



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

Stella Maris Academy

District name

Private School

District School(s) Name**Contact Name**

Francie Moss

Contact Email

fmoss@stellamarisacademy.org

Address

7654 Herschell Avenue

City

La Jolla

Zip Code

92037

Type

Private School

Grades to be Reopened

1
2
3
4
5
6
K
TK

Number of Students in Reopening Grades

103.00

Number of Staff at Reopening Sites

24

Proposed Reopening Date

09/08/20

Labor Organization

The staff of Stella Maris Academy were asked to fill out a survey in late July regarding the reopening of in-person instruction. The results of this survey were 53% of the staff preferring to return to in-person instruction. 47% of the staff were not very to somewhat concerned about returning to a normal classroom setting. They were also offered the opportunity to share comments as well. Additionally, I met with my entire staff on August 10 to discuss the same issue. All staff have been invited to speak with me personally if they prefer.

Parent Organization

All parents were surveyed regarding their thoughts on the reopening of in-person learning and on our distance learning program. Approximately 80% of our families participated in this survey. The results were that the majority of our parents are in favor of returning to in-person learning, while some of our parents will choose to remain utilizing home/distance learning for a while longer.

Community Organization

After a lengthy discussion with my School Board regarding the possibility of reopening in-person instruction and sharing all of the safety measures we have put into place, I requested that each member respond via email with their opinions. All of the member are in favor of our school applying for the waiver and for our students to be given the opportunity to return to campus. They did stress the importance of offering the option of at home schooling for families that are not comfortable with returning. We have implemented this option within our reopening plan.

1. Published on Webpage

<https://sites.google.com/view.sd-catholic/school-re-engagement?authuser=0>

and

stellamarisacademy.org

1.A) Webpage Section/Page

Page 1 ...General Overview

1.B) Webpage Language

A copy of this document can be located on our school website stellamarisacademy.org and

<https://sites.google.com/view/sdcatholic/school-re-engagement?authuser=0>

2. Distance Learning

YES

2.A) Distance Learning Section/Page

Page 13...Procedure if a Staff Member, Child or Visitor Becomes Sick; Page 16...Parent/Student Communication Throughout Distance Learning

2.B) Distance Learning Language

>Classroom teacher will assist families by sending assignments and supplies home, utilizing technology whenever possible.

>Stella Maris Academy will continue to offer assistance with home schooling to families that meet the, criteria.

>Assignments will be sent home via technology and the teacher will communicate, virtually, with the parents on a regular basis throughout Distance Learning.

>All students are offered the opportunity to participate in Distance Learning, regardless of their circumstances.

Administration

>The principal will communicate via a written parent newsletter each Wednesday.

>The principal will follow-up with a video message to families each Friday

>The principal will maintain an "Open Door Policy" and make herself available to parents with drop in or scheduled visit opportunities.

Teachers

>Teachers will send weekly/monthly newsletters to parents on a regular basis.

>All teachers will post a minimum of two office hours per week to be available for parents to meet virtually.

>Teachers will respond to email messages from parents within 24 hours.

>Teachers will utilize Zoom for daily teaching and interacting with students.

>Some additional platforms that will be used are:

*Google Classroom

*SeeSaw
*Class DoJo
*Planbook
>Teachers will post plans for the upcoming week no later than 8:00 AM each Monday .

3. Physical Distancing

YES

3. A) Physical Distance Section/Page

Page 4...Teacher and Staff Safety; Page 6...Cleaning Disinfection and Ventilation; Page 7...Implementing Distance Inside and Outside the Classroom: Pages 8 & 9...Classroom/Non-Classroom Space

3. B) Physical Distancing Language

>Teachers and staff are instructed to maintain physical distancing from one another whenever possible.

>Physical distancing will be observed at all faculty/staff meetings.

>Meetings will be held in the Star Center or parish hall where physical distancing is possible. If these facilities are not available, meetings will be held virtually.

>Congregating in break/work rooms is discouraged. Visiting outside with physical distancing is recommended as an alternative.

.>Classrooms will be open upon student arrival to eliminate the opportunity for gathering in the courtyard. Students will be instructed to go directly to their classroom.

.>Additional tables will be added to both courtyards to allow for physical distancing when cohorts eat snacks or lunch. Seating will be designated by symbols place 6 feet apart to assist students with distancing.

>Students will be seated 6 feet apart in the classroom. Class sizes have been reduced to accommodate this protocol.

>The two staircases in the senior yard are now direction designated. One for travel up and the other staircase for travel down.

4. Stable Cohorts

YES

4. A) Stable Section/Page

Page 7...Implementing Distancing Inside and Outside the Classroom: Pages 8-10...Classroom and Non-Classroom Space

4. B) Stable Cohorts Language

>Classrooms will be open upon student arrival to eliminate the opportunity for gathering in the courtyard. Students will be instructed to go directly to their classroom.

>Transitional kindergarten through 5th grade classes are self-contained instructional environments. Therefore, the students will remain in their cohorts throughout instructional periods.

>Sixth through eighth grades are departmentalized. In order to reduce the amount of movement by each of the three cohorts we will implement a "block" schedule. This will provide longer class periods with less of a necessity for movement to multiple classrooms throughout the day. The reopening waiver does not include 7th and 8th grade students, although, they will participate in these procedures upon their return to campus.

>Students will remain in their cohorts during recess and lunch periods. The courtyards and play areas will be divided into separate areas and assigned to designated grade levels each day.

>Additional tables will be added to both courtyards to allow for physical distancing when cohorts eat snacks or lunch. Seating will be designated by symbols placed 6 feet apart to assist students with distancing

.>Middle school grades have implemented a block schedule to minimize the movement of cohorts between multiple classrooms. This procedure will be in effect when our 7th and 8th graders return to campus.

>Students will eat lunch in cohorts at tables with seats designated 6 feet apart.

>The principal will visit only one class per day to avoid contact with multiple cohorts.

5. Face Coverings

YES

5.A)Face Covering Section/Page

Page 3...Facial Coverings; Page 4;;;Teacher and Staff Safety; Page 7...Implementing Distancing Inside and Outside the Classroom; Pages 8 & 9...Classroom/Non-Classroom Space

5.B) Face Covering Language

>All students and adults will be required to wear facial coverings while on campus when physical distancing is not possible. This will include when walking through an indoor environment such as a classroom.

>Students will be reminded to avoid touching their face coverings and to wash and sanitize their hands frequently.

>Face masks will only be removed for meals, outdoor recreation (if

physical distancing is observed).

>Students and adults will be provided the opportunity to keep face masks behind ears and worn under their chin when not necessary for protection to help prevent the possibility of losing or forgetting to wear it.

>Should students or staff members arrive to campus without a facial covering a disposable mask will be provided to them.

>Any person refusing to wear a facial covering on school grounds will be denied access.

>All staff and teachers are required to wear facial covering while on campus when physical distancing is not possible.

>Each student will be supplied with a plexiglass trifold shield that will remain on their desk throughout the entire day.

>Students are expected to wear masks whenever they move about the classroom.

6. Cleaning and Disinfection

YES

6. A) Cleaning and Disinfecting Section/Page

Pages 5 & 6...Cleaning, Disinfection and Ventilation

6. B) Cleaning and Disinfecting Language

>All drinking fountains will be covered and restricted from use.

>Reusable water bottle stations are available for student use in both the junior and senior yards. Filters will be changed and the system will be serviced on a regular basis. These, often used, stations will be wiped down throughout the school day.

>Three staff members have been assigned to wipe down frequently-touched surfaces before and after break times and before and after lunch times.

>Alcohol and peroxide-based disinfectants will be used during the day to prevent reactions from students or staff from caustic chemical fumes.

>Disposable gloves will be available for staff members to wear when sanitizing surfaces.

Additional cleaning of these surfaces is included within the scope of our nightly cleaning procedures.

>Students will utilize their own personal art and school supplies.

>Playground equipment will not be shared. Students will focus on physically distanced activities during break and lunch recess.

>If games are played, pieces will be cleaned and sanitized after use.

>Any shared electronic devices will be sanitized between uses. Teachers may opt to allow students to bring their own devices if deemed necessary for a specific project.

>City Wide Maintenance utilizes virus eliminating substances each evening when cleaning classrooms and the office buildings. Stronger disinfectants are used at night so that any possibility of lingering fumes is nonexistent by the following day when students and staff arrive.

>During the school day, primarily alcohol and peroxide-based cleaners are used to avoid any reactions from students or adults with asthma or respiratory conditions.

>All cleaning products are kept in locked custodial closets that are not accessible to children.

>Air filters in air conditioning units have been checked and replaced where needed to ensure optimal air quality.>

7. Entrance, Egress and Movement

YES

7. A) Entrance/Movement Section/Page

Page 2...Healthy Hygiene; Page 7...Implementing Distancing Inside and Outside the Classroom; Pages 8-10...Classroom/Non-Classroom Space

7. B)Entrance/Movement Language

>Signage is prominently posted throughout the campus, in each classroom, in courtyards, in the front office and on campus entry gates. These postings help to remind staff, students and parents that facial coverings and physical distancing are mandatory.

>Blue starfish are stenciled 6 feet apart throughout the halls to assist with physical distancing. Floor signage is on the office floor as well.

>A school staff member will be assigned to monitor restrooms during break and lunch times to limit the number of students within the restroom at any one time.

> Only one student per classroom will be permitted to use the restroom during class instructional time.

>Teachers and staff are instructed to maintain physical distancing from one another whenever possible.

>Monthly luncheons will be put on "hold" until further notice.

>Congregating in break/work rooms is discouraged. Visiting outside with physical distancing is recommended as an alternative.

>Classrooms will be open upon student arrival to eliminate the opportunity for gathering in the courtyard. Students will be instructed to go directly to their classroom.

>Sixth through eighth grades are departmentalized. In order to reduce the amount of movement by each of the three cohorts we will implement a "block" schedule. This will provide longer class periods with less of a necessity for movement to multiple classrooms throughout the day. The reopening waiver does not include 7t and 8th graders, although, they will participate in these procedures upon their return to campus.

>The principal will visit only one class per day to avoid contact with multiple cohorts.

>Middle school grades have implemented a block schedule to minimize the movement of cohorts between multiple classrooms. This will be put into practice when 7th and 8th graders return to campus.

>The two staircases in the senior yard are now direction designated. One for travel up and the other staircase for travel down.

>Pizza lunches will be put "on hold" until further notice

.>Class parties or celebrations involving food preparation or sharing is prohibited at this time

8. Health Screenings

YES

8. A) Health Screening Section/Page

Page 2...Healthy Hygiene; Page 5...Cleaning, Disinfection and Ventilation; Implementing Distancing Inside and Outside the Classroom; Page 8...Classroom/Non-Classroom Space; Pages 11-& 12...Procedure if a Staff Member, Child or Visitor Becomes Sick

8. B) Health Screening Language

>Upon arrival each morning all staff members will have their temperature scanned and asked a series of questions related to possible symptoms of COVID-19 or if they have had contact with anyone exhibiting symptoms as well.

>If a staff member has a temperature higher than 100 or exhibits any possible COVID-19 related symptoms, they will be sent home and encouraged to see their physician.

>Students will be dropped off and picked up via a car line. A staff member will scan the student's temperature and ask the parent screening questions before the child exits the car. If the temperature is 100 or higher or if the parent answers yes to any of the screening questions, the child will not be allowed to attend classes and will have to return home.

>A staff member will admit students on campus through our main gate in each building and provide hand sanitizer as they enter.

>Classrooms will be open upon student arrival to eliminate the opportunity for gathering in the courtyard. Students will be instructed to go directly to their classroom.

.>As stated above, students will be screened for temperature and parents will answer screening questions recommended by the local public health department before the child exits the car to enter campus. An additional staff member will distribute an amount of hand sanitizer as the child enters through the gate to campus.

>Each staff member will be checked daily upon arrival for a temperature check and to answer screening questions recommended by local public health officials. Lead teachers have been designated to perform the screening in each of our two academic buildings and the principal will perform screening for office staff. Records of this screening will be kept for official reference only.

8. C) Language for Symptomatic Students or Staff

- Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

>Our health room is located in the administrative building, next to the principal's office.

- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

>Students of all ages are required to wear masks

>Student or staff will be isolated in the health room.

- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

>Parents will be contacted by the school receptionist. If parents cannot be contacted, the receptionist will call emergency contacts.

- Notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found here.

>The school principal will be responsible for making this call

- Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

>Administration will immediately contact our contracted cleaning company to advise of the situation.

- Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

>The principal will contact CDPH immediately to request guidance in the most current protocols.

9. Healthy Hygiene Practices

YES

9. A) Healthy Hygiene Section/Page

Page 2...Healthy Hygiene; Page 3...Facial Coverings; Page 7...Implementing Distancing Inside and Outside the Classroom

9. B) Healthy Hygiene Language

>Signage is prominently posted throughout the campus, in each classroom, in courtyards, in the front office and on campus entry gates. These postings help to remind staff, students and parents that facial coverings and physical distancing are mandatory.

> Students will be reminded to use tissue to wipe their nose and for suppressing coughs or sneezes as well as coughing and sneezing into elbows.

> Students and staff will be reminded throughout the day to wash their hands frequently. This includes, but is not limited to...before and after eating, following a cough or a sneeze, after any item is shared and before and after using the restroom.

> Students and staff should wash their hands for a minimum of 20 seconds (we encourage saying the Our Father) with soap and followed-up with hand sanitizer.

> Students will be reminded that hand sanitizer is more effective when accompanied by hand washing

> Hand sanitizer will be readily available at the door of each classroom and front office for frequent use.

> We have rented two double basin portable hand wash stations (one for each of our school yards). These will remain on campus until no longer needed. This will help prevent crowding in the restrooms.

>All drinking fountains will be converted into permanent hand wash stations.

>Students will be reminded to avoid touching their face coverings and to wash and sanitize their hands frequently.

>A staff member will admit students on campus through our main gate in each building and provide hand sanitizer as they enter.

>As stated above, students will be screened for temperature and parents will answer screening questions recommended by the local public health department before the child exits the car to enter campus. An additional staff member will distribute an amount of hand sanitizer as the child enters through the gate to campus.

10. Identification and Tracing of Contacts

YES

10. A) Identification and Tracing Section/Page

Pages 12 & 14...Maintain Healthy Operations

10. B) Identification and Tracing Language

>The principal is the designated liaison. Her appointment to this position has been shared with all staff at the August staff meeting, She attends weekly meetings with SDCOE and public health officials and is kept up-to-date with current trends and information via email from the Diocese of San Diego and the County school and health officials. This information is shared with all staff members as well as parents in a weekly video and newsletter message.

>Should a positive case of COVID-10 be confirmed, the principal will immediately contact public health to report the case and request guidance. Quarantines to exposed classes/individuals will then be issued via phone messaging and email by the principal. Siblings of the confirmed case will also be quarantined.

>Screening logs will be utilized to begin with contact tracing.

>The principal will contact CDPH immediately to request guidance in the most current protocols.

>The administration will document /track incidents of possible exposure. We will utilize daily, confidential, screening logs and work cooperatively with our local public health officials to promptly begin the process of contact tracing

11. Staff Training and Family Education

YES

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

Page 10...Train Staff and Educate Families

11. B) Staff Training and Family Edu. Language

>All staff and parents will receive a copy of this Reopening Plan along with regular changes and updates.

>The principal will send a message to all staff and parents relaying the importance of remaining at home if they are experiencing symptoms or are living with someone experiencing symptoms.

>Parents and staff will receive the procedures to follow when children or adults become sick at school. It is located within this document.

>All information within this document will be reviewed and

discussed at a meeting of all staff members prior to the beginning of school.

>Parents and staff will receive documentation from the principal that students and staff will not be penalized for missing school due to their COVID-19 symptoms or those family members living with them experiencing symptoms.

>All reopening materials will be available in English and Spanish.

12. Testing of Students and Staff

YES

12. A) Testing Section/Page

Pages 12 & 13...Procedure if a Staff Member, Child or Visitor Becomes Sick

12. B) Testing Language

>Stella Maris Academy will instruct parents or staff members to be tested for COVID-19 if they are exhibiting symptoms or to see their family doctor.

>To return to school before the 10 days of quarantine and 3 days of no fever without medication, a student or staff member must provide a negative COVID-19 test or a note from their physician.

>All students are offered the opportunity to participate in Distance Learning, regardless of their circumstances.

12. C) Staff Tested Periodically Language

>Staff members will be encouraged to see their primary care physician. They will be advised to seek testing, covered by our health plan.

13. Triggers for Switching to Distance Learning

YES

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

Page 14...Maintain Healthy Operations

13.B) Triggers to Dist. Learning Language

If we report 5% of our school community with positive COVID-19 results, the administration, along with the guidance of local public health officials, will close the entire campus and resume Distance Learning until in-person instruction is deemed to be safe by public health.

14. Communication Plans

YES

14. A) Communication Plans Section/Page

Page 10...Train Staff and Educate Families; Page 12...Procedure if a Staff Member, Child or Visitor Becomes Sick

14. B) Communication Plans Language

>The school principal will be responsible for making this call

>The principal will notify parents via email and a phone call if someone within the community has tested positive for COVID-19. Confidentiality will be observed and the guidance from the local public health officials will be followed. Explanations and directions regarding whole class quarantine or school closure will be communicated to the school community, via email and phone call, by the principal with approval from public health and the Diocese of San Diego.

>All reopening materials will be available in English and Spanish.

Superintendent Name

Mr. John Galvan

Job Title

Director of Schools for the Diocese of San Diego

Phone

(858)490-8200

E-mail

jgalvan@sdatholic.org

Attachments

Upload Files

1 Attachment

[2020-2021 Reopening Plans.docx](#)

Cancel

Submit