

Our Lady of Grace & Sacred Heart Nativity Schools

2021-2022 School Year Reopening Plan



Initial Plan Date: 9/8/2020 Update #1 [11/2/2020], Update #2(1/4/2021), Update #3
(8/31/2021)

Our Lady of Grace/Sacred Heart Nativity Schools Reopening Plan

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Overview

This framework for reopening the school campus is based on what is currently known about the transmission and severity of COVID-19 (Coronavirus). Sacred Heart Nativity Schools created this reopening plan with guidance from The Diocese of San José, the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Clara County Public Health Department (SCCPHD). The plan will be updated accordingly as needed as additional information becomes available.

The goals of the 2021-2022 School Plan are to:

- Safeguard the health of the students, parents, employees, and their families
- Reduce the risk of spreading disease in the community
- Ensure ongoing, accessible, high-quality ministry

The required protocols outlined comply with the most current order of the Santa Clara County Public Health Department and are responsive to the needs of our local community. The framework is not exhaustive nor is it a substitute for any existing safety and health-related regulatory requirements for our school. As the COVID-19 situation continues, the school administration will remain current on changes to public health guidance and state/local orders and maintain consistent communication with the school community.

- Santa Clara County Public Health Department
- California Department of Public Health
- Center for Disease Control

Nativity's Guiding Principles in developing the school Reopening Plans include:

1. Have faith in the direction we're going.
2. Let go of control, how do we respond to the challenge?
3. Improvise and Innovate
4. Let the Spirit of God inspire a sense of creativity, imagination & purpose
5. Dream a better way to educate (health and wellness, more reading opportunities)
6. Don't rush to re-create as it was...these are KEY decisions
7. Can't be one way or the other – flexibility is key (schedule)
8. Don't make a decision out of fear
9. Create a bold vision with inspiration – draw others in
10. Let our Mission guide us and hold onto shared values of 4 c's *community, care, compassion...CURA PERSONALIS*

Staff Committees began meeting in July 2020 to discuss all areas of the reopening and served in one of the following committees. Committees met on their own and reported back to the larger all-staff meetings. All reopening committees, Facilities Committee, Health and Wellness Committee, Communications Committee, Teaching/Learning Committee, were held virtually and parents were apprised of any and all decisions as they were made. For the 2021-22 school year, committees didn't meet but updates were provided by the COVID Designee team.

2020-2021- 2 Admin and 2 Staff members attended weekly COVID Designee training via Zoom and COVID-19 Coordinated phone calls throughout the school year hosted by Santa Clara County.

Prevention / Mitigation

B.1. Physical Distancing

Since the CDC and local health departments do not recommend maintaining 6 feet of physical distance in the classroom, masks and ventilation will remain a priority. Classroom desks remain facing forward with 3 foot distancing.

To all extents possible, students will remain with the same stable group of students in the same space and staff rotation between cohorts will be limited. Parent and visitor access to the campus will be limited for essential visits only. Parish use of the school building will occur on Monday evenings and some weekends and following the Parish use, cleaning and disinfecting of common areas would comply with the school's health and safety plan.

Nativity does not transport students to and from campus via bus transportation. We do use school vans to transport students on occasion and ensure full ventilation with windows open. In addition, all students and staff are required to wear masks.

School Protocols for Physical Distancing – Arrival/Dismissal

Arrival procedures

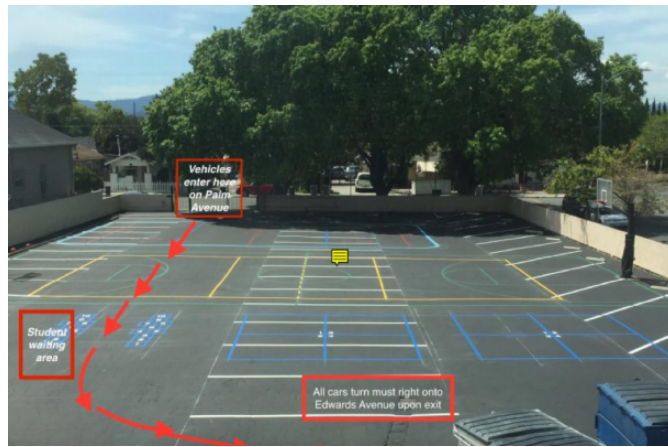
- Staff members will supervise students exiting to ensure safety and that face coverings are worn upon entering the school building. Upon entering the building, students will self-screen with a temperature check .
 - Cars:
 - Cars will enter from the gate on Palm St.
 - Students will be dropped off by the school building at the appropriate door.
 - SH (boys) after exiting safely enter at the door by the boys bathroom
 - OLG (girls) after exiting safely enter at the door by the girl's bathroom
 - No gates open prior to between 7:30 am-7:55am.
 - Walkers have been instructed to arrive between 7:30-7:55am and enter through the respective doors for OLG and SH students.
 - Cars will exit through the gate on Edwards Ave.
 - Students walking to school:
 - Students who walk to school will enter through the designated door outlined above

Students eating breakfast will proceed to Romero Hall (cafeteria), to sit and eat (capacity 24 students), overflow will eat in benches outside or wait to have breakfast. All other students proceed to homeroom to complete health screening [Nativity student and visitor health screening](#)

- Students arriving late: Parents must notify the Front Office if the student will be late. Upon arrival, parents will call the Front Office to notify that the student is at the designated door and they will be let in by the Front Office and marked tardy.

Dismissal procedures

- Staff members open gates prior to dismissal and supervise students waiting for parents to ensure safety, social distancing, and continuous use of face coverings.
 - Cars
 - Similar to morning drop off, cars will enter using the gate on Palm St. . Students will exit from their designated entry door and wait in the designated area for their cohort. They should leave via the Edwards Ave. gate.
 - Students walking home exit through the doors of the school they entered (by the bathrooms) and walk home at dismissal.
 - Parking lot image below shows parking lot flow



Master Schedule (indicated arrival/dismissal times)

[2021-22 schedule](#)

School Protocols for Physical Distancing – Restrooms

- Decals on floor are placed 6 feet apart to indicate to students where to stand while waiting safely outside to use the bathroom.
- All stalls can be used, limit number of students in each bathroom based on the number of stalls/sinks:
 - SH 6 (3 stalls, 3 urinals, 4 sinks)
 - OLG 5 (5 stalls/5 sinks)
- Bathrooms will be cleaned nightly by the cleaning staff.
- Students have been instructed on how to wash hands properly.
- There is not a specific restroom use schedule. Students have been instructed to wait outside on the floor decal while waiting their turn to use the bathroom. Students are encouraged to go to the bathroom during breaks and lunch as opposed to during class.



School Protocols for Physical Distancing – Recess

Students are required to wear masks during morning recess break, lunch break and when outside for recess when not eating or drinking.

AM recess break is Monday-Thursday 10:05-10:25am, snacks are provided for students or they may bring their own snack to eat.

All students have recess break together outside as there is adequate play space to maintain adequate distancing. We will evaluate and consider coning off play areas for the different cohorts if necessary.

Lunch outside break, SH students play outside first at 12:20pm, OLG students will get lunch from Romero Hall and eat in the outside benches. All students are required to wash hands inside the classroom if there is a sink otherwise, in the bathroom.

[Supervision schedule 2021-22](#)

School Protocols for Physical Distancing – Lunch

- Students will eat lunch outside of Romero Hall (at outside picnic tables) while unmasked. Spaced out seating remains in Romero Hall for 24 students to eat inside.
- Students will throw away any food related trash in trash cans located in the school parking lot.
- Students will wipe down the desks after lunch using disinfectant if eating in Romero Hall.
- OLG students will go through the cafeteria line first to be served, and will eat outside.

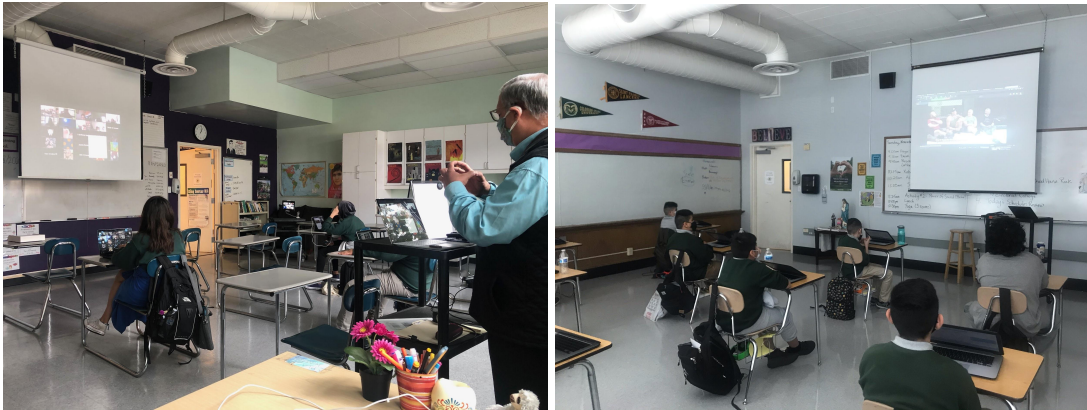
Lunch schedule: See schedules linked above

School Protocols for Physical Distancing – Hallways/Walkways/Stairs

- Student movement will increase throughout the building and students will rotate to classes. Students will walk in one direction to go upstairs (towards the south end of the building) and when coming downstairs use the north facing stairs to come downstairs.
- Hallways are bi-directional. There are floor decals (with school logo) that are offset so that a cohort class could wait outside the classroom by standing on the markings and still maintain physical distance.
- Stairs: Decals are located at the top and bottom of the stairwell. Students should always walk on the right side of the stairwell regardless if they are going upstairs or coming downstairs.

School Protocols for Physical Distancing – Classrooms

- Desks can be moved to ensure collaborative learning (group).
- Students have a personal set of resources needed in their backpacks (pens, pencils, paper, markers).
- Students each have access to a Chromebook in each classroom.
- On campus lockers will be used with homeroom teachers monitoring use in the hallway. Homeroom teachers will assign locker numbers based on even/odd numbers of students.



School Protocols for Physical Distancing – Magis (Front) Office

- Two desks are physically distanced in the Magis (Front) Office. There is a decal located outside the Front Office door where anyone needing assistance can stand socially distanced from the Front Office personnel.
- Efforts to eliminate excess foot traffic in the Front Office remains a priority.
- Front school doors are locked at all times, no visitors are allowed at this time, and any vendors coming in to work in the school building are required to complete the health screening form [Nativity Health Screening for students and visitors](#).

School Protocols for Physical Distancing – Romero Hall (cafeteria)

- OLG students can use the water bottle filler located in Romero hall. SH students have access to the water bottle filler upstairs on the 2nd floor.
- One student can use the filler at a time
- Staff members can eat in Romero Hall but physically distanced. Anyone using the desks in Romero Hall should wipe down their desk with the spray disinfectant and paper towels after use. Eating outside is highly encouraged.
- Meal program volunteers utilize the space in Romero Hall to prep lunch service.

B.2. Hygiene Measures

The CDC and local health departments recommend that schools explicitly teach and reinforce healthy hygiene practices for students and staff, including washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

Specific requirements, recommendations, and considerations in the [CDPH Guidance 2021-22](#) and [CDC guidelines for schools](#) were used when designing school-specific protocols.

School Protocols for Promoting Healthy Hygiene Practices
<ul style="list-style-type: none">● Explicit instruction of healthy hygiene practices (ongoing)● Instruction on new school policies regarding the following: (ongoing)<ul style="list-style-type: none">○ Entrance and exiting procedures○ Physical/social distancing procedures○ Identifying COVID-19 symptoms○ Daily health screenings○ What to do if not feeling well○ Hallway and bathroom procedures○ Handwashing procedures○ Policies and practices around the wearing of masks○ Use of classroom sinks when applicable○ Recess and lunch procedures○ Use of any possible shared items○ Sanitize of personal spaces (desks)● Signage/ Posters are located throughout school to remind and instruct about healthy hygiene practices.
<p>Reinforcing healthy hygiene practices (Parent Ed)</p> <ul style="list-style-type: none">● Education, reminding and practicing of safety protocols will be ongoing.● Parent education materials from the Santa Clara County Department of Public Health will be posted on School Speak (school information system), updated accordingly and emailed to the school community so they are educated on the latest guidelines.● Magis meetings and Parent Education nights, vaccination information, parent testimonials regarding vaccinations.
<p>Face Coverings</p> <p>Teachers and staff</p> <ul style="list-style-type: none">○ All adults must wear a face covering at all times while on campus, inside and outside, except while eating or drinking. A supply of 3-ply surgical face masks is available to staff. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.○ All students are required to wear face coverings:<ul style="list-style-type: none">▪ While arriving and departing from school campus;▪ In any area outside of the classroom (except when eating, drinking, or engaging in physical activity);▪ While waiting to be picked up at dismissal

- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Appropriate signage in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings is posted.
- Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Educate students on the rationale and proper use of face coverings, when to replace a face mask, and hand washing.
- A large supply of disposable masks are located in the Nativity supply closet and facility supply closet on the 1st floor.

Recommendations

- Do not exclude students from the classroom if they occasionally fail to wear a face covering, or if a few students in the classroom are consistently unable to wear a face covering, when required. The small increase in risk of disease transmission does not justify classroom exclusion, but students without face coverings should maintain physical distance to the extent feasible.
- Requirement to wear a mask will be incorporated into uniform policy:
 - Can't come into the building without face masks.
 - Emphasize face mask requirement during parent meeting.
 - If a student or staff experiences difficulty wearing his/her face covering, allow the individual to remove his/her face covering for a short period of time. Expectation is that students will ask if they need to take off face masks.
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission.

Requirements

- Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
 - Teach in homerooms - reinforce in all classes
 - Post signage in high visibility areas to remind students and staff of proper techniques for handwashing, covering of coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.

B.3. Cleaning and Maintenance

Health departments recommend frequent cleaning and sanitation of high touch surfaces and indoor spaces. When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

In addition, resource/equipment sharing should be limited to all extents practicable. Drinking fountains should be suspended or replaced with refillable water bottle stations.

At a minimum, these protocols should include:

- Sanitation schedule / responsibility

School Sanitation Protocol		
Category	Frequency/Schedule	Person(s) Responsible
Classrooms	Daily	Janitors
Classrooms - high touch surfaces (desks)	After use	Students/Staff
Shared equipment/resources	Daily	Staff
Shared Spaces (hall, gym, etc.)	Daily	Janitors
Front Office	Daily	Janitors
High touch surfaces	Daily	Janitors
Restrooms	Daily	Janitors

[School Cleaning Duties](#) - This document contains all nightly cleaning duties for the janitorial company.

B.4. Meal Service

Santa Clara County also requires schools to follow the guidelines provided by the County Department of Environmental Health to prevent transmission of COVID-19 in food facilities.

School Protocols for Student Food Service

The Magis Manager will ensure proper operation of the program including meal content, meal counts, food safety, and oversight. The schools will complete productions, deliver and temperature-checks logs as normal. A digital checklist-roster is used to keep track of students receiving reimbursable meals.

The school vendor, Martha's kitchen, will provide on-going training and monitoring of additional safety protocols for their staff and workplace.

All students/staff are required to wash their hands properly before eating. Students are only permitted to bring a snack from home for morning recess, no shared snacks are allowed. Recess snacks/lunch will be outside whenever possible and if eating inside, maintaining at least 6 feet distance when eating since students will remove their masks.

Any volunteers and staff who help with the meal program are screened daily and if they are not feeling well, are instructed to stay home until recovery. School volunteers are required to complete a vaccination certification and to follow the required COVID-19 testing protocols mandated by the state of CA and the school like all employees.

Methods for communicating with families:

The school informs and keeps the communication with school families by zoom, via mail, by an electronic student information system (SIS: School-Speak), REMIND app, website posts, and social media posts.

School Protocols for Adult Food Service

The same safety protocol above applies for any adult staff members on campus who have meals as part of the meal program.

B.5. Extended Care/Extra-curricular Activities/Athletics/School Events

School Protocol for School Events

Large Parent meetings (Magis meetings) will continue to be held virtually through Zoom. Club or student group meetings will be encouraged to be held outdoors whenever possible.

School Protocol for Extended School hours

During our extended day hours, activity period clubs will take place on Mondays and Wednesdays. Whenever possible, clubs will be held outdoors with smaller groups forming an additional cohort.

School Protocol for Extra-Curricular Activities

See above for extended day programming.

School Protocol for Athletics

Sacred Heart Nativity School is a member of the East Division of the Diocese of San Jose. Organized Fall sports programs (games) have been suspended at this time. The Diocese will review the current virus transmission rates to determine if sports may resume in the Winter season. Practices can be held outdoors during activity period club time on Monday and Wednesday.

Monitoring

C.1. Health Screenings

Staff, students and/ or their parents/ guardians can conduct symptom screening at-home, prior to arrival. Alternatively, symptom screening can occur on-site via self-reporting or visual inspection. Symptom screenings do not need to be performed by a nurse or other health professional.

A record of daily admittance/non-admittance will be kept on file at the school through School Speak.

At a minimum, these protocols should include:

- Employee Screenings
- Visitor Screenings
- Student Screenings



School Protocols for Health Screenings

All staff completes the daily health screening upon coming onto campus: [Nativity Staff self screening form](#). All students and visitors complete the daily health screening [Nativity student & visitor health screening form](#) effective September 1, 2021.

Visitors are designated as essential visitors to campus only.

Teachers/staff will remain vigilant for checking COVID-19 symptoms in students. Any students with symptoms shown will be sent home immediately.

C.2. COVID-19 Testing and Reporting

Unvaccinated employees are required to submit weekly COVID-19 test results. Monthly surveillance testing is required for all staff and volunteers, even if fully vaccinated. Should case rates rise in our community, more frequent surveillance testing will be considered.

Every Thursday morning, COVID-19 designees from the Nativity staff attend a County webinars reviewing school protocols and mandates related to responding and reporting to COVID-19 cases and receive any

updates at that time.

NATIVITY COVID-19 DESIGNEE TEAM

- Patty Perez, Marisol Martinez (Magis office), Jackie Romo, Lorraine Shepherd
- Attends weekly county training, understands and applies county protocols and recommendations
- Site Administrator/HR Administrator: Lorraine & Jackie
- Family & student support services: Jax Mendez, Maria Buckallew & Iviema Bernal
- Pastoral support: Deacon Ruben & Robert Rodrigues

[COVID19 Designee Toolkit](#)

Response to Suspected or Confirmed Cases and Close Contacts

See COVID-19 Designee toolkit for appropriate response to each scenario: [COVID-19 Designee Toolkit](#)

Quarantine Learning Plan (In the event of student needing quarantine)

Roles and responsibilities

Administration:

- Communicate with faculty/staff, parents and other stakeholders including Nativity Board of Directors.
- Support faculty/staff and parents and students.
- Administer effective implementation of quarantine learning plan as needed in the event of students requiring quarantine at home.
- Facilitate regular meetings to ensure accountability of student engagement, learning and achievement.

Homeroom and Subject area teachers

- Design quality student learning experiences for students in accordance with grade-level programs.
- Communicate with and provide timely feedback to students.
- Communicate with parents, as necessary.
- Post and publish grades timely to School Speak
- Homeroom: Record attendance daily in School Speak, subject teachers indicate tardies/absences.

Support Services/Counseling/Learning Support

- Coordinate student support plans with classroom teachers to accommodate and modify curriculum to support students.
- Communicate with parents regarding social emotional or academic concerns as necessary.

Other on campus school operations information

On campus stable groups (homeroom) ratios

6OLG, Room 104 1:15 (Ortiz)	7OLG. Room 105 1:14 (Navarro)	8OLG, Room 103 1:12 (Mendez)
6SH, Room 207 1:14 (Packard)	7SH, Room 208 1:14 (MacArt)	8SH, Room 209 1:13 (Poche & Martinez)

Structure/approach for content areas, including co-curriculars

- Google Classroom: main learning platform used by all teachers.

- Educational apps such as FlipGrid, EdPuzzle, Kami, Kahoot, Nearpod, Freckle and ScreenCast are used in most classes.
- Opportunities exist for cross-curricular integration: STEM (Science/Math integration), ELA/Social Studies, ELA/Religion.
- Faculty grade level collaboration opportunities during faculty meeting time
- Curriculum priorities: Social Emotional Learning (SEL) during Cura Personalis class, followup in homeroom, making student's social emotions well being a top priority. Prioritize literacy across the discipline - reading and writing across the curriculum.
- Focus skill areas to emphasize in classes : critical thinking, literacy, numeracy, problem solving, self advocacy, student self awareness
- Enrichment/co-curriculars/electives offered on Monday and Wednesday.

Schedules for each grade-level, including teacher and room assignments: [2021-22 master schedule](#)

Community (assemblies): The school prioritizes opportunities to gather as a community .

- Wednesday assembly: held outdoors if weather permits which is a student council led assembly (prayer, announcements)
- Friday Community Day: ...CLC, Breaking Open the Word, and Liturgy (once a month with one cohort going to church at a time, all others will watch on Zoom in their classroom)

Cura Personalis Class:

Format/frameworks for socio-emotional components include a dedicated Cura Personalis class 1x/week for all grades and 2 physical education (PE) per week.

Communication Plan

The Sacred Heart Nativity reopening plan will be posted on the school website:

<https://www.shnativity.org/> Ongoing, transparent communication between all stakeholders remains a priority during the various reopening phases.

Communication with Parents:

- Virtual parent group meetings held monthly - topics include: safety protocols, supporting student's social-emotional learning, academic support and COVID-19 prevention and vaccination education.
- Weekly Parent newsletter includes announcements, important calendar dates and upcoming events, Principal's message posted on School Speak (every Friday) and emailed to all parents.
- Support Services Team - regular check in phone calls to families, follow up calls and Zoom conferences as needed
- Multiple layers of communication are available for parents to access information: SchoolSpeak announcements, emails, REMIND and text messages are sent to parents as needed.

Parent Surveys: Parent input, support and participation is vital to student success academically, emotionally and spiritually. Google form surveys are sent to parents via email at key times-