



County of San Diego Elementary School Waiver

Application for a Waiver to Re-open In-Person Instruction for TK-6 Elementary Education.

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for the elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

If all documentation is not included application can not be processed.

Once the waiver is approved, your information will be posted on the County of San Diego website, <http://Coronavirus-sd.com/K12Schools>

School Name

Notre Dame Academy San Diego

District name

Private School

Contact Name

Christine Linxwiler

Contact Email

clinxwiler@ndasd.org

Address

4345 Del Mar Trails Road

City

San Diego

Zip Code

92130

Type

Private School

Grades to be Reopened

1

2

3
4
5
6
K

Number of Students in Reopening Grades

130

Number of Staff at Reopening Sites

25

Proposed Reopening Date

09/08/20

Labor Organization

8/10: NDA Faculty and Staff were emailed a draft copy of the Reopening Plan. This was followed by a survey. (Survey and results Included)

8/16: NDA Faculty and Staff received a revised version of the Plan

8/17: NDA Faculty and Staff attended a Reopening question and answer session via zoom (Attestation Meeting agenda included). An additional survey was sent during the meeting. (Survey and results attached.)

Parent Organization

8/10: NDA Parents were emailed draft copy of the Reopening Plan. This was followed by a survey. (Survey and results attached)

Community Organization

8/10: Draft copy of NDA's Reopening Plan shared with our Parish, St. Therese of Carmel

8/13: Received letter of support from [REDACTED]

1. Published on Webpage

www.ndasd.org

1.A) Webpage Section/Page

Page 1, Introduction

1.B) Webpage Language

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

2. Distance Learning

YES

2.A) Distance Learning Section/Page

Page 31, Section 7: Instruction and Learning

2.B) Distance Learning Language

"A Distance Learning option will be provided to all students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of the student's health conditions. Using the following commitment form, families may opt in to this program at any time during the Trimester, but once enrolled will continue through the end of the grading period. (NDA's Distance Learning Commitment Form attached) At the start of every Trimester, all families will be given the option to have their students learn from home, or be on campus. iPads will be available for each student and class materials will be provided."

General Distance Learning Guidelines:

The school will provide a weekly schedule to families, informing them of the expected classes each day. Teachers will also email parents of their expectations for learning. Administration will communicate school-wide weekly (Thursdays) to keep families informed.

Students will experience a balance of synchronous and asynchronous learning.

Synchronous learning is when all students sign in to Zoom meetings with their teacher and participate in a live lesson.

Asynchronous learning is when students work at their own pace on the same material. For example, teachers may pre-record lessons and make videos available to students to watch any time throughout the day.

Students will access their class materials through their digital learning platform and turn in any necessary work or assessments to their teachers remotely. There is no penalty for late work, although there will be deadlines set by teachers built into the trimesters that will need to be respected by the students in order to provide teachers with enough time to provide feedback and move through the necessary units of study.

If students do not attend synchronous classes or submit any assignments or assessments, the school will continue to communicate with the family until improvement is shown.

3. Physical Distancing

YES

3. A) Physical Distance Section/Page

Page 24, Section 5: Physical Distancing on Campus

3. B) Physical Distancing Language

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

Physical Layout

- Classrooms:

- o Student desks are placed a minimum of 6 feet apart from one another.
- o Teacher desks will be 6ft from student desks.
- o Student desks will all face forward to minimize face-to face contact.
- o Each student desk will be equipped with a plexiglass shield as another layer of safety. Teacher desks will have plexiglass shields as needed.
- o Other non-essential furniture (flex seating, bookcases,etc) has been removed from the classrooms to allow more spatial distance when the teacher/students move in the classroom.
- o Outdoor instruction options will be available
- o Markings on classroom floors will reinforce 6ft spacing.

- Staff Work Space:

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

Student Schedules

- Students' on-campus schedules have been specifically designed to limit the amount of contact they have with students in other grades while on campus to reduce the risk of transmission.
- Staggered arrival and dismissal times will be assigned by family and cohorts to avoid unnecessary gatherings and contact.
- Staggered recess and lunch times at designated locations.
- Students will sit at their designated lunch area. There will be markers indicating where the students are able to sit, limiting the tables to two students each.
- One cohort will play while the other eats and will then switch
- Students will sit at their designated lunch area. There will be markers indicating where the students are able to sit, limiting the tables to two students each. Face coverings will be removed for eating and drinking and placed in labeled paper bag.
- During play time, students will be encouraged to engage in parallel play.
- Cohorts will be assigned to play on the field and the other on the blacktop. The next day, the assignments will switch.
- To reduce the chance of congregation at recess and lunch, bathroom times will be scheduled by homeroom class in designated bathroom locations.
- Two person maximum capacity. Signage will be posted.
- Students will be able to also use the restroom outside of their

scheduled time but must adhere to capacity requirements and wait their turn at designated 6ft intervals.

- P.E. will be taught to students outside twice a week.
- Students will remain in their cohort and maintain 6 feet of distancing.
- Under the current guidelines and due to our enrollment, we will not be permitted to hold whole school physical gatherings at this time.
- Morning assembly will occur virtually or over the PA system every morning, except Friday, until we are safe to gather outside together again. Other school-wide gatherings will be done virtually unless we are able to divide the school up into small groups and still maintain social distancing.
- Field trips will not occur until it is safer to do so. Virtual field trips will be planned by teachers in lieu of physical trips when possible.
- As for now, we will suspend before and after school care. We will re-evaluate the situation each trimester with the hopes of reinstating the program as soon as possible.

4. Stable Cohorts

YES

4. A) Stable Section/Page

Page 17, Section Three: General Safety Guidelines

4. B) Stable Cohorts Language

Stable Cohorts

Students are assigned to a grade level cohort and will remain in the cohort throughout the school day.

These cohorts will be maintained in classrooms, during their special area classes, recess and lunch times.

Supervision will be provided to ensure students remain in their cohorts.

Recess and lunch times will be staggered, and cohorts will get a designated lunch area on campus.

Pick up and drop off times have been scheduled by cohorts to avoid unnecessary gatherings and contact.

Teachers will provide grade level appropriate instruction to students on maintaining cohorts and social distancing.

Grade level cohorts will be kept with the same students and teacher or staff, to the greatest extent practicable.

5. Face Coverings

YES

5.A)Face Covering Section/Page

Page 16, Section Three: General Safety Guidelines

5.B) Face Covering Language

Face coverings policy for teachers, parents and students
Guidance for the Use of Face Coverings

Teachers/Staff:

All teachers and Staff will be required to wear cloth face coverings during their arrival and dismissal from school and while working with students.

While in the classroom, teachers who are communicating or assisting young children, or those with special needs, may wear a face shield with a gator instead of a cloth face covering as long as the wearer maintains physical distance from others, to the extent practicable. Staff must resume wearing a face covering as soon as practical.

The school will supply any Staff member with a disposable face covering to wear for the day if they have forgotten their face covering.

Students:

All students will be required to wear cloth face coverings during their arrival and dismissal from school. They will also be required to wear them when moving throughout hallways, to the bathroom, and to and from recess and lunch.

Students in grades Kindergarten - 2nd grade will be required to wear a face covering in the classroom. If students in these grade levels are unable to wear their face-covering properly (covering their nose and mouth) face shields may be worn in class during instruction.

Students in grades 3-8 will be required to wear their face covering in class during instruction.

Students who fall within the CDPH guidelines for not being required to wear a face covering will be exempt from wearing a face covering. In follow up call, clarified that provide face shields or require social distancing.

Students who are not exempt, but refuse to wear a face covering, will be excluded from campus and will be provided an alternative education experience through distance learning,

Upon arrival at the wellness check, students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.

The school will supply students with a disposable face covering to wear for the day if they have forgotten their face covering

Recess/Lunch/PE:

Students do not have to wear face coverings while they are eating snacks or lunch. They should store their mask in a labeled paper bag while eating.

Students will be required to wear their face coverings while they play at recess and lunch.

During P.E., based on the planned activity, students may need to wear their face coverings.

High intensity activities will not be allowed during recess, lunch and PE due to the face coverings.

Wearing face coverings during this time allows for slightly more flexibility in their ability to play more closely with their classmates while still practicing safety measures.

For more information regarding Recess and Lunch procedures, please read the Physical Distancing on Campus Section.

Parents:

During the morning wellness check, parents must wear their face coverings in the car.

If a parent, or any visitor, needs to come on campus, they will be required to wear a face covering, maintain a 6 foot distance between

parties. All visitors will be screened by having their temperature checked and identifying signs, symptoms or contact with COVID-19.

6. Cleaning and Disinfection

YES

6. A) Cleaning and Disinfecting Section/Page

Page 28, Section Six: Cleaning and Sanitizing Process

6. B) Cleaning and Disinfecting Language

School cleaning and sanitization procedures

The school will use, and provide for use, soap and water, cleaning and disinfectant products.

Sanitizer stations are located in each classroom, front office, on the playground and adjacent to the P.E. field. The Janitorial service will fill the sanitizer stations each night.

Our Facility Manager will create cleaning schedules and provide supervision for the onsite janitor (same person each day). The schedule will include the cleaning and disinfecting of the following:
Staff and student restrooms

High-touch areas outside (handrails, water filling stations, door knobs, etc)

Playground equipment after each recess and lunch rotation.

Lunch tables after each recess and lunch rotation

Disinfection Protocol:

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

CityWide Janitorial Service is trained in the safe use of disinfectants. Custodial staff are provided with PPE specified as appropriate for the products they use.

All disinfectants are kept out of the reach of children and stored securely.

All products used to sanitize are on the Environmental 2 Protection Agency (EPA) "List N: Disinfectants for use against SARS-COV-2" (List N) labeled to be effective against emerging viral pathogens. Cleaning solution used at NDA each day by the cleaning company is Peroxide RTU cleaner.

Each week classrooms will receive an Electrostatic Disinfectant Treatment.

The sprayer emits positively charged particles that "wrap around" surfaces in the classrooms, which are negatively charged.

Ultimately, it reaches the corners, crevices, backsides, and other hard-to-reach places often missed during a general cleaning.

Ventilation:

All filters are routinely cleaned.

Portable high-efficiency medical grade air cleaners will be installed in each classroom.

All windows and doors will remain open.
The classroom fan will be on throughout the day and night pulling fresh air into the room.
If there is exposure on campus to a positive case of COVID-19, the locations of extreme exposure will be closed off for at least 24 hours so that the school can thoroughly disinfect the area.

Teacher cleaning and sanitization procedures

Each teacher will have disinfectant wipes and a spray bottle with a cleaning solution available to them in each classroom.
Teachers will clean and disinfect frequently-touched surfaces and objects (including desks, doorknobs, light switches, etc) between use throughout the day as practicable.

Technology:

K-5, students are assigned the same iPad to use each day but leave at school. The teachers will sanitize the iPads at the end of each day. Students in 6th-8th take are also assigned iPads but take them home each day.

If for any reason a student may need to borrow supplies from the school or teacher, the teacher will sanitize the item before and after student use.

Student cleaning procedures

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

Shared items:

The use of shared items will be eliminated except where impractical. Each student will be required to bring and use their own supplies during the school day.

Each student will be required to bring their own supply bin (of their choosing) to ensure that their supplies can be kept in a safe and condensed place.

Student's supplies must be labeled so they do not get lost or mixed up.

If a student needs to borrow supplies from the school or teacher, it will be sanitized before and after student use.

7. Entrance, Egress and Movement

YES

7. A) Entrance/Movement Section/Page

Page 18, Section Three: General Safety Guidelines

7. B)Entrance/Movement Language

Entrance, Egress and Movement within the school

Staff Arrival:

Monday-Thursday: 7:10am-7:25am

Friday: 7am-7:20am

Upon arrival at school, teachers will wear face coverings and will enter campus using their assigned gates and proceed to the outdoor health screening stations.

Staff will wait at 6ft intervals for their screening.
After the Staff member has been cleared as healthy for school, they will proceed to their office or classroom moving North to South following designated routes.

Staff Dismissal:

Monday-Friday: 3:00pm-3:15pm

Upon dismissal from school, Staff will wear face coverings and will exit campus using their assigned gates.

Staff will allow for 6ft distancing in hallways.

Staff will proceed to their parking lot moving South to North following designated routes.

Student Arrival:

Monday-Thursday: between 7:35 a.m. and 8:00 a.m.

Friday: 7:25 a.m. - 7:55 a.m. to accommodate for 8:00 a.m. Mass

All K-8th families should use the carpool lane to drop off their students.

Please do not park in the lot.

Once a student has had their wellness check and been cleared, they will exit the vehicle and enter Campus using their designated gate.

1st-3rd: West Gate by second grade

K, 4th-5th: Main Gate

6th-8th: Gate between office and Teacher Workroom/Library

Students will travel from north to south, and proceed directly to their classroom to wash/sanitize their hands.

Staff will supervise students to ensure social distancing is taking place,

Signs indicating the flow of pedestrian traffic will be placed throughout the campus. Signs will be reversed for dismissal.

Student Dismissal

At the end of each school day, all students will remain in their classroom under the supervision of their last period teacher until their assigned dismissal time.

There will be four dismissal times to limit contact:

Monday-Thursday:

2:30 p.m. - 2:40 p.m.

2:40 p.m. - 2:50 p.m.

2:50 p.m. - 3:00 p.m.

3:00 p.m. - 3:10 p.m.

Friday:

12:50 p.m. - 1:00 p.m.

1:00 p.m. - 1:10 p.m.

1:10 p.m. - 1:20 p.m.

1:20 p.m. - 1:30 p.m.

Families will be assigned dismissal times to reduce the amount of students exiting campus at the same time.

K-8 Families with preschool siblings will have the first dismissal.

Students will wait in their classrooms with their cohort until their assigned dismissal time

All students will wash their hands or use hand sanitizer before leaving their classroom.

Students will be required to wear their face coverings during dismissal.

When it is time for dismissal, students will leave campus using the specific exit path to avoid close contact with other students or Staff members. They will proceed to their designated spot and wait with their siblings (when applicable) at least 6 feet apart from other

students.

Campus Movement

During school hours, each cohort will follow a designated route to and from the bathrooms, recess, lunch, PE class and Art/Music, to be held outside.

Maps will clearly outline the specific routes, and signage will help remind students of correct paths to take.

Staff will supervise student movement.

Staggered schedules will allow students to avoid congestion while moving throughout campus.

Staff will schedule time to use the copier in the workroom and have staggered break and lunch periods to minimize congregating.

8. Health Screenings

YES

8. A) Health Screening Section/Page

Page 5, Section Two: General Health Guidelines

8. B) Health Screening Language

Screening procedure at home

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

Does your child have?

Fever (100 or higher)

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

New loss of taste or smell

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

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

Screening procedures at NDA

Students:

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

Before leaving for NDA in the morning. Parents need to complete the health form on FACTS, including temperature and symptom assessment. Everyone must wash their hands before entering the vehicle.

All K-8th families should use the carpool lane to drop off their students. Please do not park in the lot.

During the student health screening and student drop off, parents are to remain in their cars with their face coverings in place. Campus is closed to visitors.

Staff/volunteers will approach each car, and confirm that the online questionnaire has been completed, perform visual wellness checks, and ask health symptom questions.

If the online questionnaire has not been completed, Staff will take the student's temperature using a no-touch thermometer and ask health questions while students remain in the car.

All health information regarding students will be kept confidential and stored in a safe and secure location. The information will only be used by the Registrar and Administration.

After a student has been cleared as healthy for school, traveling from North to South, they will walk directly to their classroom to wash/sanitize their hands.

If a student does not pass the health screening, they will remain in the car and the parent must take them home and keep the school informed of symptoms.

If a child has an identified condition that will result in a positive screening (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion in allowing the student to enter campus.

Staff:

Staff and Teachers will self screen at home prior to coming to school using the regulations stated above.

Upon arrival at school, staff will have a temperature check with a no-touch thermometer. They will be screened using a questionnaire to assess signs, symptoms and contact with COVID-19. If their temperature is above 100 degrees or if they identify signs, symptoms or contact with COVID-19, they will be sent home immediately.

All health information regarding teachers and Staff will be kept confidential and stored in a safe and secure location. The information will only be used by the Registrar and Administration.

If teachers and Staff are deemed healthy after the screening, they will wash their hands before entering their office or classrooms.

If during the screening, or anytime throughout the day, a teacher or Staff member develops a fever or any symptoms, they will be sent home immediately.

8. C) Language for Symptomatic Students or Staff

Health Guidelines for Students

Teachers will screen the students visually for symptoms throughout the day. If a student shows a pattern of any of these symptoms below throughout the school day, the school is obligated to remove the student from the classroom. They will be required to stay in the

designated isolation room (located outside the nurse's station) with a face covering until a parent picks them up to go home. We will recommend to the parents/guardians that the student gets a COVID-19 test with their healthcare provider or at a community testing site.

Symptoms:

Fever (100 degrees or higher)

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

New loss of taste or smell

Contact with any person who has tested positive for COVID-19

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

Health Guidelines for Staff

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

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

9. Healthy Hygiene Practices

YES

9. A) Healthy Hygiene Section/Page

Page 15, Section Two:General Health Guidelines

9. B) Healthy Hygiene Language

Students and Staff will wash/sanitize their hands frequently throughout the day, including when entering the classroom in the morning, before and after recess and lunchtime, after coughing or sneezing; after outside recreation, art, and anytime they use the restroom.

Students and staff will wash their hands with soap for 20 second, rubbing thoroughly after application.

Staff will model and practice handwashing.

Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer will be rubbed into hands until completely dry. Handwashing with soap and water will always

be the first choice.
Kindergarten through 2nd grade classrooms have sinks for handwashing as well as hand sanitizer dispensers.
All other classrooms have hand sanitizer dispensers installed by entrances
Additional hand-sanitizer dispensers are located in the lunch areas, on the playgrounds, and the PE area.
When families are at home we expect them to follow the same hygienic protocol that is expected of students and staff when they are on campus.

10. Identification and Tracing of Contacts

YES

10. A) Identification and Tracing Section/Page

Page 11, Section 2: General Health Guidelines

10. B) Identification and Tracing Language

COVID-19 Response Team
The COVID-19 Response Team will be responsible for responding to COVID -19 concerns, will document and track potential exposures, will notify local health officials and parents of COVID-19 positive cases and exposures. Staff will be instructed to contact the COVID-19 Response Team should an issue arise, and the COVID-19 Response Team will notify parents through email as soon as possible.

All positive COVID-19 test results, and possible exposures should be reported to Mrs. Decker via email, COVID19@ndasd.org or by calling NDA's office, (858) 509-2300.

Our COVID-19 Response Team includes:
Mrs. Decker, Registrar: COVID-19 Staff Liaison

Supported by: NDA Administration
Sr. Marie Pascale, Principal


Mrs. Linxwiler, Communications

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

The COVID-19 Response Team will:
Work closely with our Health Office personnel to track students and staff who have COVID-19 related symptoms or who test positive for COVID-19.

Monitor staff absenteeism and ensure trained back-up staff where available.

Ensure that proper communication goes out to families and staff when a case is identified.

Receive training on contact tracing and will perform the contact tracing for each case. Contact tracing, a core disease control measure used by local and state health department personnel for decades, is a key strategy for preventing further spread of infectious

diseases, including COVID-19. Contact tracing is part of the process of supporting affected individuals and warning contacts of exposure in order to stop chains of transmission. Training in accordance with CDC Guidelines

Investigate whether any work-related factors could have contributed to the infection(s).

Determine areas of the school that need to be temporarily closed for cleaning and disinfection

Respond to any staff or parent concerns related to COVID-19.

Monitor the required screening and testing of Staff.

Risk Management

All employees and community members will regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified. The principal and Administration will be responsible for correcting deficiencies. All COVID-19 illness will be investigated to determine if any school/work-related factors could have contributed to risk of infection. The reopening plan will be updated as needed to prevent further cases.

11. Staff Training and Family Education

YES

11. A) Staff Training and Family Edu. Section/Page

Page 13, Section Two: General Health Guidelines

11. B) Staff Training and Family Edu. Language

All school employees have acknowledged that they have read and understand the expectations and implications of this plan. At the beginning of the school year and at monthly Staff meetings, staff will be trained and review the Reopen Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.

All parents and Staff have been provided with the link of COVID-19 Industry Guidance: Schools and School-Based Program. All school families have been provided with this plan and understand that they are expected to comply with all components that apply to them. The school will regularly inform and educate the entire community through established school communication channels, regarding best practices to enact the plan.

Healthy Hygiene Education

All NDA students, families and Staff will participate in the ongoing education of healthy hygiene practices.

During our Staff weekly meetings, the reopening guidelines are continually presented and discussed. Particularly noting the following protocol:

Implementation of enhanced sanitation

Importance of Physical Distancing

Proper use, removal and washing of face coverings

Screening practices

How Coronavirus is spread and how to prevent it from spreading

COVID-19 Symptom Identification

Educational materials and tools for implementing the protocols in their classrooms will be provided, including the following:

Handwashing - Clean Hands Save Lives

Coronavirus disease 2019 (COVID-19) How To Protect Yourself Coughing and Sneezing | Etiquette & Practice | Hygiene | Healthy Water

Videos: (no audio)

COVID-19 Stop the Spread of Germs

Know Your Risk of Getting COVID-19

Times to Wear a Face Covering

How to Wear a Face Covering

Lesson Plans:

Face Coverings KP-5th

Face Coverings-6th-8th

Handwashing-KP-5th

Handwashing-6th-8th

Adhering to the linguistic needs of our community, the families at NDA will also be emailed healthy hygiene protocol for at home and on campus safety. This will include links for all of the safety guidelines to review with their children so that they may implement and teach the guidelines at home before returning to campus.

Once on campus, teachers will review and teach the guidelines with the students again.

Posters in all the rooms will be visual reminders of our protocol.

Staff will teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes.

Lessons will be reinforced with signage posted in each classroom and in the restrooms.

Flu shot campaign will be initiated via email as soon as shots are available

12. Testing of Students and Staff

YES

12. A) Testing Section/Page

Page 10, Section Two: General Health Guidelines

12. B) Testing Language

Students and staff with symptoms of COVID-19, or who have been exposed to someone with the disease, are encouraged to get a test through their health care provider or community testing site.

Asymptomatic students and staff are encouraged to receive regular COVID-19 tests once local testing capacity allows.

Testing and treatment - Coronavirus COVID-19 Response

Testing Guidance Updated August 3rd

NDA will consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.

There is not a program in place to allow for systematic testing at this time. Acknowledging that they will refer staff and students to testing is sufficient. Students and staff with symptoms of COVID-19 will be

encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests .

12. C) Staff Tested Periodically Language

As explained in the Framework for K-12 Schools in California, school staff should be tested, including teachers, aides, janitors, or any other school employee that may have contact with students or other staff. NDA will direct teachers and staff to be tested periodically by their primary care provider or by referring them to a community testing site, as testing capacity permits and as practicable.

Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.

13. Triggers for Switching to Distance Learning

YES

13. A) Triggers to Dist. Learning Section/Page

Page 21, Section Three: General Safety Guidelines

13.B) Triggers to Dist. Learning Language

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

California Department of Public Health Guidance on School Closures
“ Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple 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.”

Schools may typically reopen after 14 days and the following have occurred:

Cleaning and disinfection

Public health investigation

Consultation with the local public health department

Implementing Distance Learning Classroom for School Closure

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

14. Communication Plans

YES

14. A) Communication Plans Section/Page

Page 22, Section Three: General Safety Guidelines

14. B) Communication Plans Language

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

The school intends to communicate with students, Staff and parents about cases and exposures (COVID-19) at the school according to the guidelines released from the STUDENT PRIVACY POLICY OFFICE regarding FERPA & Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions (FAQs) March 2020 as follows:

Nothing in FERPA prevents schools from telling parents and students that a specific teacher or other school official has COVID-19 because FERPA applies to students' education records, not records on school officials. However, there may be State laws that apply in these situations.

The school will communicate with employees and families through Staff meetings, email and parent newsletters to promote the safest environment possible:

Enhanced sanitation practices

Physical distancing guidelines and their importance

Proper use, removal, and washing of face coverings

Screening practices

How COVID-19 is spread

COVID-19 specific symptom identification

Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19

Flu shot campaign will be initiated via email as soon as shots are readily available

Superintendent Name

Sister Marie Pascale Clisson

Job Title

President/Principal

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