



## **2020 - 2021 School Safety Plan**



# Christ Cathedral Academy

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Dear Christ Cathedral Academy Families,

The following document is a layout of how Christ Cathedral Academy will move forward with the 2020 - 2021 school year. The Christ Cathedral Academy safety plan was created using the CDC (Center for Disease Control) and Diocesan guidelines as a framework. The following protocols are designed to keep a Christ centered, student driven environment CCA is known for creating while keeping the safety of our staff, students, and families as a top priority. While the protocols are comprehensive, there may be adjustments made to maintain compliance with CDC and Diocesan guidelines. Our safety plan has been divided into two sections: traditional school and distance learning. We are only providing those two options for the 2020 - 2021 school year (no hybrid model will be available). Please note these attached guidelines are subjects to change based on potential changing directives made by the CDC, state, and local agencies. Please take the time to carefully review all of the procedures and familiarize yourself with them prior to the start of the school year. In order for these safety protocols to be effective, all members of the community must be active participants. These guidelines were written to be shared amongst the adults in your family. It is important to remember that whatever anxiety you may feel, the children will feel it more. You are have the power to set the stage for your child(ren) to be excited to return to school. Please always speak positively about school with your child(ren) and celebrate their return. We would like to thank you for your continued partnership and entrusting us with the care of your children.

Blessings,

Ashley-Rose Cameron, M.Ed.  
Interim Principal



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# **Traditional School**

Full Day, Five Days a Week



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## Students Arriving at School:

- Christ Cathedral Academy will be using the "My Temp Tracker" app (more information will be given to families prior to school starting)
  - Prior to arriving at school, parents/guardians are asked to go through a passive check of their children
    - Temperature check and a series of questions will be answered through the "My Temp Tracker" app
- Students will arrive between 7:30 am - 8:00 am
- We will have a valet style carline (as per Diocesan guidelines)
  - Parents/Guardians will enter the campus through Lewis and exit via Chapman Ave.
  - **Parents/Guardians will remain in their vehicle in the morning drop off line - NO EXCEPTIONS**
  - Students will exit the vehicle (when asked) and have their temperature checked
  - Students are required to wear mask or shield (parent/guardian choice and provided by parent/guardian) upon entry and exit of the school
- Students are required to have extra masks in their backpacks
- If a student wears a shield, there must be a cloth attachment to the bottom that tucks into their polo shirt or button up shirt
- Temperature checked (contactless thermometer used) and "My Temp Tracker" app will be used
  - Any student with a fever (100.4 or more) or exhibiting signs of Covid-19 will not be allowed to enter the school building
    - Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea
- Students will walk up to the school (as directed by a staff member)



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## At School Procedures:

- Students will be required to use hand sanitizer (contactless stations will be available) upon entering school
- Students go to their sanitized classroom to await the start of the day. Students are strongly encouraged to wear a mask or shield (parent/guardian choice and provided by parent/guardian)
- Students exhibiting signs of sickness will be sent to the nurse's office for temperature check
- Students with fever will be placed in the isolation room and parent/guardians will be contacted for immediate pick up
  - Students with fever will need to remain at home for 72 hours from the first day without fever
- Upon entering the classroom (each time), students will be asked to wash their hands or use hand sanitizer (contactless stations provided)
- Students desks will be spaced apart in accordance with CDC guidelines
  - Partitions will also be provided for each student's desk
- All students will have their own books and supplies clearly labeled and separate from other students' items
  - Students are required to bring personal school supplies (supply list is on the school website)
  - Sharing of classroom supplies will not be allowed
  - All students will have a school provided iPad that will go home with the student each evening
    - It is the responsibility of the student to charge the iPad each evening
  - Classrooms will not have libraries, stuffed animals, and other communal items to limit sharing/contact between students



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## At School Procedures:

- Homeroom classes have been relocated to different classroom in order to ensure safe distancing
- Snack and lunch schedules will be staggered in order to ensure safe distancing and the ability to go outside
  - Spaces such as the gym, outdoor play yard, Mezzanine, and music/multi-purpose room will be utilized
- Lunch tables will be cleaned and sanitized between use and will be marked with designated seating spots in order to ensure safe distancing
- No equipment will be allowed for use during outdoor play time
- Staff will monitor for social distancing
- Classes will have a designated time for outdoor instruction
- Students will remain in their classrooms for the duration of the school day (exception is snack, lunch, outdoor classroom, and when otherwise unavoidable) and teachers will rotate to different classrooms for instructional purposes



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## Pick Up Procedures:

### Required for All Families:

- Students will be picked up between 2:30 pm to 3:00 pm
- **All parents/guardians will pick up students via a valet style carline as per Diocesan guidelines (the same lane used for morning drop off) - NO EXCEPTIONS**
- Parents/guardians will be given placard with last name and student grade numbers for carline
- **Parents/guardians will be asked to remain in their vehicle and pull up to have students called**
- Students will remain in their classroom until their name is called
- Staff member will escort students safely to carline

### Only When Necessary:

- In-person pick up (ONLY WHEN A NECESSITY, i.e. Doctor's appointment, emergency, etc.)
  - Parents/guardians who wish to pick up their students in person will need to inform the **front office** earlier that day and receive confirmation from the front office
- Parents/guardians who wish to pick up their student in person will remain outside of the building
- Parent/guardian will come to the front office only
- Students will remain in their classroom until their name is called
- Staff member will escort students safely to front office



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## Extended Care Procedures:

### Before School Procedures:

- Students can arrive between 6:30 am to 7:45 am
- Students will be brought to the front office by parent/guardian
  - Temperature will be checked (contactless thermometer used)
  - Any student with a fever (100.4 or more) or exhibiting signs of Covid-19 will not be allowed to enter the school building
- Students will be required to use hand sanitizer upon entering school
- Students will go to extended care room Extended care staff will ensure and remind students of social distancing

### After School Procedures:

- Students will be picked up between 3:15 pm - 6:00 pm
- Students will remain in the designated area for extended care
- Students will be required to use hand sanitizer upon entering extended care designated areas
- Parents/guardians will proceed to the front office to have students called from the extended care classrooms





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## Identification and Tracing of Contacts:

- If a student or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. These officials will help administrators determine a course of action. The school will likely dismiss the exposed students and staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. The school will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further the spread of COVID-19.
- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Currently, the CDC's criteria for discontinuing home isolation require that the employee experience all of the following: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath), and (3) 10 days have passed since his/her symptoms first appeared.
- The school will review symptoms with employees and parents of students. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.
- Employees and students with an underlying medical condition, and who are concerned, should consult their health care provider.



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## Testing of Students and Staff

- To ensure the safety of students and staff, surveillance testing be implemented. The school will test staff periodically, as testing capacity permits and as practicable. When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider or a state-operated or other community testing site. The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff. In addition, tests are available at community testing sites throughout the state.



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# **Distance Learning**

Virtual Learning Not on CCA Campus



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## Distance Learning Procedures:

- Parents/guardians may opt for distance learning through CCA instead of traditional school at CCA
- Students and parents/guardians will adhere to norms set forth by CCA for distance learning
  - Students will be in uniform
  - Students will refrain from eating during live-streamed classes
  - Students will log on on time for classes
  - Students will submit assignments during the timeframe put forth by the teacher of record
- All students will have a school provided iPad
  - It is the responsibility of the student to charge the iPad each evening
- Teachers will live-stream ELA, Math, and Religion each day
  - The live-stream will provide real-time access to teaching in the classroom for the subjects listed above
  - If a student is unable to attend a lesson, a recording will not be provided
    - Teachers may provide links to videos to supplement lessons missed
- Teachers will provide curriculum for other subjects via Seesaw or Google Classroom
- Office hours will be made available weekly for student/teacher communication
- Schedules will remain the same each week
  - Exceptions may occur, families will be informed prior to the change in time