

St. Anthony of Padua School



St. Anthony
of Padua
School

Virtus Cum Scientia
Virtue and Knowledge United

Starting the School Year Smart *COVID-19 Handbook*

Based on Guidance from the Archdiocese of Los Angeles
And California Department of Public Health

Issued | July 2020

Subject to updates as new information is received

PURPOSE

On June 15, 2020, based on state and county health orders, the Department of Catholic Schools announced that Catholic schools in the Archdiocese of Los Angeles would be returning to campus for in-person instruction for the 2020-2021 school year. However, since then, the governor has mandated that schools in Los Angeles County start the school year online, until the number of COVID-19 cases goes down and stabilizes. LA County must be off the watch list for 14 days in a row before we can begin to reopen our schools.

The purpose of this document is to provide guidance for starting the 2020-2021 school year with in-person instruction given the current state of public health. It provides the most salient information that you need to know about getting students safely on campus and keeping them safe. Planning to reopen campus will require diligent planning efforts and attention to detail on the part of our school leaders, faculties, and staff.

The Department of Catholic Schools actively engaged in discussion with public health in Santa Barbara, Ventura, and Los Angeles County. The content of this guidance document takes into consideration the current public health guidance from the State of California, modified health orders in the three counties we serve, practices from our peers in other dioceses throughout California, and elementary and high school leaders from our archdiocese.

County public health orders will be modified as conditions change; we are not exempt from this. Schools must be prepared to adapt to new modifications as they are mandated by public health officials and the Department of Catholic Schools' Superintendent, Paul Escala.

The Department of Catholic Schools will continue to update you on future modifications to local county health orders as they pertain to PK-12 schools. However, it is imperative that schools regularly monitor county public health orders as well. The following is the link to the Los Angeles County Department of Public Health:

Los Angeles County Department of Public Health:
<http://publichealth.lacounty.gov/media/Coronavirus>

PLANNING FOR MULTIPLE SCENARIOS

This document focuses on how to maximize an on-campus schedule for all students, to the extent possible. In addition, some students may not be able to attend on-campus instruction due to health concerns. For those students, a distant learning option will remain in place.

When our school begins the year on August 19, 2020, we will start with distance learning. Initially, we had plans to address the following scenarios if we returned to in-person classes.

Remote Learning

What is remote learning?

This model is based on 100% online instruction from home. Students will have both synchronous (live) and asynchronous (recorded) lessons and independent work in all academic subjects.

How will remote learning work?

A distance learning plan will be provided to meet the needs of students in each grade level. Instruction will include a combination of both asynchronous and synchronous lessons, teacher-led small group instruction, independent work and daily office hours for students to receive support, as needed.

Key Terminology for Online Learning

Asynchronous: Class interactions happen via Learning Management System (Google Classroom) without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards to drive peer-to-peer engagement.

Synchronous: Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference, livestream, or chat. Most online courses are a blend of synchronous contact and asynchronous study/work.

Screencast: A digital video recording of your computer screen, usually including audio narration. Screencasts are a form of instructional video.

Video Conference: A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. We could use Zoom or Google Meets or Google Hangouts for this function.

Parent Communication

Administration:

- The school will continue to send out our weekly bulletin; with the principal supplementing communication as appropriate. We will send all communication through the email listed on file in Gradelink.
- The principal can be reached via email to schedule video conferences during office hours.

- The principal will be available to meet with parents over the phone or at the school by appointment, to discuss issues of importance to them and their children. Please contact the school office to schedule the appointment and follow all social distance guidelines when on campus.
- Any questions or suggestions can also be done through the principal's email. Remember that the success of our children and school depends on all of us.

Teachers will:

- Communicate on a regular (at least weekly) schedule about assignments via email or on their weekly blog online at www.stanthonygardena.org.
- Contact parents if students are not submitting their assignments to determine reasons why and help troubleshoot (Google Classroom allows parents to get daily or weekly student summaries)
- Hold office hours for families after their Zoom classes. Parents can make an appointment with the teacher for a virtual meeting.
- Answer emails and messages as quickly as possible (within 24 business hours except late evenings, weekends, and holidays).

Please note that in an effort to allow teachers an opportunity to do the extra planning and work that will need to take place for remote learning, that teachers will not be expected to answer any emails that are received after 4pm unless it is a serious emergency. During this time, the necessity of developing time for self-care for yourself and the faculty is of paramount importance.

Attendance Policy

Daily attendance is very important to the academic success of our children. Parents must make sure that the child has access to the internet and all K-1 students need a device in order to participate fully in distance learning. Students need a quiet desk free from disruption to work effectively. Devices are available from the school, if needed. Parents must sign a liability form stating that any school-owned devices that are returned damaged must be replaced or repaired. Forms can be picked up at the office.

Students should be present on all live lessons unless there is an illness or excused absence.

- Teachers will take attendance via participation in assignments and/or online class daily.
- If students are not present, the parent must notify the teacher via Call or Email of the absence or it is considered unexcused.
- Parents must provide the teacher with a doctor's note if the student will be out for morning or afternoon lessons.
- Students must be present to all live sessions with their uniforms on and their cameras on.
- Junior High students must attend all subject live sessions.
- Repeated absences may have an effect on final grades.

Distance Learning Procedures and Norms

- Students need to be visible on the camera and keep their assigned name.
- Students need to follow rules and procedures as if they were in the classroom.
- Students need to be respectful during lessons.
- Be mindful of surrounding noise and use headphones.
- Have a designated workspace (flat table or desk).
- No eating during class sessions.

Student Communication

Administration and Teachers will communicate with students regarding assignments and will be available daily.

Teachers:

Teachers will communicate with students every school day. Each teacher will go over the communication policies with parents as part of the Back to School Night presentation.

Attendance:

Daily attendance will be mandatory. Students will be marked absent if they don't log in.

Check-in points:

Teacher will be checking in with students daily. Attending virtual classes, posting to discussion boards, emailing, submitting assignments, etc., all constitute check-ins. If a child is not completing work or has not logged onto Video Conference, the teacher will reach out to their parents individually. Continual absence or incomplete work, will result in the administration reaching out.

Both:

Both administrators and teachers will follow all rules regarding the Archdiocese of Los Angeles guidelines for interacting with minors. Any Room Parents, coaches, or parent/adult volunteers must be Virtus-trained and ADLA fingerprinted in order to work with children, even virtually.

UNIFORMS

Students are welcome to and highly encouraged to wear their regular school uniforms while Distance Learning, including their PE uniforms on their PE days and *only required to wear their full uniform to school and formal Mass uniforms on Mass days (should we return to Mass in person or during outdoor liturgies)*. Wearing their school uniforms will set the tone

for the school day, ensure school-appropriate dress, and ease the transition back to on-campus learning. Please note: detentions or effort notices **will not** be issued if students do not wear their uniforms, *unless it is a school/class Mass day and we are back to school in person.*

ZOOM PROTOCOLS

Each teacher will review their developmentally appropriate expectations for student participation and attendance during Zoom lessons. The following “Do’s and Don’ts” are an overview of schoolwide expectations **during online class.**

DO:

- *Sit up and on a chair and look at the screen.
- *Turn your video on.
- *Use your real first and last name.
- *Mute your microphone until it is your turn to talk.
- *Stay in one place during the Zoom.
- *Listen to whomever is speaking.

DON’T:

- *Draw or write on the screen.
- *Leave the screen or walk around.
- *Change your background.
- *Chat/text/message others during class

How to be a Distance Learning Parent

To support the teacher, parents are asked to:

Establish routines and expectations

It is important to develop good habits from the start. Create a routine and talk about how it’s working over time. Chunk your days into predictable segments. Help students get up, get dressed and ready to learn at a reasonable time. Keep normal bedtime routines, including normal rules for digital devices.

Choose a Good Place to Learn

Set up a physical location that’s dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety. Ensure that all needed materials are nearby.

Stay in Touch

Teachers will mainly be communicating regularly through our online platforms and virtual learning environments. Make sure everyone knows how to find the help they need to be successful.

Help Students ‘Own’ Their Learning

No one expects parents to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.

Begin and End the Day

Checking In:

In the morning, you might ask:

- What classes/subject do you have today?
- How will you spend your time?
- What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today?
- What did you discover? What was hard?
- What could we do to make tomorrow better?
- What can we do to organize you for tomorrow?

Encourage Physical Activity and Exercise

Living and working at home, we will all need some room to let off steam and keep our bodies active. Moving (independently and together as a family) is vital to health, well-being, and readiness for learning.

Manage Stress and Make the Most of an Unusual and Temporary Situation

We are going through a time of major upheaval to our normal routines and ways of life, and there's a great deal of anxiety in the world right now. Emotions may be running high, and children may be worried or fearful. Parents may be stressed as well, and children are often keenly aware of trouble. Children benefit when they get age-appropriate factual information and ongoing reassurance from trusted adults. In these circumstances, it's often possible to reframe challenges as opportunities.

Monitor Time On-screen and Online

Distance learning does not mean staring at computer screens seven and half hours every day. Teachers will aim to incorporate a variety of on-line and off-line tasks. Work together to find ways to prevent 'down time' from becoming just more 'screen time.' Podcasts and audiobooks

(many free through library apps) are great options. There is a term called **Zoom Gloom**. **Pediatricians recommend no more than 2 hours of screen time a day for children, but with distance learning, this is not always possible.** For their safety, we highly recommend that you directly supervise children when on electronic devices and that you do not permit them to go onto social media sites without your oversight and express permission.

Connect Safely with Friends, and Be Kind

Help your children maintain contact with friends through safe online technologies, but monitor your child's online use. Remind your children to be polite, respectful and appropriate in their communications, and to follow school guidelines in their interactions with others. Report unkindness and other problems or inappropriate behavior so that everyone maintains healthy relationships and positive interactions.

Academic Honesty and Integrity

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do the same.

At SAP, honesty is expected of all students in all work assignments, examinations, papers, and projects. The possible consequences for violating Academic Integrity Policy includes, but is not limited to, appropriate grade penalties, loss of registration privileges for future classes, disqualification, and/or dismissal. SAP strictly adheres to its academic integrity policy.

How to Ensure Academic Honesty

- Submit only original work
- Protect your work (do not post online or share with another student)
- Never share username login or password for your personal or school accounts
- Read class syllabus, handbook, and directions carefully with your parents
- When in doubt, cite your source
- Use a citation help site
- If you don't understand, just ask!
- Students and Parents should Anonymously Report Academic Integrity issues to teachers and administrators
- If and when we are allowed to return to in-person classes, the potential of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19 or cases within the community significantly increase.
- Individuals who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing an option for distance learning.

TRANSITION TO HYFLEX LEARNING

St. Anthony of Padua School will be prepared to safely welcome students back to our campus in strict accordance with current public health guidelines. When we are given permission to

transition into HyFlex Learning (on campus classes with optional Distance Learning), we may schedule 1-2 student-free transition days to allow faculty/staff to plan and prepare to safely welcome students back. This is dependent upon the prevailing public health guidelines, which are fluid and likely to change from the existing ones.

Options for Instruction at St Anthony of Padua School when in person instruction resumes

SAP will provide different options for families when schools in LA County are allowed to reopen and return to school for in-person instruction. As our situation with COVID-19 rapidly changes, we want to be as prepared as possible for different options moving into the new school year. We had considered the following possibilities that are tentative and subject to change:

K-5 Options:

OPTION 1 - To keep small class sizes for social distancing, the class will be SPLIT INTO 2 GROUPS for on-campus learning. K-2 would have an AM/PM schedule. The AM Group would be from 8am-11am. The PM Group would be in school from 12-3pm. This means that you will choose to bring your child to school in the morning/afternoon for 3-hour blocks a day with their teacher. When your child is not on campus, he/she will need to log into Zoom from home for direct instruction and class participation or do asynchronous work on SeeSaw.

For Grades 3-5 mandatory zoom and google classroom from 8:30 - 2PM with breaks. Optional zoom from 2-3pm.

OPTION 2 - If you are not comfortable bringing your child to school for on-campus learning, he/she can remain at home M-F for 100% DISTANCE LEARNING through Zoom. We will follow the same schedule as students who are at school. They will need to log into Zoom from home for direct instruction and class participation.

OPTION 3 - Monday-Thursday 8am-3pm ON-CAMPUS + Fridays from home on Zoom (Option 3 is only available when the health official and Governor allows in-person classes)

FOR PLANNING PURPOSES, please let your classroom teachers know WHICH OPTION BEST FITS YOUR FAMILY'S NEEDS and is conducive to your child's learning. Likely, this will take place starting in the SECOND TRIMESTER or AFTER THE CHRISTMAS BREAK, beginning on JANUARY 11, after the holiday and flu season have passed. We will try our best to accommodate your needs so please communicate them to us. *NOTE: We had thought it best to move to distance learning after Thanksgiving through Christmas to limit in-person contact over the holidays. Should things change, we will notify families.

Jr High Options:

Option 1A - Monday/Wednesday 8am-3pm ON-CAMPUS + other days from home on Zoom. We will follow the same schedule M-TH as students who are at school, from 8am-3pm for 2-hour blocks with each teacher. He/she will need to log into Zoom from home for direct instruction and class participation. The first hour of each class will be mandatory Zoom class time. Fridays will be reserved for online learning in special classes (Art, Music, PE) and teacher office hours

Option 1B - Tuesday/Thursday 8am-3pm ON-CAMPUS + other days from home on Zoom
We will follow the same schedule M-TH as students who are at school, from 8am-3pm for 2-hour blocks with each teacher. He/she will need to log into Zoom from home for direct instruction and class participation. The first hour of each class will be mandatory Zoom class time. Fridays will be reserved for online learning in special classes (Art, Music, PE) and teacher office hours

Option 2 - 100% DISTANCE LEARNING Monday-Friday 8am-3pm from home on Zoom
We will follow the same schedule M-F from 8am-3pm with 2-hour blocks with each teacher. He/she will need to log into Zoom from home for direct instruction and class participation. The second hour will be mandatory Zoom class time; during 1st hour students will be required to check google classroom for assignments and direct instruction through a pre-recorded lesson.

Option 3 - Monday-Thursday 8am-3pm ON-CAMPUS + Fridays from home on Zoom
(Option 3 is only available when the health official and Governor allows in-person classes)

****Please note that this plan is subject to change as needed during the distance learning process. This document serves as a foundation upon which we will continually build and adjust to improve our program. As a starting point, this provides clear expectations and information for all parents, students, teachers, and administrators. If at any time a portion of this plan is not working, please email your child's teacher right away to help us solve the issue. We are all in this together and we are here to support you and your family during this difficult time.**

PHYSICAL/SOCIAL DISTANCING

Physical Distancing in the Classroom

CDPH guidance on physical distancing states, *“Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact”* (p. 9).

Distancing between the teacher desk and students must be at least six feet. Distancing between student desks should be six feet *to the extent possible*. If six feet is not possible, then

the minimum distance must be no less than four feet. Classrooms with less than six feet between desks must use other mitigation techniques such as partitions or screens between desks. (When we return to school, all students on campus will receive their own face shield and student barrier for their desk).

Desk Spacing

- If students wear shields, can we use 4' distancing without barriers between desks or some other protective measure? **DCS RESPONSE: No. Facial coverings, whether shields or masks, are not a replacement for barriers if spacing is less than 6' distance.**
- Is 6' distance to be measured desk to desk or person to person? **DCS RESPONSE: The spacing rule is to be measured person to person.**
- If we install plastic shields/guards around the student's desks, can they be closer than 4 feet? **RESPONSE: DCS recommends a 4' spacing minimum between students.**
- What precautions need to be taken if we go 4 ft. spacing? **RESPONSE: If spacing between desks is less than 6' between students, additional measures should be in place such as student/teacher barriers or desk shields.**
- What is the source of the 4 ft. desk spacing in the guidance document? **RESPONSE: CDPH guidance on distancing states, "Distancing between student desks should be six feet to the extent possible." The DCS recommendation of not spacing less than 4' is based on our review and analysis of guidance documentation and direct conversation with state and public health officials.**

Additional functions of the classroom environment will include:

- Markings (i.e., masking or painters tape) on classroom floors to promote distancing
- Marked path for entrance and exit
- Desk arrangements to minimize contact (i.e., configuration of desks in a checkerboard style and facing the same direction)
- Increased ventilation (i.e., opening windows and doors)

Physical Distancing on Campus

Schools must make plans to reduce congregating of students, especially in hallways, recess and lunch areas, and outside the classrooms. This includes before and after school, recess, lunch, and other transitions. The following procedures have been established:

Morning Drop-off (These drop offs will be staggered by cohorts so there are no large gatherings. Teachers will meet families in the carline and take each child's temperature

with a no-contact infrared thermometer. Every day, families will go on to our new School app and answer all health screening questions online before they are allowed on campus. Outside visitors are limited, and any person on campus must have a face mask/face shield and check in at the office.

See WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK OR PRESENTS SYMPTOMS If a child presents symptoms or a fever, they will be sent home immediately). Students should be kept home if they are sick.

Afternoon Pick-up: Times for pickup will be staggered by cohorts as well. Cohorts will likely be divided into grade level bands: K-2, 3-5, 6-8. Schedules will be forthcoming. The goal is to minimize contact with other cohorts and avoid cross-contamination.

Recess: Students will be able to play outside with limited contact and stay in small groups with the same children each day to help with contact tracing.

Lunch: Students will eat in their respective classrooms (not in the Hall) and if they choose to buy school-offered lunches through Happy Lunch, the company will offer pre-packaged lunches for safety.

At this time, outdoor assemblies and large gatherings of any type are not allowed (including daily student assemblies, Trojan Letters, school Masses in the Church). Schools will be informed if this changes. For now, we may have some in-person gatherings such as a school drive-in Mass, or in-person meet and greets in smaller groups, following all social distancing protocols. Again, this is all very fluid and we will update families as circumstances evolve.

WEARING FACE COVERINGS (MASKS & FACE SHIELDS)

Students

CDPH guidance on face coverings for students uses flexible language and states that, “*Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient*” (p. 6). Thus, the general expectation is to teach and communicate that students should wear masks and keep them on to the degree that it makes sense in a given setting. We anticipate that for some students, wearing a mask consistently will be an issue of practicality. Students in early childhood and primary grade levels will likely have a hard time keeping face coverings on their face, as well as keeping them clean. In addition, students with asthma or other health challenges may not be able to wear a face covering. Face masks are strongly encouraged and students with special circumstances can make arrangements to use a face shield. Face shields are also appropriate alternatives if a mask cannot be worn. These shields will be offered to all students and staff when we return to in-person classes.

Staff

For staff, the CDPH guidelines use more specific language stating that, *“All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection). Teachers can use face shields, if available, which enable younger students to see their teachers’ faces and to avoid potential barriers to phonological instruction”* (p. 6). Thus, staff are required to wear face coverings.

Visitors

Visitors and all other adults must wear face coverings on campus at all times. All visitors must still sign in at the front office. We are only allowing 5 people in the office at a time.

COHORTING OF STUDENTS

CDPH guidance states that, *“Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable”* (p. 9).

SAP will cohort students in homerooms and grade levels. Junior high students will stay in their respective homeroom classrooms upon a return to in-person instruction. The teachers will rotate to teach the classes. In addition to limiting the spread of the coronavirus, the point of cohorting students is to make contact tracing easier in case a student or teacher tests positive for COVID-19. By cohorting students, SAP might be able to limit the impact on in-person instruction by only quarantining the cohort, rather than the entire school. If anyone in our community has been exposed to someone who has had COVID-19 in recent days or if they have tested positive for the Coronavirus, school and health officials must be notified immediately and the community should be made aware. All names will be kept confidential for the family’s protection.

MAINTAINING A HEALTHY ENVIRONMENT

Health Screening (at home)

Parents are strongly advised to monitor for symptoms at home and must be reminded to keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours. Daily health checks will be performed on-site consisting of temperature check and health screening and students will be monitored for signs of illness throughout the day.

Health Checks (at school)

During morning drop-off and before entering a classroom, all students (or guardians on behalf of students) must respond to a brief health screening. If a student (or guardian on behalf of the student) responds with an affirmative to any of the screening questions, they must not enter the

school building. The screening questions are found in this [Symptom screening form](#)

Temperature Checks

At the carline, before leaving their cars, all students must have their temperature checked by a staff member via no-touch thermal scan thermometers. If a student has a fever of 100.4 degrees or higher, he/she must not enter the school building. Temperature checks will be a part of the daily health screenings.

WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK OR PRESENTS SYMPTOMS

Faculty, staff, and students will be monitored throughout the day for signs of illness. Students, faculty, and staff with a fever of 99.5 degrees or higher, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home.

Any students, faculty, or staff exhibiting symptoms will immediately be required to wait in isolation area room 8 until they can be transported home or to a healthcare facility, as soon as is practical

Handling a Positive Case of COVID-19

As stated above, SAP will isolate a student or employee if he/she exhibits symptoms. All affected areas will then be disinfected.

If SAP has a positive case of COVID-19, we will follow all county public health procedures and complete the ADLA COVID-19 Report Form and Instructions to report it to the Archdiocese. (please refer to link in the next paragraph)

Community Disclosures

- If a child or teacher has to go home due to feeling sick or has symptoms, what is the proper procedure to take with that class/cohort in particular? **DCS RESPONSE: While sending a student or employee home because they exhibit symptoms will be part of every school's new reality, schools are only expected to notify their communities when you have a confirmed Covid-19 case with a student or employee. Please refer to the ["ADLA Covid-19 Report Form and Instructions"](#)** (click underline for link)

- If a child has a temperature, and they are carpooling with siblings or friends, do you have to send the entire car home, or just the student with a temperature? **RESPONSE:** If a student is being sent home because they are showing symptoms, siblings or members of the same car pool do not need to be sent home unless they are showing signs of

symptoms as well. In the event that a student in that situation tests positive for COVID-19, please follow all county public health procedures and complete the ADLA COVID-19 Report Form & Instructions.

HYGIENE, CLEANING, AND DISINFECTION

Students and staff will be trained and reminded on a frequent basis of proper hygiene, cleaning, physical distancing protocols, etc.

Ensuring Proper Hygiene

Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap during the school day, rubbing thoroughly after application and using paper towels to dry hands thoroughly. Hand dryers should not be used. Frequently scheduled mandatory handwashing breaks or opportunities (especially for younger students) will occur at minimum:

- Before and after eating
- after using the restroom
- after outdoor play
- before and after any group activity.

Staff will model and monitor frequent and proper handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits.

Additional sanitation stations will be available throughout the campus. SAP School has purchased portable handwashing stations and hand sanitizer dispensers. Students will not be allowed to use the drinking fountains at school. They must bring their own water bottles, disinfect their spaces, and take home every item they bring to school daily. Face masks should also be washed and cleaned daily. Every child should have at least 3 cloth masks of their own and each child will be given a face shield and student barrier from the school.

Cleaning and Disinfecting

Prior to reopening campus, SAP will have been completely cleaned and disinfected. Upon reopening, SAP is required to maintain safety by continuously cleaning and disinfecting per the chart below. These cleaning steps are to protect students and staff and reduce the risk of the spread of infection. All cleaning supplies will be in compliance with the approved disinfectants.

Category	Frequency
Workspace (<i>i.e., classrooms, office</i>)	At the end of each use and day
Appliances (<i>i.e., refrigerators, microwaves</i>)	Daily
Electronic Equipment (<i>i.e., copy machines, shared computers/devices, printers, telephones</i>)	At the end of each use and day
General Used Objects (<i>i.e., handles, light switches</i>)	At least 4 times a day
Student and Teacher Restrooms	Twice a day
Faucets	Twice a day
Common Areas (<i>i.e., Cafeteria, Library, Conference Rooms</i>)	At the end of each use and day

LIMIT SHARING

Limit Sharing of Supplies and Materials

SAP will do the following to limit sharing:

- Keep each child’s belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected before the next day. Student barriers will be kept at school, but disinfected after each use.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Each child must have their own tablet.
- Whenever possible, SAP will try to be “paperless” and submit assignments and work digitally to reduce contact exposure. Grades K-2 use Seesaw and grades 3-8 will be using Google Classroom for their learning platform.

TUITION

As instruction, services, and activities traditionally offered in Catholic schools are modified as schools seek to meet all public health requirements, some parents may seek discounts on tuition. Although it is understandable that a parent perceives that they are receiving less for the same amount of tuition, it is important to note that:

- Tuition is already substantially less than the actual cost to educate.
- There are increased costs of operating due to the health and safety requirements.
- There are increased costs due to additional Distance Learning support staff.
- Traditional fundraising that helps make up the gap between tuition and actual cost are limited due to physical distancing and other public health orders.

ATHLETICS

Athletics will not be offering in person athletics at this time, due to social distancing protocols. We will wait until further notice by the CYO on when we can continue athletics. There may be some opportunities to compete with other schools virtually. More information to come from our Athletic Director, Ms. Jamison Mahar.

EXTRA CURRICULAR ACTIVITIES

All extra-curricular activities must be offered online only, until further notice.

DAYCARE

After School Daycare will not resume until we are able to reopen the campus. Students in daycare will be placed in grade level cohorts and preference will be given to families who absolutely need daycare (essential workers and those in the medical field). Those families will be asked to pay for a month at a time to secure their spot, since childcare is limited from 3-6pm and the requirement is to have small groups when in-person. Daycare fees are listed on our school website at www.stanthonygardena.org.

When Daycare reopens children will be in cohorts of 10-12 split between room 6 and 7. No sharing of any materials students will need to bring their own toys and supplies and whatever they bring they must take home to disinfect. Barriers will be used as needed and face masks/ face shields should be worn at all times.

WEEKLY MASSES

Weekly masses will continue to be held virtually.

PLAYGROUND

- What are the guidelines for playground rules? Can students play ball together? What about PE and sports? **RESPONSE: Contact sports are not currently permitted. Playground equipment should be cleaned and sanitized as part of the overall cleaning plan. PE should focus on lessons that incorporate individual activity as opposed to contact play.**

VISITORS ON CAMPUS

The safety of our staff and students remains the school's primary concern. **We encourage little to no visitation during the school day as often as possible in order to reduce the risk of spreading COVID-19. We have already reduced our parent service hours for the first trimester, and eliminated the bake sale requirement for the year for all families.** Any visitor who needs to conduct business in the school office must do so before 8:15 a.m. or by appointment. Visitors entering the office must follow the signs and markings for social distancing and wear a mask/shield at all times. No more than 5 people are allowed in the office at any given time. Visitors will not be permitted into classrooms or other parts of campus. Parents/Guardians who need to meet with a teacher are encouraged to set up a meeting by phone or through Zoom.

MATERIALS AND SUPPLIES PURCHASED FOR HYGIENE AND SAFETY

- Face shields for students/teachers
- handwashing stations
- Hand sanitizing stations
- Teacher/office/student plexiglass barriers
- Disinfectant sprayer