



NDA's plan for a safe, successful, and full in-person instruction school year.

The Mission of Notre Dame Academy is to live out the message of Christ's love through the union of faith, family and academic excellence.

The foundational principle of this guidance is for all of our students to have access to safe and full in-person instruction. We will place strong emphasis on the following: vaccination for all eligible individuals to get COVID-19 rates down throughout the community; universal masking, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more targeted quarantine practices, keeping students in school. Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with [CDC K-12 School Guidance](#).

For our plan to have its greatest chance at success, a cooperative partnership with parents/guardians, staff, and students is paramount. This partnership will have individuals committing to:

- [Promoting vaccination](#)
- [Consistent and correct mask use](#)
- [Physical distancing](#)
- [Screening testing to promptly identify cases, clusters, and outbreaks](#)
- [Ventilation](#)
- [Handwashing and respiratory etiquette](#)
- [Staying home when sick and getting tested](#)
- [Contact tracing, in combination with isolation and quarantine](#)
- [Cleaning and disinfection](#)

These policies and procedures are based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Center for Disease Control, the San Diego County Public Health Order, and the Diocese of San Diego as of August, 2021. All policies will be updated as new information is gathered.

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

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Section One: Referenced Documents

This section contains the documents used as guidance and the policies and procedures required from the California Public Health Order regarding best and safest practices to combat the spread of COVID-19. The guidance has been used to dictate the policies and procedures we will institute at NDA as we reopen to ensure we are following best and safest practices.

These documents and guidelines are subject to change as we learn and receive more information about the current state of the pandemic. Click the link to review.

1. [K-12 Guidance 2021-22 School Year](#) (August 2, 2021)
2. [Schools-FAQ K-12 Schools Guidance 2021-2022 Questions & Answers](#) (July 29, 2021)
3. [Guidance for face coverings](#) (July 28, 2021)
4. [COVID-19 School Decision Tree](#) (August 12, 2021)
5. [\(AAP\) COVID-19 Guidance for Safe Schools](#) (July 17, 2021)
6. [Order of the State Public Health Officer Vaccine Verification for Workers in Schools](#) (August 11, 2021)

Section Two: Health Policies

This section contains the general health policies that NDA will be implementing beginning on the first day of in person learning. All policies have been made in accordance with the documents referenced in Section One and are in the best interest of the students, faculty and staff. Refusal to comply with the health guidelines will result in a meeting with Administration and potentially result in consequences up to and including expulsion from the school.

Screening procedure at home

Students, Staff and all visitors must assess their health before coming on campus.

Health screening prior to school arrival, please assess the following:

- Do you, or your child have one or more of the following symptoms?
 - 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 you, or your child have any of these symptoms **OR** has been in direct contact with someone who has tested positive for COVID-19, **please stay 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.

Regardless of vaccination status:

- If a student shows a pattern of any of those symptoms, the school is obligated to remove the student from the classroom, and isolate in a designated area. Parents will be called to pick up their child immediately, unless the student has documented, pre-existing conditions.
- Staff members who are symptomatic, without documented pre-existing conditions, will also leave the campus. If they need to wait for transportation, they will be placed in a designated isolation area.
- It is recommended that all symptomatic students and staff get tested for COVID-19.

Quarantine Protocol for Symptomatic Staff/Student as per the San Diego County of Education COVID-19 Decision Tree:

1. Students or Staff members with **documented**, pre-existing chronic conditions that account for the symptoms, may return to class/work if symptoms align with documentation.
2. Symptomatic students and staff members who have **not been designated as a close contact** (within 6 feet for a total of 15 minutes or more) of a person who has had COVID-19:
 - a. With a **negative molecular COVID-19 test result**, may return to school/work when symptoms have improved, **and** the student/staff member has been without a fever for 24 hours without use of fever reducing medicine.
 - b. With a **positive test result for COVID-19, or does not take a test**, may return to school on the 11th day after symptom onset, if symptoms have improved, **and** the student/staff member has been without a fever for 24 hours without use of fever reducing medicine. All positive cases must be reported. Please contact Mrs. Decker via email using COVID19@ndasd.org or by calling the office, (858) 509-2300

3. Symptomatic students and staff members who have **been designated as a close contact** (within 6 feet for a total of 15 minutes or more) of a person who has had COVID-19:
 - a. Unvaccinated Staff/Student with **a negative COVID-19 test result, or no test result**, may return to school on day 11 after symptom onset, if symptoms have improved, **and** the student/staff member has been without a fever for 24 hours without use of fever reducing medicine.
 - i. Staff: from day 11 through 14, can be on a modified quarantine **IF** the employee can self-monitor for symptoms, distance 6 feet, wear a mask, and sanitize hands. If these requirements cannot be met, the staff member will not be able to return to campus until day 15 after symptom onset.
 - ii. Students: from day 11-14, can be on a modified quarantine if the student can continue to quarantine (i.e, do not participate in) all extracurricular activities after school, including sports, daycare, and activities within the community setting through Day 14. The student must continue daily self-monitoring for symptoms AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask indoors, hand washing, avoiding crowds). Mask use outdoors is also encouraged.
 - b. Vaccinated Staff/Student with **a negative COVID-19 test result**, may return to school when symptoms have improved, **and** the student/staff member has been without a fever for 24 hours without use of fever reducing medicine
 - c. With **a positive COVID-19 test result**, may return to school on the 11th day after symptom onset, if symptoms have improved, **and** the student/staff member has been without a fever for 24 hours without use of fever reducing medicine. All positive cases must be reported. Please contact Mrs. Decker via email using COVID19@ndasd.org or by calling the office, (858) 509-2300

Quarantine Protocol for asymptomatic students designated as Close Contacts while at school as per [San Diego County of Ed COVID-19 Decision Tree](#):

1. Vaccinated students are exempt from quarantine (testing is recommended 3-5 days after exposure)

2. Students who have recovered from COVID-19 within the last 90 days are exempt from quarantine
3. If the exposure to the C-19 positive individual occurred **outside** of school, the student may return to school on Day 15. Testing is recommended on Day 5 or later.
4. If an unvaccinated student wears a face covering while within 0-6ft of positive C-19 student for 15 cumulative minutes, who was also wearing a face covering, both indoors and outside, he/she may participate in a **modified quarantine**, which allows the student to remain in school. ***To use this option, the contact with the C-19+ individual must have occurred at school and both individuals must have been masked at the time of contact.***

Modified Quarantine:

- a. **To stay on campus for modified quarantine:** Students must provide twice weekly testing results (each test at least 3 days apart) and not participate in any program or activity outside of the regular school day, on campus or in a community setting, through Day 14. The student must continue daily self-monitoring for symptoms AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask, hand washing, avoiding crowds) through Day 14.
- b. **To return to campus on Day 8:** Students who cannot provide twice weekly testing will need to quarantine at home, and return to school on the 8th day with a negative test result taken on or after day 6. No participation in any program or activity outside of the regular school day, on campus or in a community setting through Day 14. The student must continue daily self-monitoring for symptoms AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask, hand washing, avoiding crowds) through Day 14.
- c. **To return to campus on Day 11:** Students who cannot provide twice weekly testing and cannot provide a negative test result taken on or after Day 6, will need to quarantine at home. Testing is recommended on or after Day 5, but it is not required. No participation in any program or activity outside of the regular school day, on campus or in a community setting through Day 14. The student must continue daily self-monitoring for symptoms AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask, hand washing, avoiding crowds) through Day 14.

5. Students who were **not wearing face coverings** while within 0-6ft of the positive C-19 student for 15 cumulative minutes, and can provide evidence of a negative test taken on day 6 or later, may return to campus on day 8. No participation in any program or activity outside of the regular school day, on campus or in a community setting through Day 14. The student must continue daily self-monitoring for symptoms AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask, hand washing, avoiding crowds) through Day 14.
6. Students who were **not wearing face coverings** while within 0-6ft of the positive C-19 student for 15 cumulative minutes, and cannot provide evidence of a negative test taken on day 6 or later, may return to campus on day 11. No participation in any program or activity outside of the regular school day, on campus or in a community setting through Day 14. The student must continue daily self-monitoring for symptoms AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask, hand washing, avoiding crowds) through Day 14.

Quarantine Protocol for asymptomatic adults designated as Close Contacts while at school: [San Diego County of Education COVID-19 Decision Tree](#)

1. Vaccinated adults are exempt from quarantine (testing is recommended 3-5 days after exposure)
2. Adults who have recovered from COVID-19 within the last 90 are exempt from quarantine
3. Staff may return on day 11 without any testing result, if from day 11-14, the employee can self-monitor for symptoms, distance 6 feet, wear a mask, and sanitize hands. If these requirements cannot be met, the staff member will not be able to return to campus until day 15 after symptom onset (no test required to return on day 15)

Identification and Tracing of Contacts

- 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, Head of Schools
- Ms. Elizabeth Creech, Assistant Head of Schools
- 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:

- Report COVID-19 cases to the local health departments as per Assembly Bill 86 (2021) and California Code Title 17, section 2500
- Assist with Contact Tracing by:
 - Requiring seating charts for each class held indoors and outside, as well as during recess/lunch time.
 - Essential visitors will sign in and out at the front desk, listing location and duration on campus.
- 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.
- Mandate seating charts for each class, recess and lunch period to assist with identifying close contacts
- Monitor visitor and classroom logs to assist with identifying close contacts

Section Three: Mitigation Strategies

Adjunct with our contact tracing in combination with our quarantine and isolation polies, the following strategies have been implemented to minimize the risk of transmission and keep our school safe.

Vaccination

COVID-19 vaccination among all eligible students as well as teachers, staff, and household members is the most critical strategy to help schools safely resume full operations. Notre Dame encourages all those who are eligible to receive a vaccine.

Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. People who are fully vaccinated against COVID-19 are at low risk of symptomatic or severe infection. A [growing body of evidence](#) suggests that people who are fully vaccinated against COVID-19 are less likely to become infected and develop symptoms and are at substantially reduced risk from severe illness and death from COVID-19 compared with unvaccinated people.

Only a small proportion of fully vaccinated people get infected (breakthrough infections), even with the Delta variant. Moreover, when these infections occur among vaccinated people, they tend to be milder than among those who are unvaccinated.

- [Vaccinate All 58 – Let's Get to Immunity.](#)
- [Guidance for COVID-19 Prevention in K-12 Schools and ECE Programs](#)

As per the [public order](#) issued August 11th, NDA will require all staff, teachers and parent volunteers to verify their vaccine status with specified modes accepted as proof. Staff, teachers and volunteers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, will be considered unvaccinated and will be required to undergo diagnostic testing at least once weekly with either PCR testing or antigen testing

Verification of Vaccination status has been requested from all staff, teachers, parent volunteers and students, by emailing one of the following acceptable forms of proof of vaccination to covid19@ndasd.org:

- COVID-19 Vaccination Record Card
- Photo of COVID-19 Vaccination Record Card as a document
- Photo of COVID-19 Vaccination Record Card stored on a phone or electronic device
- Documentation of vaccine from a health care provider
- Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type
- Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards


If not fully vaccinated, staff, teachers and volunteers may submit their negative COVID-19 test via email to COVID19@ndasd.org. Negative testing results will be emailed weekly.

Face coverings policy for teachers, parents and students

[Guidance for face coverings](#) (July 28, 2021)

- Face Covering signage will be outside of each school building

- Teachers/Staff:
 - When students are on campus:
 - All teachers and Staff will be required to wear face coverings while in shared space with students
 - For vaccinated Staff/teachers, face coverings are optional outdoors, but encouraged
 - For unvaccinated Staff/Teachers, face coverings are required outdoors except while eating
 - When students are not in the same space:
 - Vaccinated teachers/Staff may remove their face coverings inside/and out.
 - Unvaccinated teachers/Staff may remove their face coverings outdoors, and if alone in a space, indoors as well.
 - 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 face coverings while inside a classroom, and are optional outdoors, with few exceptions: during dismissal, walking to the bathroom and daycare.
 - Upon arrival, Staff will greet students and will double check they have a face covering with them. If not, NDA will supply a disposable face covering for them.
 - When going to recess, lunch or an outside class, students will remove their face covering and store it in the front pocket of their backpack, or hang the covering from their designated “hook”.
 - Upon returning to the classroom, teachers will monitor the students while they replace their face coverings.
 - As needed, teachers will remind students of the correct way to wear a face covering.
 -  [How to Wear a Mask](#)
 - K-5th [Face coverings](#)
 - 6th-8th [Face coverings](#)
 - Students will wear face coverings when walking to and from the restroom as well as when inside the restroom.
 - As per guidance from the CDC, **we will require students to wear face coverings during their dismissal time due to the density of students in a**

restricted space, and that the majority are unable to be vaccinated and San Diego is at a high transmission level.

- *In general, people do not need to wear masks when outdoors (e.g., participating in outdoor play, recess, and physical education activities). **However, particularly in areas of [substantial to high transmission levels](#), people who are not fully vaccinated are encouraged to wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.***

[Guidance for COVID-19 Prevention in K-12 Schools and ECE Programs](#)

- The school will supply students with a disposable face covering to wear for the day if they have forgotten or lost their face covering
- Parents/Volunteers/Visitors:
 - If a parent, or any visitor, needs to come on campus, they will be required to wear a face covering when inside the office or classrooms.
 - Parents/Visitors who are not vaccinated are required to wear face coverings outside, but it is optional for parents/visitors who are vaccinated.
 - The school will supply parents/visitors with disposable face covering to wear for the day if they have forgotten or lost their face covering
 - Volunteers serving Choicelunch must wear a face covering during their shifts regardless of vaccination status.

Face Covering Exemption

- K-12 students are required to mask indoors in school settings, with exemptions per CDPH face mask guidance. Parents/guardians of a student with a medical condition, mental health condition, or disability that prevents wearing a mask may request an exemption per [California Department of Public Health \(CDPH\) guidelines](#).

According to [CDPH guidelines](#):

- *K-12 students are required to mask indoors, with exemptions per [CDPH face mask guidance](#).*
- *Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.*

In connection with the COVID-19 pandemic, CDPH requires students to wear face coverings while in attendance in-person at school to the extent required by applicable


federal, state, or local laws, regulations, ordinances, emergency orders, or state/local schools board action.

CDPH recognizes that some students may have disabilities, medical conditions or mental health conditions for whom wearing a face covering may cause harm or obstruct breathing and thus for which an exemption may be obtained. Please note that asthma and allergies generally do not qualify for a medical exemption.

This Exemption Request must be completed in its entirety by the parent/guardian, and Medical Provider and submitted to the Administrator of the student's school of attendance. Incomplete Exemption Requests will be returned to the parent/guardian for completion.

Instructions:

- Parent/Guardian completes Part 1
- Student's Medical Provider completes Part 2
- Submit the completed forms to the administrator of the student's school of attendance

 Mask Exemption.pdf

Testing of Students and Staff

- Students and staff with symptoms of COVID-19, or who have been exposed to someone with the disease, will be sent home and encouraged to get a test through their health care provider, local pharmacies, or can use the testing sites available on the County's [website](#). While waiting for results, the student or employee will not be able to return to school.
- Response Testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to follow the CDPH Decision Tree on Quarantine or testing. [CDPH Decision Tree](#)
- Asymptomatic Testing: Employees that are not vaccinated will be required to test as frequently as once a week. The employees use the testing sites available on the County's [website](#) or individual providers

Staff Training and Family Education

- 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 [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#). 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
 - 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](#)
 - [Key Things to Know About COVID-19 Vaccines](#)
 - 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.
 - All staff, volunteers, and students are highly encouraged to be vaccinated.
 - Flu shot campaign will be initiated via email as soon as shots are available

- Practices:
 - 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 seconds, 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.

Physical distancing

- Desks will be placed so that students are at least 3feet apart - where possible.
- Students will be assigned seats at the lunch tables to maximize distance while eating
- Teachers who are not vaccinated are informed that they must maintain 6ft of distance while eating indoors, and are highly encouraged to eat outside.

School cleaning and sanitization procedures

[CDC Cleaning and Disinfecting Your Facility](#)

- 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

Protocol:

At the end of each school day, each space used by either teachers, students or Staff, will be cleaned and disinfected 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 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.
- Teacher cleaning 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.
- 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.

- If there has been a sick person or someone who tested positive for COVID-19 on campus within the last 24 hours, the spaces they occupied will be cleaned and disinfected.
 - Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
 - Wait as long as possible (at least several hours) before you clean and disinfect.

Ventilation

- To ensure proper ventilation teachers will keep windows and doors open as much as possible when weather conditions permit.
- Portable air cleaners with a CADR rating are in each indoor area that is equipped with special filters that remove a broad range of airborne pollutants such as airborne pollutants with a PM2.5 (particulate matter up to 2.5 micrometers in size).
- HVAC units are cleaned and filters replaced to maintain a clean system.
- Each building has been evaluated, and the highest compatible filters are in operation, MERV 11- MERV13
- Our Director for Facilities reviews the guidance on Indoor environments and filtration.

Section Four: General Safety Protocols

Stable Groups

- Grade level cohorts will be maintained as much as possible to minimize possible close contacts.
- Seating charts will be used to monitor student proximity throughout the day.
- At recess and lunch, students will be assigned a table with designated snack buddies.
- During play time, homerooms will have assigned locations, and will rotate through the playground throughout the week
- Supervision will be provided to ensure students remain in their cohorts.
- Grade level cohorts will be kept with the same students and teacher or staff, to the greatest extent practicable.

Campus Movement

During school hours, each cohort will follow a designated routes:

- **Arrival**
 - Students use the gate closest to where they exit the car, either the west gate or main gate.
 - Students proceed to their class and hang up their backpacks

- Students then move to black top to their designated class location and wait for morning prayer
- Staff stationed on blacktop and in lunch area to monitor students
- Homeroom Teachers are at designated class locations by 7:50am
- **After morning prayer**, students use a designated route to proceed to the classroom. Before entering the classroom, all students must put on their face covering before entering their homeroom.
 - Kindergarten uses lower gate (petites too if they join us)
 - 1st/2nd uses ramp
 - 3rd/4th go through center of lunch tables
 - 5th uses walkewalk
 - 6th uses middle stairs
 - 7th/8th use side stairs, one homeroom at a time (or can use middle stairs once 6th grade has exited).
- **Dismissal: Although outdoors, due to density, we will require students/staff wear face coverings to dismissal**
 - Kinder dismissed from playground
 - 1st/2nd use west gate by their classrooms
 - 3rd/4th use main gate
 - 5th use ramp to access west gate
 - 6th exit using west gate
 - 7th exit using the main gate
 - 8th exit using side gate and proceed to courtyard
- Staff will supervise student movement.

Visitor policy

At this time, only essential visitors and volunteers will be allowed to come onto campus. The CDC recommends that “Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas where there is moderate-to-high COVID-19 community transmission.”

- Before entering the office/campus, all visitors must self -screen and remain home when sick, and seek testing and care.
- All visitors will sign-in and out of office, and identify location/duration on campus.
- Visitors/Volunteers assisting in the classrooms will also sign in to the homeroom location.

- **At NDA, adults who are not vaccinated, are required to wear a face covering while on campus, indoors and out, as well as practice social distancing.**
- Vaccinated volunteers are required to wear a face covering inside, and have the option to wear face coverings outside - except during times of high density of students and adults.
- Volunteers serving Choicelunch must wear a face covering during their shifts.

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.

Classrooms

- Student desks are placed a minimum of 3 feet apart from one another.
- Teacher desks will be 6ft from student desks.
- Outdoor instruction options will be available

Staff Work Space

- Teacher's Kitchen and Workroom
 - **No students permitted in this area**
 - While working in this space, face coverings optional for vaccinated staff, required for unvaccinated staff
 - If eating in this space, unvaccinated staff/teachers must maintain 6ft physical distance. Eating outdoors is highly recommended.

Student Schedules

- As much as possible, 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.
- Students' schedules are designed in a cohort-based model, which means they primarily interact with their grade level physically in the classroom, and outside for recess, lunch, Art/Music and PE.

Recess/ Lunch

- a. Wearing face coverings is optional during recess and lunch while students are outdoors.

- b. When students leave their classroom, for recess, lunch or an outdoor class, they will place their face coverings in their backpacks located outside.
- c. Students will be asked to allow for as much physical distancing as possible.
- d. Upon returning to their classrooms, students will place their face coverings back on before entering the room
- e. Prior to, and then after lunch and recess, students will thoroughly wash/sanitize their hands.
- f. If students need to use the restroom during recess or lunch, when face coverings are not required, NDA supervisors will supply one for them to use.
- Eating Policies:
 - Students will eat outside.
 - Students will sit in their designated lunch area.
 - Maximum of 4 students per table (will be assigned)
 - Once students are finished eating, they will receive hand sanitizer from the supervisor.
 - The Janitor will wipe down the tables and benches where children sit to prepare for the next class.
- Playing Policies:
 - Each grade level will have a weekly rotation through the various area of the playground
 - Play equipment will be available for each rotation

Bathroom Protocol

- **Students will wear their face coverings while walking to and from the restroom as well as when inside the bathroom.**
- To reduce the chance of congregation at recess and lunch, bathroom times will be scheduled by homeroom class in designated bathroom locations.
- Students will take turns, washing/sanitizing their hands when they leave and re-enter their classroom as well as while in the bathroom.
- Students will be able to also use the restroom outside of their scheduled time but must adhere to capacity requirements.
- If students need to use the restroom during recess or lunch, when face coverings are not required, NDA supervisors will supply one for them to use.

P.E.

- It is optional for students to wear face coverings during outdoor P.E. classes
- As much as possible, students will remain in their cohort.
- P.E. equipment will be available as per the plans of the teacher.
- All equipment will be sanitized after each class' use by the PE teacher (or janitor, if available).

Assembly/Gathering

Morning Prayer:

- Will resume outside on the blacktop
- Face coverings are optional
- Students will line up with their homeroom class in a designated location
- Students will be distanced as much as possible
- After morning prayer, students will take a specific route to their classroom and put on their face coverings before entering their classrooms

Assemblies:

- All school assemblies take place outside, or in the Dempsey Social Center
- Students will be seated with their homerooms
- Face coverings will be required if indoors

Field Trips:

- Field trips may resume but the face coverings guidance will still be followed.
 - CDPH: *If students are participating in a school event or being supervised by school staff, face mask guidance for K-12 settings must be followed regardless of location.* [Schools-FAQ K-12 Schools Guidance 2021-2022 Questions & Answers](#)
- Each trip will be reviewed and additional guidance issued based on activity and location.
- Unless parents are driving their own children, field trip drivers will be required to be vaccinated. Students and drivers are required to wear face coverings while inside the car.

Day Care

- Day Care will be held outside as much as possible, or in the Library, and/or the LRC.
- **Due to the fact that we will not be able to maintain consistent cohorts, students will wear face coverings outside when not actively eating/drinking, or running. When inside the Library or LRC, face coverings will be required.**
- Groups will be created based on siblings, grade levels and family interaction, and when possible, those groups will be maintained.
- Day care groups will be documented for contact tracing purposes.

Section Five: Catholic Identity

Our Catholic identity is the cornerstone of our school. While we must comply with health and safety regulations, we can be creative in how we bring our faith to life among our school

community. This section details modifications and opportunities for our school to maintain an active faith life.

1. Mass Policy

- NDA Mass will be held weekly on Fridays at 8 a.m.
 - Students should arrive between 7:30 - 7:45 a.m. on Fridays to accommodate Mass.
- Students in grades 1st-8th will attend August-June, Kindergarten will join in January.
- Face coverings will be worn inside the Church by all NDA Staff and students in attendance as per CDPH: *If students are participating in a school event or being supervised by school staff, face mask guidance for K-12 settings must be followed regardless of location.* [Schools-FAQ K-12 Schools Guidance 2021-2022 Questions & Answers](#)
- Altar servers will wear face coverings
- Choir will be limited and members will practice social distancing.
- There is no physical touching during the Sign of Peace or singing during Mass
- Parents are welcome to join us for Mass as long as they wear a face covering and sit in the unused pews.
- We will close the pew behind the student sections to allow for physical distancing from vaccinated Parishioners who are not required to wear face covers to Mass.
- Options for families not comfortable with their student attend Mass:
 - Parents may sit with their children in the courtyard to attend Mass. Ministers will distribute Communion outside
 - Families should bring chairs
 - Parents will supervise their children until Mass has ended and then children will join their class
 - Families may watch the livestream of the Mass from home and then come to school, in their formal uniform. They will not be considered tardy

2. Days of reflection/retreat policy

- 7th and 8th grade retreats will be scheduled in the Chapel and/or St. Therese of Carmel Parish Hall with time scheduled outdoors .
- Face coverings will be worn while inside, but will be optional while outdoors

3. Daily prayer/reflection opportunities

- Monday through Thursday, our student community will begin the day together with Morning Prayer.
- Morning prayer will be held outdoors on the blacktop.
- Homerooms will be grouped together with room for social distancing. Face coverings will be optional.
- Additional visitors will not be allowed to join the students for Morning Prayer.

4. Engagement of families with faith

We know that family and faith go hand in hand and we are determined to be creative in how we integrate our faith community at NDA.

- At this time, only students and Staff will attend Morning Prayer. When conditions improve, we will once again welcome parents to join us at Morning Prayer.
- Parents are welcome to join us for Mass as long as they wear a face covering and sit in the unused pews.
- NDA Parents in Prayer Group, which will meet weekly in the Library (face coverings required for those unvaccinated) or outside in the Grotto (face coverings optional).

Section Six: School Communication

- 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 of 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:
 - Sharing Vaccination guidance
 - [Vaccinate All 58 – Let's Get to Immunity.](#)
 - [Guidance for COVID-19 Prevention in K-12 Schools and ECE Programs](#)
 - Universal Masking indoors, optional outdoors: [Guidance for face coverings](#)
 - Ventilation
 - Staying home when sick and getting tested
 - Contact tracing in combination with isolation and quarantine
 - Handwashing and respiratory etiquette

Section Seven: Independent Study

The high transmission rate of the Delta variant brings the potential of more students having to be in quarantine. In order to keep students learning, we will offer an Independent Study program to keep students progressing while at home.

- If required to quarantine, all learning materials will be sent home (books, notebooks, etc.), so that students can continue learning independently.
- Classroom content (PPTs, page numbers, assignments, etc.) will be posted on SeeSaw (K-4) and Google Classroom (5-8) so that students can keep up with assignments.
- Students will submit work via Google Classroom or SeeSaw and receive teacher feedback through these platforms.
- Students can continue to access online platforms of learning (i.e. Aleks, Core 5, Power Up, etc.)
- Teachers will be available via email to answer questions.
- Additional supplements for students to keep learning happening:
 - [NDA Supplement Study Resources](#)

Grading Policy

NDA will continue to use FACTS/Renweb as its Student Information System (SIS).

NDA will continue to use standards referenced grading (SRG) from Kindergarten through grade 8.

While NDA's grading policy is not expected to change as a result of student quarantine scenarios, there will be different things taken into consideration based on what we learned from our Distance Learning experience.

Students who turn in assessments or work late will not be penalized in terms of their score. Any skills, such as time management, collaboration, communication, etc. are documented in the students' Successful Learning Traits (SLTs). Progress reports and report cards reflect students' demonstration of mastery over grade level standards. As a review, this means that homework, effort and citizenship are not categories for which the grade is calculated. The standard grade consists only of the student's demonstration of learning. Also, as a reminder, not everything a student does is graded. The non graded work, whether it is done at home or at school, is often where the learning occurs and where vital feedback is given. For additional information on SRG, please review the SRG Parent Guide: [SRG Teacher/Parent Guide - 2021/22](#)

Social Emotional Learning

Teachers are spending a lot of time crafting specific ways to address the students' social emotional needs every single day.

NDA will continue to implement Restorative Justice Practices, complementing our faith in these relationship-building opportunities.

School Closure

In the event that the school is mandated to close due to COVID-19, we will transition again back to Distance Learning, where the students access their class materials remotely and experience both synchronous and asynchronous learning with their teachers. Web cameras have been installed in the classrooms to assist teachers in their instruction and students in their learning.