

MATER DEI JUAN DIEGO ACADEMY & MATER DEI CATHOLIC HIGH SCHOOL



## **Reopening Plan 2020 - 2021 School Year**

Please note that 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. The following is considered a living document that will be updated according to the latest government and health guidance.

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## Letter from the President

**AS WE ENTER INTO THE 2020-2021 SCHOOL YEAR**, we are prepared to provide the highest-quality Catholic education for all grades, TK-7<sup>th</sup> and 9<sup>th</sup>–12<sup>th</sup>. The COVID-19 pandemic has required us to be nimble, elevate our focus on health and safety, and prepare a variety of modalities to deliver our curriculum depending on the changing recommendations to mitigate the spread of the virus. We have risen to the challenge to continue providing quality academics, addressing the social-emotional welfare of students, and ensuring the health and safety of our entire community as our top priorities.

Our leadership team spent the past months meticulously planning for a safe reopening of our campus. We know the importance of being thoughtful and flexible when it comes to adjusting to changing protocols and recommendations by local and government officials. We are extremely proud of the commitment and flexibility of our teachers and parents, who have shown us what resilience looks like during our shift to distance learning last spring. We are confident we will be successful in tackling any challenges we may face in the coming school year. We have made significant investments in live-streaming technology as well as our network bandwidth and infrastructure. While we understand that we cannot mitigate all risk to our community, we will do our best to promote policies and protocols that will address virus transmission risks on our campus.

Thank you for your continued support. I am grateful to be part of such an amazing, faith-filled community. I must again express my gratitude to all of you for your confidence, patience, and resilience. I look forward to partnering with you to ensure the success, safety and well-being of our students.

Sincerely,  
John Rey, CPA, CFP®  
President  
Mater Dei Catholic High School  
Mater Dei Juan Diego Academy

# Guiding Principles

**MATER DEI CATHOLIC'S ROADMAP** is guided by three principles. Every decision that has been made has centered on these principles.

1. Act with fidelity to the Mater Dei Catholic Mission as a Catholic school.
2. Maintain a rigorous, high-quality education through all instructional models.
3. Prioritize the health and safety of the entire Mater Dei Catholic community.

*Two are better off than one, because together they can work more effectively. If one of them falls down, the other can help him up.*

ECCLESIASTES 4:9-10

## Task Force

**THE MATER DEI CATHOLIC LEADERSHIP TEAM** has spent countless hours conducting research and meeting to ensure we begin the 2020-2021 school year in the safest way possible. The Leadership Team has consulted with the San Diego Catholic Diocese, San Diego Health and Human Services Agency and [Aramark](#), our facilities and food service partner, to guide the decisions for the fall. Parent and employee surveys have also provided the team with necessary input. The Mater Dei Catholic Leadership Team is continuously monitoring state, county, and local guidance.

### 2020-2021 Task Force

**The Leadership Team, along with its partners, has worked diligently to ensure the safest reopening for the entire Mater Dei Catholic community.**

**HEALTH AND SAFETY COMMITTEE:**

Anthony Glaser, Jared Izidoro, John Rey, Alejandra Saavedra

**EMPLOYEE AND STUDENT WELLNESS:**

Anamaria Anthony, Noel Leon, Marissa Meda, Jill Valdez

**MDCHS ACADEMICS:**

Christine Amann, Frank Stingo

**MDJDA ACADEMICS:**

Leticia Oseguera, Cristina Torres

## **MDCHS/MDJDA Catholic Identity**

As a Catholic school, it is our mission to integrate faith into all aspects of our learning community. Regardless of what our learning environment looks like, MDCHS and MDJDA are committed to helping develop and support students spiritually and morally. We will be providing Spiritual Development opportunities for students in person or remotely. Our school Chaplains, Father Claude Lombardo and Father Paul De Soza will be available Tuesdays, Wednesdays and Thursdays, and Sr. Luz Maria Jimenez will be available Mondays and Fridays.

### **Mass Policy**

Only school employees and students will be permitted to attend school-wide Masses until further notice. Mater Dei Catholic will adjust to different school models by:

- Livestreaming liturgies from the Chapel in the hybrid model during Advisory Block.
- Eucharistic Ministers will deliver Communion to classrooms for Mass.
- Continuing regular Chapel activities with social distancing guidelines in the hybrid model.
- Watching Mass together during Advisory Block in 100% Distance Learning.
- Providing other virtual opportunities for communal prayer such as Rosaries and Adoration.
- Exploring the possibility of outdoor Masses in consultation with the Diocese of San Diego.

### **Retreat Policy**

If permissible, Mater Dei Catholic will offer the full complement of retreats for middle school and high school.

In the hybrid model, retreats are planned in smaller groups over a longer period of time.

In Distance Learning, retreats will be postponed. If Distance Learning continues into the Spring semester, retreats will take place virtually.

### **Mission and Ministry Service Program**

We realize families have questions regarding the student our Mission Service Program and Christian Service requirements. We encourage students to continue participating in Christian Service opportunities in their homes and local communities. However, students will not be required to fulfill the 25-hour obligation for this year. We will continue to collect Christian Service hours students submit to their Theology teachers and will apply all hours to their graduation requirement. Until Covid-19 restrictions are lifted, we understand the limits on many opportunities and potential health threat that remains to exist. We encourage students to continue serving their domestic church at home through daily prayer and by serving their families and neighbors at every opportunity.

## MD LEARNING PLANS

### 50% of Students on Campus

GOVERNMENT REQUIRES SIX-FOOT  
DISTANCING AND RESTRICTIONS

#### TK–K

*On-campus, full-time,  
five days a week.*

#### 1st–7th

*Two cohorts rotate a week on  
campus and a week off campus.  
When off-campus, students  
participate in the classroom  
virtually. All students will be  
learning five days a week.*

#### 9th–12th

*Cohorts rotate two days on and  
three days off-campus. When off-  
campus, students participate in  
the classroom virtually. All  
students will be learning five days  
a week, with Wednesday as a day  
for individual support and office  
hours.*

### 100% of Students on Campus

GOVERNMENT LIFTS KEY  
RESTRICTIONS

#### TK–12

*On-campus, full-time,  
five days a week in a  
traditional classroom  
format.*

### 100% of Students at Home

GOVERNMENT ISSUES STAY-  
AT-HOME ORDER

#### TK–7th

*Distance learning, full-time,  
five days a week.*

#### 9th–12th

*Synchronous Distance learning, M,  
T, TH, F, Office hours and  
individual support on Wednesdays.*

## Teaching & Learning Environment

**OUR STUDENTS ARE OUR PRIORITY.** We strive to create an effective learning environment for our students at all times. The delivery of high-quality instruction and social emotional well-being will continue at Mater Dei Catholic through one of three formulated plan types:

- **50% of Students on Campus**
- **100% of Students on Campus**
- **100% of Students at Home**

We will continue to offer a full curriculum and are prepared to be flexible as health department guidelines change.

Currently, the government mandates that we begin the school year with **100% of Students at Home**. Once the county meets specific criteria and this mandate is lifted, we have plans to shift to **50% of Students on Campus** to allow the flexibility necessary to support 6-foot social distancing while encouraging the use of innovative and creative technologies. Office hours will be available to support students.

As soon as the government lifts restrictions, we will return to our normal **100% of Students on Campus** learning environment. Tuition and fees will be the same whether 100% On-Campus, 50% On-Campus or 100% At-Home.



## Mater Dei Juan Diego Academy

### 50% of Students on Campus All Day for Grades TK & K

**MDJDA will provide a superior on-campus experience five days a week, adhering to social distancing guidelines, where students learn and grow through daily face-to-face interaction with teachers.**

**STUDENTS IN TK AND KINDERGARTEN** benefit the most from face-to-face interactions with their teachers daily. In addition to learning how to read and write, young children develop social skills by observing, mimicking, and interacting with their peers and adults around them. In order to maintain the required physical distance, we are moving these grade levels to larger classrooms. Students will remain in the same classroom and teachers will switch classrooms to continue to deliver rigorous enrichment activities weekly.

By making these adjustments, TK & Kindergarten will be on campus five days a week, all day.

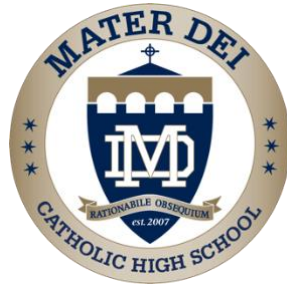
### 50% of Students on Campus A/B Cohort by Week for Grades 1-7

**MDJDA will provide a superior hybrid learning experience five days a week, where students continue to develop as bilingual and biliterate citizens through a combination of in-person and simultaneous virtual instruction.**

**STUDENTS IN 1st - 7th GRADE** will be part of an on-campus A/B cohort. Through this hybrid learning model, students will spend a week on campus followed by a week at home receiving simultaneous instruction using Swivl technology. Students on campus will be divided

into two smaller groups. They will remain in the same classroom and teachers will switch classrooms to continue to deliver a rigorous bilingual education.

Cohorts A and B will alternate weeks on-campus. All students will continue to participate in enrichment activities weekly.



## Mater Dei Catholic High School

### 50% of Students on Campus A/B Cohort by Day for Grades 9-12

**MDCHS will provide a superior hybrid learning experience, where students continue to develop their minds and build character through a combination of in-person and simultaneous virtual instruction.**

**STUDENTS IN 9th - 12th GRADE** will be part of an on-campus A/B cohort. Through this hybrid learning model, students will spend 2 days on campus followed 3 days at home receiving simultaneous instruction using Meeting Owl Pro technology.

Cohorts A and B will alternate days on-campus with cohort A on campus Monday/Tuesday and cohort B on campus Thursday/Friday. Teachers will have office hours and be available for students all day on Wednesday.





## Mater Dei Catholic

### 100% of Students on Campus Grades TK-12

**Mater Dei Catholic will provide a superior learning experience, where students feel loved, cared for and are makers of change.**

**AS SOON AS** the government lifts restrictions, we will return to our normal on-campus, in-classroom learning five days a week. With meticulous health and wellness measures in place and the cooperation of our families, we are adequately prepared to deliver an exceptional and safe learning environment for our students, faculty and staff.

### 100% of Students at Home Grades TK-12

**Mater Dei Catholic will provide a superior learning experience, where students become more independent while receiving carefully designed virtual instruction.**

**THE DISTANCE LEARNING PLAN** is designed to continue the delivery of our rigorous curriculum through virtual synchronous learning. We have carefully reviewed feedback and reflected on our experiences from this past spring to make improvements to our distance learning plan.

MDJDA will deliver instruction through OTUS and Zoom and continue the use of its various online platforms. Students will have necessary supplies at home to facilitate distance learning.

MDCHS will deliver instruction through Zoom and Schoology while continuing the use of its various online platforms.

## **Innovative Technology**

**TECHNOLOGY IS AN IMPORTANT PART** of education today. Mater Dei Catholic utilizes many platforms to make sure our students have the tools necessary for a great education. To ensure the best learning experience for all students, regardless of the delivery, Mater Dei Catholic has increased the internet bandwidth to 4GB and upgraded the Cisco Meraki Firewall to stay in line with current leading technology security standards.

### **Mater Dei Juan Diego Academy**

OTUS will be the main source of information for parents at all grade levels. Zoom will be used schoolwide for live classes. Depending on the class and grade, teachers and students use additional digital platforms to support instruction. These include: Achieve 3000, Smarty Ants, RAZ Kids, ST Math, Google Classroom, Khan Academy, Flip-grid, Kahoot, and Quizlet, to name a few.

### ***Swivl Camera at MDJDA***

Every classroom will be equipped with the latest live-streaming technology called [Swivl](#). With this special technology, a Swivl robot can capture high-quality audio and video of the classroom, creating an experience that best emulates an in-classroom setting. Our staff is undergoing training to learn how to use the new Swivl cameras added to classrooms. Using Swivl technology, students have a live classroom experience remotely delivered.

### **Mater Dei Catholic High School**

Schoology will be the centralized source of information for students and parents. Zoom will be used School-wide for live streaming all classes. Depending on the class and grade, teachers and students may use Pearson, Pear Deck, Kahoot, Reading Plus, Screencast-O-Matic, EdPuzzle, FlipGrid and Socrative, just to name a few.

### *Meeting Owl Pro at MDCHS*

Every classroom at MDCHS will be equipped with the [Meeting Owl Pro](#). Through this technology, teachers will be able to continue to provide a robust live-streaming in-class experience with high-quality audio and video. The staff will receive professional development upon their return to campus.

## **Student Experience**

### *Athletics, Arts & Clubs*

#### **Mater Dei Juan Diego Academy**

Mater Dei Juan Diego Academy is collaborating with its extra-curricular activities partners to explore the possibility of virtual offerings. We will provide updates as they become available on these activities as well as on the status of the Diocesan Sports League.

#### **Mater Dei Catholic High School**

CIF announced it will combine three seasons into two and push back the start of all sports to December 2020 or January 2021. CIFSD will be working on schedules for each sport based on this guidance. In the meantime, our Athletic Director is working diligently to ensure the safety and wellness of all athletes.

Mater Dei Catholic High School is working to provide a virtual “Club Day.” Clubs will meet either in person or virtually. Boys and Girls Faith Formation, as well as lunchtime chapel activities will be offered. Due to limited space, students will have to sign up prior to attending. Student clubs, meetings and events on campus are required to follow social distancing guidelines put in place by county and state authorities.

### *Academic Transcripts and Grading*

#### **Mater Dei Juan Diego Academy**

Mater Dei Juan Diego Academy will continue with Standards Referenced Grading (SRG) for the upcoming school year. This method of grading focuses on a student's mastery of standards and allows students to set focused goals on areas that need improvement.

### **Mater Dei Catholic High School**

Mater Dei Catholic High School will continue to generate official letter grades. This allows students to receive appropriate credit for all classes, including AP (Advanced Placement) and Honors classes. This grading system will support our students in distinguishing themselves on college applications.

### ***Academic Counseling***

#### **Mater Dei Catholic High School**

Mater Dei Catholic High School is committed to providing high-level academic counseling to all students, adapting to circumstances, as necessary. We will resume in person academic counseling when possible. In situations where that is not possible, remote advising and academic support can occur, so that the highest level of student support and success continues without interruption.

### ***Social and Emotional Well-Being***

The social and emotional wellbeing of all students is one of our biggest priorities. We have invested in special curriculum and added a social-emotional learning block to our schedule.

#### **Mater Dei Juan Diego Academy**

MDJDA is implementing a daily socio-emotional learning block. The 20-minute SEL class will take place each morning schoolwide in the students' homeroom.

- Grade levels TK-5 will use Harmony
- Grade levels 6-7 will use School-Connect
- Both curriculums are based on the [CASEL competencies for Social Emotional Learning](#).

#### **Mater Dei Catholic High School**

MDCHS will institute an Advisory Block on Monday and Thursdays, where we will deal with not just social/emotional issues related to COVID-19, but also teen mental health in general.

- We will be using the [School-Connect](#) curriculum.

## **Health and Wellness**

**MATER DEI CATHOLIC** is committed to working within the guidelines provided by the San Diego Catholic Diocese, our local and state officials and to act in accordance with the San Diego County Health Department guidelines. We are maximizing a combination of the [“Big 4”](#) strategies as guided by the County to make Mater Dei Catholic as safe as possible. These strategies include temperature and symptom screening, physical distancing, face coverings, and increased sanitation. These guidelines and protocols are based on the best available public health data to date. Thus, they can change and will be updated as needed.

### **Temperature and Symptom Screening**

**USING THE SECURE SERVICE, [Emocha](#)**, employees and students will complete a health assessment and answer a few short questions. If all health signs and symptoms are clear of risk, the student will be permitted to enter campus. Opening and completing this Emocha assessment takes less than one minute and should be completed prior to arriving on campus daily. There will also be temperature checks at each of the school entrances. Mater Dei Catholic has purchased seven no-contact temperature scanning kiosks. More information will be made available regarding arrival and departure protocol as we get closer to returning to campus.

### **Face Coverings**

**FACE COVERINGS** will be worn by all faculty, staff and students in grades 3-12. Students in grades TK-2, are highly encouraged to wear face masks but may choose to use a face shield as an acceptable alternative. This is in alignment with the recommendations made by our state government. We remain committed to protecting the health and safety of both students and staff.

The primary role of the face-covering is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who unknowingly has COVID-19. Wearing a face covering is shown to greatly reduce the transmission of airborne respiratory droplets.

**We will provide a reusable cloth face mask for all students and employees. Additionally, a face shield will be provided for each student in grades TK-2 upon returning to campus.**

Refer to Section 3 in the COVID-19 Prevention plan for Face Coverings located in this document.

## **Physical Distancing**

**PHYSICAL DISTANCING** will be expected in all classrooms, public spaces, and workspaces where possible. Mater Dei Catholic employees, students, and parents should practice maintaining a six-foot distance and eliminating contact with others.

**TRAFFIC FLOW DECALS** placed on the floor will mark the walking direction throughout campus in order to maintain the social distancing requirement of six feet and reducing face-to-face contact.

**DESKS WILL BE SPREAD OUT** to allow for six feet of distance between students when practicable. **Desks will be equipped with plexiglass shields.** Some classes may meet in nontraditional spaces on campus to ensure appropriate distance.

**LUNCH** areas will be spaced throughout the campus. Students will be expected to maintain social distancing during lunch. Lunch times will be modified to limit the numbers of students eating lunch at any given time.

**SHARING OF SCHOOL SUPPLIES** is not allowed. Students will have their own supplies at school. We will have additional supplies if needed.

## **Increased Sanitation**

**FREQUENT HAND WASHING WITH SOAP AND WATER** for at least 20 seconds is one of the best ways for people to stay safe and reduce the spread of germs. This is the number-one

defense against any virus. Avoid touching your eyes, nose, and mouth. Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.

**TEN PORTABLE HAND-WASHING STATIONS** will be installed throughout the campus to facilitate more frequent hand washing by students, faculty, and staff.

**RESTROOMS** will be equipped with touch-free paper towel and soap dispensers.

**HAND SANITIZER WILL BE AVAILABLE IN EVERY CLASSROOM** for faculty and students to use upon arrival. In addition, there will be twenty touchless hand sanitizer stations located around high traffic areas on campus.

### **COVID-19 Symptom Protocol**

**WE HAVE HIRED A NURSE TO HELP FACILITATE OUR SAFETY PROTOCOLS.**

**ANY FACULTY, STAFF OR STUDENT** who exhibits COVID-19 symptoms while on campus will be required to report to the external isolation area for evaluation. Students with COVID-19 symptoms will be monitored until they are picked up by an authorized adult. For all COVID-19 symptoms, close contact with a confirmed COVID case, and all confirmed positive cases, we will follow the chart from the CDPH in Section 9 of the COVID-19 Prevention Plan.

### **Facilities Disinfecting and Ventilation**

Mater Dei Catholic is fortunate to have a long-standing partnership with Aramark who is responsible for the custodial, maintenance and food service on campus. Aramark is one of the top providers for K-12, Colleges and Universities throughout the country. Locally, they are responsible for managing the custodial maintenance needs for PETCO Park and San Diego State University. For Aramark's COVID-19 Pandemic Response, follow this [link](#). We will be following their guidance for all disinfecting.

**CLASSROOMS WILL BE DISINFECTED DAILY.**

Mater Dei Catholic will follow both the CDC and CDPH guidelines for cleaning and disinfecting during the school day and each night. For more detailed information refer to Section 5 in the COVID-19 Prevention Plan.

**CLASSROOM VENTILATION (HVAC)** Through our partnership with Aramark, we have upgraded our HVAC systems. Each of our 125 units have been retrofitted with MERV-13 filters and UVC lights in the rooftop units.

**HYDRATION STATIONS** to fill personal water bottles will be available throughout campus. Traditional drinking fountains will be disabled. Every student is encouraged to bring their own bottle to refill at one of five no-contact stations located in DePaul, Guadalupe Center, Lecture Hall Restrooms, Kateri Café and inside the Bosco Center (gym lobby).

## **COVID-19 PREVENTION PLAN**

The following contains the general measures, health and safety practices and policies that Mater Dei Catholic will be implementing starting August 7, 2020. All considerations and policies have been made in accordance with the guidance listed in Section H are in the best interest of students and employees. This section is aligned with the COVID-19 Prevention Plan for Schools Checklist and is an active document that will be updated according to the latest government and health guidance.

### **1. General Measures Overview**

Please read the Mater Dei Catholic Reopening Plan 2020-2021 in its entirety. This plan is subject to change based on updated and/or revised information regarding the safety and health of the students and employees.

You may direct any questions or concerns regarding this document to the school principal. Mater Dei Catholic will continue to follow local, state, and national health orders regarding COVID-19. Please understand that decisions are being made considering the safety and wellness of all students, employees, and their families.

Mater Dei Catholic Administration is in constant communication with administrators from Otay Ranch Academy of the Arts, a charter school that resides on the Mater Dei Catholic campus, for all health and safety procedures. Although they will have their own procedures, they will adhere to all Mater Dei Catholic facility health and safety guidelines.

### **COVID-19 Webpage/Communication**

We encourage all students, parents, and employees to regularly check the [Mater Dei Catholic COVID-19 Webpage](#) for the latest information regarding reopening school and



ongoing communication regarding COVID-19. We will also be communicating regularly through weekly newsletters. If you are not receiving this correspondence, please reach out to [helpdesk@materdeicatholic.org](mailto:helpdesk@materdeicatholic.org) and make sure we have your current contact information.

Mater Dei Catholic's Leadership Team will continue to monitor guidance from the agencies referenced and any additional information as it is presented.

### **School Facilities**

There is currently no community use of the Mater Dei Catholic facilities. When that changes in the future, those permitted to use Mater Dei's facilities will be required to follow all current health and safety protocols and will comply with the guidance provided by the California Department of Public Health ([CDPH](#)). All Mater Dei Catholic-related activities and functions for the Fall semester will also follow the guidelines provided by [CDPH](#) as well as [Cal-OSHA](#) requirements.

### **Visitors to School**

Only essential visitors will be allowed on campus. At the recommendation of California Department of Education, visitors will not be allowed at any time unless in an emergency. Appointments with teachers or counselors should be made through phone or videoconference.

If you must come to school for an urgent matter between the hours of 7:30am and 3:15pm, please use the DePaul Building entrance. All parents/legal guardians should schedule an appointment before coming to campus to ensure that we can assist you safely.

Upon entering campus, visitors will be screened by having their temperature checked using no-contact screening kiosks and responding to questions about the signs, symptoms, or any exposure to COVID-19. All visitors on campus will be required to wear a face covering and any meetings will be held maintaining a 6-foot distance

between parties when practicable. Visitors will continue to check-in with security using the Raptor Technologies Security system.

## **2. Promote Healthy Hygiene Practices**

Every student and employee will be educated on healthy hygiene practices including [washing hands](#), avoiding contact with [one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#). Signage reinforcing healthy hygiene practices will be visible on campus.

Mater Dei's plan to encourage proper hygiene practices include:

- Ten portable hand washing stations positioned throughout campus to encourage additional handwashing without overcrowding bathrooms.
- Twenty touchless hand sanitizing stations located at each building entrance and the throughout campus.
- At least one hand sanitizer will be placed in each classroom.
- Only allowing one student at a time to leave the classroom for the restroom during class time.
- Maximum of two students in restroom at any given time.
- Requiring students and faculty to use hand sanitizer as they enter and leave the classroom.
- Eliminating any sharing of school supplies between students or teachers.
- Water flow in all restrooms sinks has been increased to flow for 20 seconds.
- All restrooms are equipped with no-touch paper towel and soap dispensers for increased hygiene standards.

### **Adequate Supplies to Support Healthy Hygiene Behaviors**

In conjunction with Mater Catholic Dei's policies, Aramark's Facilities and Maintenance Department will ensure adequate stocking of soap dispensers, paper towels, hand washing stations, and hand sanitizers with at least 60 percent ethyl alcohol for students and employees.

The school has a sufficient supply of Personal Protective Equipment (PPE) and will provide appropriate PPE to employees based on the latest Cal-OSHA guidance. The

Leadership Team will monitor [CDPH](#) guidance and PPE supplies.

### 3. Face Coverings

Mater Dei Catholic will follow the recommendations of the [CDPH](#) on the [use of cloth face coverings, masks, or face shields](#). Mater Dei Catholic will provide one reusable face covering with Mater Dei Catholic colors and logos and one clear face shield for all students and employees. Each student is responsible for bringing their own face covering each day. Students will not be permitted to enter campus without their cloth face covering. If a student loses or damages their face covering throughout the school day, Mater Dei Catholic will provide a disposable face covering for the remainder of the day. MDCHS student face coverings should be solid in color and should not have any logos, designs or words other than Mater Dei Catholic issued masks (high school only). Mater Dei Catholic will reference the following chart from [CDPH](#) regarding face coverings.

#### STUDENTS

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 <sup>nd</sup> grade	Strongly encouraged**
3 <sup>rd</sup> grade – High School	Yes, unless exempt

\*\*Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a sealable plastic bag (marked with the student's name and date) until it needs to be put on again.
- Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

All students are required to bring a sealable plastic bag marked with student's name and date. When temporarily removed, face coverings should be placed in the bag until it needs to be put on again.

## **STAFF**

Mater Dei Catholic's employees must use face coverings in accordance with [CDPH](#) guidelines unless [Cal/OSHA](#) standards require respiratory protection.

- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable gloves use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

#### **4. Ensure Teacher and Staff Safety**

Mater Dei Catholic plans to protect teachers and staff includes the following added elements:

- Educating employees on all appropriate procedures and guidelines.
- Ensure the use of face coverings and distancing throughout the school day.
- Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- Implement procedures for daily symptom monitoring for staff.

#### **5. Intensify Cleaning, Disinfection, and Ventilation**

Before reading please understand the difference between cleaning, sanitizing and disinfecting from the [California Department of Pesticide Regulation](#).

Mater Dei Catholic plans to frequently and thoroughly clean and disinfect high-touch surfaces within the school day. These high-touch surfaces, which include door handles, light switches, sink handles, bathroom surfaces will be disinfected four times per day. Students will [wipe](#) down personal learning spaces, chairs and plexiglass dividers with an antibacterial soap and water solution at the beginning and end of each class period.

All drinking fountains have been disabled. Instead, students will be able to use one of five no-touch hydration stations located throughout campus.

Students are encouraged to bring refillable water containers but should not share them with other students.

Other efforts to clean and disinfect the campus include:

- Daily disinfecting of high-touch surfaces including door handles, light switches, sink handles, and bathroom surfaces using disinfectant solutions found on the [Environmental Protection Agency](#) (EPA)-approved list “N” and administered by trained professionals from Aramark.
- MDCHS will supply a soap and water solution and paper towels for students to clean their personal learning space before and after use.
- Mater Dei Catholic has maximized the school’s HVAC filtration systems by adding MERV-13 filters and installing UVC Lights in each roof mounted HVAC system.
- Mater Dei Catholic’s vans will be disinfected after every use.

The facilities director from Aramark will maintain a readily accessible cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.

Antibacterial soap and water will be used to clean the classroom while students are on campus. Frequently touched surfaces will be disinfected throughout the day and all classrooms will be completely disinfected at the end of each day.

## **6. Implementing Distancing Inside and Outside the Classroom**

To maintain safe social distancing to the greatest extent possible, Mater Dei Catholic will:

- Establish an external isolation area located outside of the theater for students or employees who develop fever, cough, sore throat, or other flu-like symptoms while on campus.
- Reduce person-to-person proximity in the classroom by optimizing classroom arrangement, and spacing desks 6 feet apart wherever practical.
- Install plexiglass dividers on each student and teacher desk in the school.

- Place signage on walls and on the ground, which show proper distancing and direction of foot traffic.
- Keep flow of traffic around campus in a single direction as best as possible. Arrows and signage will help determine the flow.
- While gatherings are still prohibited, lunch will be eaten in classrooms or outside in small socially distanced groups.
- Consult county and state guidelines for decision-making about participation in extracurricular and co-curricular programs.

Mater Dei Catholic’s plan to adhere to the 6 foot space between seats and desks include:

- Removing non-essential furniture from each room to rearrange student seating for maximum distance when practical.
- In rooms where student desks cannot be placed at least 6-feet apart, placing them as far apart as possible.
- Marking the floor of each classroom to show proper desk orientation and spacing as well as a 6-foot perimeter around the teacher’s desk.
- Equipping all student and teacher desks with transparent plexiglass barriers.

### School Schedules

School hours for Mater Dei Catholic will vary for the high school and elementary school. To help minimize the traffic flow to-and-from campus, arrival and dismissal times will be staggered. Upon arrival, students are not to congregate around campus. After they have been screened, they are to proceed directly to their first block classroom where their teacher will be present. Please see the chart below for details on both schools:

	<b>MDCHS</b>	<b>MDJDA</b>
<b>School Hours</b>	8:00am-3:00pm Cohort A - M/T Cohort B - TH/F	<b>TK , K, 1st</b> (M-TH) 8:00am-2:30pm (F) 8:00am-11:30am <b>2<sup>nd</sup>-7<sup>th</sup></b> (M-TH) 8:10am-2:40pm (F) 8:00am-11:40am

		<i>(soft start until 8:25am)</i>
<b>Arrival Time*</b> <b>(soft start)</b>	7:30am-8:00am	<b>TK-1<sup>st</sup></b> 8:00am-8:25am <b>2<sup>nd</sup>-7<sup>th</sup></b> 8:10am-8:25am
<b>After School Supervision</b>	Theater 3:15-4:30pm (limited to approximately 75 students by reservation only)	Open Minds (Lima 4 and outdoor areas) Before School: 7:00-8:00am After School: 3:15-6:00pm
<b>Extracurricular Activities</b>	TBD	TBD

*\*Please see Morning Arrival and Afternoon Departure section for more details*

MDCHS operates on a 7-period block schedule. Students will rotate through their individual schedules during their designated days on campus. When not on campus, students will be required to participate synchronously using Meeting Owl Pro technology.

MDJDA will operate on a hybrid learning model with weekly rotations. Students will alternate being on campus weekly. When not on campus, students will follow synchronously using SWIVL technology.

Students from both schools can elect to participate in 100% distance learning.

### **Morning Arrival and After-School Departure**

The following procedures are in place for daily arrival to campus:

- Students will arrive at their designated time (see chart in previous section).
- Students able to drive will park in the designated lot.
- MDCHS Students will use Gates 1 and 2a-c for temperature screening and Emocha verification.
- All students will have their temperature taken at the gate with the no-contact thermometers.
- All students must show verification of completion of Emocha screening questions.
- MDJDA Students will use Gates 1, 2a-c, and Gate 3 (Kindergarten)



- After screening, students will proceed directly to their first block class where teachers will be present.

The following procedures are in place for daily dismissal:

- MDCHS students will have staggered dismissal beginning at 3:00pm.
- Parents can utilize the roundabout or either parish parking lots for pickup.
- If a high school student's ride is not on campus by 3:15pm, students will be instructed to proceed to the theater where they will be able to work until their ride arrives (this will be available until 4:30pm). Due to social distancing, space is extremely limited.
- MDJDA students will have a staggered dismissal beginning at 2:30 pm. MDJDA will use a dismissal app to alert the school of their arrival in the roundabout. At that time, students will be escorted to their vehicle by an MDJDA staff member.

## **7. Limit Sharing**

Mater Dei Catholic will limit the use of shared objects and equipment by:

- Encourage students to bring and keep their own learning materials, equipment, technology device, water container, and food without sharing. Equipment will not be shared during class and will be disinfected at the end of the day.
- Teachers will leverage technology to limit the use of passing out/collecting paper.
- MDJDA will provide students with a school supply kit for home and a supply kit for school.

## **8. Training and Education**

### **Staff**

All school employees will be trained on new COVID-19 protocols before school begins. Additional training will happen throughout the year as needed. Employee training will take place via Zoom and will be recorded. Topics that will be covered include, but not limited to:

- Mater Dei Catholic's reopening plan.
- Cleaning and disinfecting practices.
- Physical distancing guidelines and their importance.

- Screening practices.
- COVID-19 specific [symptom identification](#).
- Proper [use, removal, and washing of cloth face coverings](#).

All contracted employees, including Aramark custodial, maintenance and food workers, Brightview and PS121 security will follow all previously mentioned guidelines ([CDPH](#)) and will wear recommended PPE at all times.

### **Families**

- All education for families will be provided using videos and regular written correspondence.
- Students will be taught new COVID-19 related procedures before classes begin through videos prior to arrival. Protocol will be reinforced daily through instruction, signage and supervision by Mater Dei Catholic faculty and staff.

## **9. Check for Signs and Symptoms**

Mater Dei Catholic will follow the recommendations for the [California Department of Public Health on testing and the measures](#) that should be taken when a student, teacher or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19.

Mater Dei Catholic will implement a passive and active screening process for all students and employees before they are allowed to enter campus.

1. Students and employees will use the EMOCHA app to report any symptoms they are feeling each morning, including taking his/her temperature.

- Students/employees experiencing symptoms will be required to stay home until symptom free. The school's Health Office will monitor student and employee responses.

2. Students and employees will use a no-contact Infrared Facial Temperature Scanner to take the temperature of every individual before they enter campus.

- If a temperature over 100 degrees is detected, the individual will be sent to a secondary screening location for a recheck after five minutes. Any person with a temperature over 100 degrees during the re-check will not be allowed on campus.
- For students with a fever, a phone call will be made to a parent/legal guardian.
- Employees will be asked to go home for the day.

The nurse will have an external isolation center for students or employees who arrive with or develop a fever, cough, sore throat, or for students feeling ill during the day. Mater Dei Catholic will work to maintain the privacy of each student and employee. The school's Health Office will document/track incidents of possible exposure. They will also work with the principal to notify local health officials, employees, and families of any positive case of COVID-19.

Mater Dei Catholic will maintain privacy for any student or employee who has been diagnosed with COVID-19. Students in quarantine will participate in class via Meeting Owl Pro or SWIVL technology while required to stay home. Any student diagnosed with COVID-19 will be allowed to return to campus once cleared by a certified medical professional.

Mater Dei Catholic will use the following chart found within the [CDPH guidelines](#) when a student, teacher, or staff member has symptoms, is a contact with someone infected, or is diagnosed with COVID-19.

	Student or Staff with:	Action	Communication
1.	<p>COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)</p> <p>Symptom Screening: Per CA School Sector Specific Guidelines</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see #3, if negative, see #4)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• No Action needed</li> </ul>
2.	Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Quarantine for 14 days from last exposure</li> <li>• Recommend testing (but will not shorten 14- day quarantine)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>• Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine)</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> </ul>	<ul style="list-style-type: none"> <li>• School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 3 days after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing</li> </ul>

## **10. Plan for When Staff Member, Child or Visitor Becomes Sick**

Mater Dei Catholic has committed to the well-being of all on campus by hiring a Registered Nurse and expanding our Health Offices staff.

Mater Dei Catholic's plan for any student, employee, or visitor who becomes ill or develops symptoms while on campus includes:

- The person will be sent to the external isolation room while on campus. Individuals will be isolated until they can safely be transported home or to a healthcare facility.
- While in isolation, individuals must wear an approved face covering.
- The Facilities Department will thoroughly clean and disinfect all surfaces and equipment used in isolation before it may be used again.
- The isolation room will be cleaned and disinfected according to CDC guidelines for sick students.

## **11. Maintain Healthy Operations**

Mater Dei Catholic's plan for maintaining healthy operations include:

- Hiring three full-time substitute teachers due to the current environment.
- Monitoring and reporting student illnesses through the Health Office.
- Monitoring and reporting employee illnesses through the principal.
- Notify local health officials, employees, and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws.

## **12. Considerations for Partial or Total Closures**

Should another stay-at-home order be issued by the state of California or if the school campus needs to close temporarily, Mater Dei Catholic will transition to a 100% distance learning model. Both MDCHS and MDJDA will implement their 100% distance learning plan and will provide synchronous learning for all students. Students absent due to COVID-19 like symptoms or exposure to someone who tested positive for COVID-19 will be able to "attend" class from home via the livestream.

Mater Dei Catholic will follow diocesan and [CDPH guidelines](#) regarding the temporary closure of campus based on the following criteria:

“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 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.”

## **Additional Resources**

[American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-Entry](#)  
[Aramark Facilities and Food Services](#)

[CESA - Council on Educational Standards & Accountability](#)

[California Department of Public Health](#)

[California Department of Public Health COVID-19 Industry Guidance: Schools and School-based Programs \(Updated August 3, 2020\)](#)

[California Department of Public Education](#)

[CALIFORNIA SCHOOL NURSES ORGANIZATION - COVID-19 Health Services Recovery Plan Resource Guide in Educational Settings](#)  
[Centers for Disease Control and Prevention](#)

[City of Chula Vista Guidelines](#)  
[County Reopening Guidance & The Big 4](#)

[Diocese of San Diego Office for Schools -- School Re-Engagement](#)

[NATIONAL BUSINESS OFFICERS ASSOCIATION - Plan for a Safe Campus](#)

[Environment - COVID-19 Resource](#)

[San Diego County Office of Health and Human Services](#)

[San Diego County Office of Education](#)

[San Diego County Office of Education Reopen Plan](#)

## **JANUARY 20, 2021 UPDATE**

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](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.

### **Face Coverings:**

**Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.**

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
- For staff, bandanas, gaiters 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

### **Classroom Spaces:**

- 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

## **Positive COVID-19 Case**

In the event of a positive case, the school will:

1. Schools must 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 school 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. 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:**

- The school 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: [include name]

### **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 school 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 cases 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 (see sample notification #3 in Appendix 2).
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

### **School Closure Determinations:**

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.

### **Testing:**

Symptomatic testing: If a 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 a 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: Employees 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.

### **Travel Requirements:**

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person’s home.
- Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.