observed throughout the day by faculty and staff for general wellness.

Students, teachers, and staff who present with fever and or respiratory infection symptoms will be sent home immediately. They will be separated from others in an isolated area near the office until they go home. In the event that someone is found to be ill during the day, all appropriate areas will be sanitized as needed.

- Parents must ensure that there is a person on the student's emergency card available to pick up the child ASAP. The child will wait in the designated area outside the school office in the interim.

•

Healthy Hygiene Practices

- Staff will have weekly review of safety protocols regarding handwashing, use of hand sanitizer, and general safety measures. Younger students will be taught and monitored when using hand sanitizer and informed about safe use.
- Staff and students will be reminded to cough/sneeze into either a tissue or their elbow.
- Staff will model for the younger students how to properly wash hands thoroughly for 20 seconds using soap.
- Staff and students will be reminded to avoid touching eyes, nose, and mouth.
- St. Thomas has 8 sinks with running water and soap in the boys and girls restrooms at both ends of the breezeway.
- Students will use hand sanitizer upon entering and exiting the classroom, after restroom use, lunch time, etc.
- St. Thomas provides toilet seat covers in all restrooms.
- Signs are posted throughout the school regarding wearing masks, washing hands, and general good hygiene practices.
- Classroom teachers will be encouraged to keep doors open, safety permitting, to allow for extra ventilation.
- All ventilation filters are routinely serviced by a professional service.

Identification and Tracing of Contacts

- The administrator or designated office staff member will communicate with the Office of Catholic Schools and the Emergency Operations chairperson for the San Bernardino Diocese, who will communicate to the Riverside County of Public Health about reported cases of COVID19. These persons will make sure that all proper communication is handled according to the Health Insurance Portability and Accountability Act (HIPAA) and FERPA regulations.
- A list of exposed students and staff will be created and submitted to the Riverside County Public Health and we will notify our community about confirmed exposures.

St. Thomas the Apostle School COVID-19 Response Plan

The school principal will be responsible for reporting all known cases to OCS (Office of Catholic Schools) and the Department of Public Health.

- **Condition:** COVID-19 Symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing) **ACTION:**
 - *Send home until symptoms have not presented for 24 hours without the use of medication
 - *Recommend testing
 - *School/classroom remain open

-

Condition: Close contact with a confirmed COVID-19 case (close contact defined as someone within 6 feet of an infected person for cumulative 15 minutes or more over a 24-hour period, regardless of face covering)

ACTION:

- *Send home for 10-day quarantine if no symptoms present; Monitor for symptoms on days 11-14, maintain wearing mask
- *Recommend testing (will NOT shorten 10-day quarantine)
- *School/classroom remain open

COMMUNICATION: School community notification of a known contact.

- **Condition:** Confirmed COVID-19 Case infection **ACTION:**

- *Notify the local public health department
- *Isolate case and exclude from school for 10 days from last positive test
- *Identify close contacts, quarantine and exclude exposed contacts (likely entire stable group) for 10 days after the last date the case was present at school while infectious and monitor for symptoms on days 11-14, maintain wearing mask
- *Recommend testing of contacts, prioritize symptomatic contacts (but will NOT shorten 10day quarantine)
- *Disinfection and cleaning of classroom and primary spaces where case spent significant time
- *School remains open

- **Improvement of Symptoms ACTION:**

- *Following quarantine, may return to school 24 hours after symptoms resolve without the use of medication.

COMMUNICATION: School community notification of a known case

Those who have been in close contact with someone diagnosed with COVID-19 must be excluded from school for 10 days from the day of their last exposure and then monitor for symptoms on days 11-14 and maintain wearing mask.

If there is COVID present in any of individuals contacts, those contacts must be free of symptoms before the student/employee returns from their quarantine period.

Physical Distancing

St. Thomas the Apostle School will maximize space between classroom seating such as student desks, teacher desks, and other furniture. All unnecessary furniture has been removed to ensure for appropriate distancing.

The classrooms have been set up for 6ft social distancing between desks. Markings have been made to floors to promote distancing and all desks have been faced in one direction.

- Students will be kept in their stable group setting.

-
- Desks have been distanced with six feet between.
- Clear, rolling barriers have been placed in each classroom to help establish distance.
- While in the classrooms, students will use face shields in addition to their face coverings to further reduce the possibility of transmission.
- St. Thomas the Apostle's class sizes range from 10-18 students which will appropriately support stable group learning and distancing.
- Our school has a large field for use as a playground for the individual stable groups to keep separated in in their own play areas as established by safety cones and differing activity: basketball court, play structure, grass field.
- Students will have opportunities every day to enjoy fresh air outside with their stable groups during recesses and lunch periods. Each stable group will have their own designated area separated from others and monitored by school staff.
- Students may bring their lunches or may purchase pre-packaged lunches as available through the school.
- There will be no large in-person school assemblies.

Staff Training and Family Education

St. Thomas the Apostle School has provided a digital copy of this plan through email and posted onto the school website. Educational resources regarding COVID-19 have been shared with families regarding physical distancing, enhanced sanitation practices, use of face coverings, screening practices, and identifying signs and symptoms of COVID-19 through email and our school communication platform app.

Staff has been trained and will be updated at weekly meetings on proper sanitizing and daily health screening procedures, as well as all applicable safety protocols.

Testing of Students and Staff

While in the purple and red tiers:

St. Thomas the Apostle School will require bi-weekly testing for staff and students. Staff will be notified and reminded of testing requirements through weekly staff meetings. Students will be notified and reminded of testing requirements through weekly newsletters. Staff and students will be asked to test with their personal physician, Curative, Riverside County testing sites, or Valencia Labs. Staff and students will be asked to submit verification of their test results electronically to the school either through a text image or through email. These testing results will be reviewed and recorded by administration in the COVID binder in the front office.

When the county is in the orange and yellow tiers:

Testing will move to symptomatic and response testing which will be required when individuals exhibit symptoms of COVID-19. There will be no required asymptomatic testing while in the orange and yellow tiers.

Documentation of all testing results and/or employees declining to test will be recorded in the front office Covid-19 Testing binder by administration and office staff. Compliance to this testing procedure will be monitored monthly by administration and office staff.

*Any staff member who refuses testing or the sharing of results will be referred to the Diocese of San Bernardino Human Resource Department for further guidance, direction, and consequence.

County Tier	Staff Testing Cadence	Student Testing Cadence
Yellow	Symptomatic and response testing	Symptomatic and response testing
Orange	Symptomatic and response testing	Symptomatic and response testing
Red	Symptomatic and response testing +Every 2 weeks asymptomatic testing	Symptomatic and response testing +Every 2 weeks asymptomatic testing
Purple	Symptomatic and response testing +Every 2 weeks asymptomatic testing	Symptomatic and response testing +Every 2 weeks asymptomatic testing

Triggers for Switching to Distance Learning

An individual stable group classroom will go into quarantine and distance learning once a positive COVID case is identified in a classroom. School closure and a switch to Distance Learning will happen when: *Within a 14-day period, there is an outbreak in 25% or more of the stable groups (outbreak defined as at least three probable or confirmed COVID-19 cases within a 14-day period)

*Within a 14-day period, there are three or more outbreaks and more than 5% of school population is infected

St. Thomas School will work in cooperation with Riverside County Department of Public Health to monitor school and regional conditions and respond accordingly. If St. Thomas School is moved to in-person learning, it may move back to in-person after 14 days and after cleaning and disinfection, public health investigation and consultation with the local public health department.

Communication Plans

St. Thomas the Apostle School will communicate with staff, parents, and students, and coordinate with local health officials to inform dismissal decisions and the possibility of COVID-19 exposure. In such a circumstance, it is critical that St. Thomas School maintains the confidentiality of any student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

St. Thomas the Apostle School will notify staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure within 24 hours of notifying the health department of confirmed cases. Information will be conducted through email and through the school communication app.

- When the Office of Catholic Schools in collaboration with the local school district, county, and/or state makes a decision to close the school, Catholic Online Synchronous Learning (COSL) will be put in place. Closure announcements by class or complete school closure will be dependent on incidents of possible exposure to COVID-19 and positive testing of the virus.

Social Emotional Health and Well-Being

- Social Emotional health is a critical part of the whole person educational plan at St. Thomas the Apostle School. Building self-management skills, resilience, conflict resolution, and personal connections all assist in developing healthy overall life skills. The teaching staff is committed to weaving these skills throughout the curriculum to ensure that the students feel safe and secure in this learning environment.

- Staff will discuss the importance of being observant to student mental health and will be encouraged to have daily check-in discussions within the classroom stable groups.
- For students and families needing extra mental health support, referrals to outside resources such as Caritas Counseling will be utilized when needed.

Extended Care (6:45 am – 6:00pm)

Extended Care is offered for students before and after regular school hours. Protocol and guidelines for Extended Care are included with the school's regular Covid Safety Plan to ensure continuity.

- Extended Care will continue to be offered before and after school in the Parish Hall. Students need to be signed in and will follow the same procedure of temperature scan and screening questions regarding exposure to COVID-19 and symptoms of COVID-19 before being admitted.
- Students may be dropped off as early as 6:45am for morning care but must remain with parent until temperature is taken and health is assessed.
- While in Extended Care, students will remain with their classroom stable groups and follow the same procedures as in classrooms, always wearing masks unless eating or drinking.
- Students will remain 6 foot socially distanced.
- The Extended Care supervisor will review proper hand-washing techniques and protocol with the students.
- Students will use hand sanitizer when they leave and return from playtime or using the restroom.
- Should a student become ill while in daycare, the student will be isolated away from other students and parents will be notified. Parents must ensure that there is a responsible adult on the Extended Care emergency card that is available to pick up the student as soon as possible.