



## Flexible Learning Plan for Instructional Continuity

Updated: July 23, 2020. This document is subject to change as we move forward dependent on changing conditions within the county related to COVID-19.

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## Preamble

As two schools, one community, Carondelet's and De La Salle's concern is always for the wellbeing of all our students and employees. We have a serious obligation to ensure we are preparing and planning for any emergency that could create large-scale impact to the breadth of community members and campus operations. The last few months of the COVID-19 pandemic have challenged our communities and world, but have also provided critical insights into our distance learning format and we have used these insights to better utilize our online learning platforms and continually adapt to the needs of our teachers and students.

As we stand poised to welcome students and families to the 2020-2021 school year, it is apparent that the landscape has significantly shifted. Our Flexible Learning Plan was developed and adapted from a variety of sources as well as the combined work of teams from Carondelet and De La Salle based on the insights and feedback from students, teachers, and health professionals during this period. We remain committed to providing an educational experience that "responds to the needs of the times and makes a positive difference." (Carondelet Vision Statement). Two schools, one community...courage and confidence.

## Introduction

We had in place a plan to begin the school year using a hybrid model to bring students back on campus while meeting the distancing requirements, masking protocols and effective use of hygiene techniques from Contra Costa County Health. On July 17 the Governor released a new mandate that our county health department is using to create new protocols, and we have to follow the mandate as stated:

*Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days. If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.*

The COVID-19 pandemic presents a very serious public health crisis. Looking forward to the 2020-21 school year and beyond, Carondelet and De La Salle are resolved to do everything possible to reopen our campuses because we believe doing so is in the best interest of our young women and men. And yet, we recognize that we need to find a pathway for reopening safely, with the health and wellbeing of our entire community in mind, while following the protocols and requirements of Contra Costa Health.

We will, in all probability, begin the year in our distance learning format, unless covid caseloads decline to meet the new requirement stated above. But we expect to be back on campus at some point this fall, certainly we are hoping sooner rather than later. At that time, we need all members of our communities to accept new responsibilities within this changed culture over the next year. Acting with self-awareness, sensitivity to others, and agency will be key. When your daughter expresses frustration with rules that limit social interactions, express your understanding, but discourage her cynicism and remind her why the measures are in place. When your daughter comes down with a cough or fever and complains of not feeling well, please have her stay home until she is asymptomatic. If your workplace has a particularly innovative way to address occupational safety, please share with us. A collective and unified community effort has never been so important!

Our current plan meets the requirements implemented by Contra Costa Health Services. Know that we have to follow these guidelines. Even as private schools, we are bound by guidelines and restrictions implemented by the county health

department and as we plan to reopen our campus, we know we may need to close it again with very little advance warning. This means we must be prepared to move between different learning models designed to fit a variety of circumstances and drivers.

Our opening is guided by five principles:

1. Act with fidelity to the mission, charism, and values of inclusive learning within both schools.
2. Prefer face to face learning over remote learning whenever it is safe to do so.
3. Prioritize student, faculty, and staff health, safety, and wellbeing over other principles.
4. Ensure hygiene and health-related policies are research-based, clearly communicated, effectively implemented, and diligently enforced.
5. Promote practices and policies to reduce risk of virus transmission and support our capacity to be responsive and agile when facing changing health circumstances.

As we move forward with our re-opening, know that the plans we have created will allow for our students to attain the Integrated Learning Outcomes that are the heart of our educational and extra-curricular programs.

## Carondelet Integrated Student Outcomes

A woman of **heart** who...

- Recognizes her self-worth as a creation of God
- Strives to protect the dignity of all people and is open and responsive to diverse perspectives
- Develops positive, respectful social relationships and strives to achieve balance in her life by making healthy lifestyle choices

A woman of **faith** who...

- Grows her faith and spirituality reflective of Catholic values and the CSJ mission
- Recognizes God's presence in creation and works toward building a more sustainable world
- Understand the needs of others and serves the dear neighbor without distinction

A woman of **courage** who...

- Discovers and shares her unique gifts to make a positive impact in her community
- Effectively listens and communicates to solve problems collaboratively
- Advocates for the empowerment of women and a more socially just world

A woman of **excellence** who...

- Is curious, creative, and seeks to pursue intellectual passions throughout her life
- Is a critical thinker who takes responsibility for her learning and seeks connections with the outside world.
- Understands and uses technology to problem solve, explore, learn, inspire, and collaborate

## A Pledge for Safety

Ensuring that we are able to open our campus successfully, while maintaining a healthy environment, will require the commitment of every student, parent, faculty, and staff member. It will be a pledge for safety that calls all of us to respect each individual.

Rights - Every student, teacher, or staff member should be safe in a learning environment that fosters growth and understanding. This fundamental right to feel safe within our school communities also implies that we all have a right to expect both emotional and physical safety. During the COVID-19 pandemic, this means members of our community can reasonably expect a heightened level of concern for their health and wellbeing. While it is possible that students, teachers, or staff members will be exposed to COVID-19 in the course of their studies or work, everyone is entitled to expect that every effort and reasonable precaution will be taken to prevent this from happening.

Responsibilities - Our commitment to our missions and charisms also implies that members of our communities should know, value, and care for others. This means our interactions with others—friends and strangers, students and adults—should be self-aware, respectful, and courteous. During the COVID-19 pandemic, this means complying willingly with rules, policies, and protocols designed to keep our communities safe and healthy. This involves thinking of others, appreciating that their risk tolerance might be lower than ours, and adjusting our behavior with sensitivity and respect. Respecting policies and expectations, even when inconvenient to ourselves, is paramount.

In some communities, measures taken to prevent COVID-19 infection have ignited conflicts between the liberty of individuals and perceptions of the common good. We expect our respect for and sense of duty to others to be visible in myriad of ways, including the following:

- How all members of our community, and visitors to our campus wear masks, wash and disinfect their hands frequently, and mind physical distancing norms;
- How all members of our community, and visitors to our campus interact with each other in and out of the classroom, and take responsibility for maintaining a healthy environment;
- How all members of our community, and visitors to our campus treat others—staff, janitorial and cleaners, teachers, food service personnel, front office staff, administrators, etc.—as people worthy of their respect and deserving of safety themselves;
- How parents support the school in ongoing education at home and adherence to the new guidelines;
- How all members of our community, and visitors to our campus follow self-screening guidelines for symptoms of illness and refrain from coming to campus when symptomatic; and
- How all members of our community, and visitors to our campus comply with self-quarantine rules regarding exposure to COVID-19 and recent overseas travel.

This pledge for safety will also call us to create an even deeper culture of care at both schools, rooted in safe practices, intentional habits to mitigate the spread of the virus, and staying home when sick. Together, our pledge for safety will keep our entire community healthier as we head into the future.

## 2020-2021 Schedules

Both Carondelet and De La Salle are highly motivated to open campus in order to provide students with opportunities to learn in face to face environments whenever it is safe to do so. Both schools prioritize face to face learning as a long-term ideal model, and distance learning as a short-term mediation to meet student needs as are necessary during COVID-19. Our hybrid model blends both of these formats in order to meet the requirements provided by Contra Costa Health Services. We have developed three different learning models in order to meet the changing requirements we will be expected to face as we move through the fall semester. Our models are explained below.

**Please note that during this period of COVID-19, families will be able to choose the distance learning virtual model as an option should their health or familial conditions preclude them from attending face to face during the 2020-2021 school year.** For more information, please contact [Caitlin Main '05, Dean of Students](#).

### Distance Learning Model

This is the same model our communities experienced in the final months of the 2019-2020 school year: our campus is closed and school remains open through remote learning experiences, via synchronous and asynchronous lessons, activities, and projects. Unless the county is able to demonstrate a decreasing number of covid cases for a 14 day period of time, we will have to begin the school year using this model. As in the hybrid model, each course will have a “live” (synchronous) component using Google Hangouts Meet or Zoom following the school’s daily schedule. Students should follow the schedule as outlined in the email or schoology message they receive the evening before. Attendance will be taken and reported for each class. All classes will begin on time according to our daily schedule and all current policies—late work, deadlines, etc.—will be maintained. Classes may be recorded and archived until the end of the current school year for instructional purposes during the pandemic. Further information regarding our policy on Communications, Publications, and Photos can be found in the Parent/Student Handbook. Safety conditions dictate that both campuses must be closed. This is also an option for those families whose family health conditions are such that returning to a standard face to face learning model is not optimal at this time.

### Hybrid Learning Model

This model combines face to face learning with half of the student-body on campus at a time and will be implemented as soon as we can based upon requirements in place from the Governor and Contra Costa County Health. This model meets the previous guidelines and requirements implemented by Contra Costa Health Services for bringing students back to campus with safety protocols in place before the most recent (July 18) mandate from Governor Newsom. This model provides face to face learning four days a week, with half the student body on campus for classroom instruction and the other half joining classes from home. Block classes will run 80 minutes each and teachers will create lesson plans and assignments that can be completed from home, in the virtual environment. This allows for all students, whether on campus or at home, to achieve expected learning outcomes for all classes. Face-to-face meetings will be used to capture the ability to interact with other students in a more traditional way and to create that important connectivity between teacher-student and between students within a classroom setting. Each course will have a “live” (synchronous) component using Google Hangouts Meet or Zoom following the school’s daily schedule. Students should follow the schedule as outlined in the email or schoology message they receive the evening before. Attendance will be taken and reported for each class. All classes will begin on time according to our daily schedule and all current policies—late work, deadlines, etc.—will be maintained. Classes may be recorded and archived until the end of the current school year for instructional purposes during the pandemic. Further information regarding our policy on Communications, Publications, and Photos can be found in the Parent/Student Handbook. This model introduces physical distancing and density reduction as key strategies to further reduce exposure within our community, while at the same time providing face to face interaction between students and teachers about half of the time.

## Class Schedule for Hybrid and Distance Learning

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 9:35	Pd 1	Pd 4	*FLEX DAY	Pd 1	Pd 4
9:35 - 9:55	Break	Break		Break	Break
9:55 - 11:15	Pd 2	Pd 5		Pd 2	Pd 5
11:15 - 11:20	Announcements	Announcements		Announcements	Announcements
11:20 - 12:00	Lunch	Lunch		Lunch	Lunch
12:00 - 1:20	Pd 3	Pd 6		Pd 3	Pd 6
1:20 - 1:35	Break	Break		Break	Break
1:35 - 2:55	Pd 7	Pd 0		Pd 7	Pd 0

*80-minute blocks*

### Wednesday Flex Day

For the '20-'21 school year, whether we are all virtual or in our hybrid schedule, we are designating the Wednesdays of full five day weeks as a "flex day." The flex day will be used for a variety of activities, with a particular focus on community building and enrichment activities that go beyond our existing academic program. The flex day gives us a powerful opportunity to enrich the student experience at Carondelet and deepen learning.

On these flex days, a subset of students (~25%) will experience a special **Class Spotlight** while the remaining students (~75%) will participate in a regular flex day that we are currently calling **Cougar Flex**. Although both days can be run remotely or on campus, our hope is that the dedicated Class Spotlights will be held on campus once the health department allows.

All flex days have the same bell schedule (start and end times for each block), but the activities within each block vary on the two different days (see the Sample Schedule below). In particular, Class Spotlights have dedicated Campus Ministry and Community Time to meet the unique needs of each class. For example, Seniors might have a prayer service during their Campus Ministry block followed by a college application workshop and a special student competition during their Community block. On a Soph Class Day, however, the Campus Ministry and Community blocks might be combined for a special retreat experience.

Campus Ministry and Community activities will be led by the Student Life team, but academic departments, club moderators, Academic Support, College & Career, and Athletics will also lead a variety of activities on these days.

Students will be given a wide range of activities to choose from throughout the day, allowing them to find the right balance between their academic, social, and extracurricular needs—including opportunities to take a break from online activities and screens. Students will use a new online scheduling app to choose the activities they want to participate in

during each time block, with an option to “opt-out” of planned activities during the Exploratory block. Faculty and staff can also assign students to specific activities for individualized support, make-up tests, etc.

Unless they are ill or have another excused absence, all students are expected to participate in the flex day—whether it is happening on campus or remotely. If the day is held on campus, students may choose to opt-out of participating in person if they or their parents are concerned about the spread of COVID 19. For students who remain at home during an on-campus Spotlight, the school will try to virtually include these students as much as possible.

### **Class Spotlight**

The current plan is for one grade level of students (Frosh, Soph, Juniors, Seniors) to have a unique experience for their class one day per month, with grade level classes rotating each week. I.e. The Frosh Spotlight might be on the first Wednesday of the month, followed by the Soph Spotlight on the following Wednesday, etc. The first two Spotlights in August will focus on community building for our new Frosh class and our Seniors.

The structure of Class Spotlights will vary from week to week depending on the needs of each class. Some of the time blocks may be very structured with students required to participate in a specific set of rotating activities. Other time blocks may be more open where students are able to choose from a variety of activities based on their unique needs and interests. Faculty and staff can also assign students to specific activities for individualized support, make-up tests, etc.

### **Cougar Flex**

On most flex days, the majority of students (75%) will participate in “Cougar Flex” where they work on class assignments and participate in a variety of enrichment activities, including clubs, exploratory courses, wellness activities, and more. Some of these activities may occasionally sync with activities for students participating in the Class Spotlight (ex. club meetings, all School liturgies as guided by the liturgical calendar), but that is not the primary objective. Most of the time, students in Cougar Flex will have different activity options than students experiencing a Class Spotlight.

With the exception of Exploratory at the end of the day, every student is required to be engaged in some activity during each block of the day. Every block has a series of options for students to choose from, enabling them to personalize their experience based on their unique needs and interests. Faculty and staff can also assign students to specific activities for individualized support, make-up tests, etc.



### Wednesday Flex Day Schedule

<b>TIME BLOCK</b>	<b>MIN</b>	<b>CLASS SPOTLIGHT (Designated class)*</b>	<b>COUGAR FLEX (Rest of the school)*</b>
<b>8:15 - 9:15</b>	60	Campus Ministry (spiritual offering varies each week)	“Sunrise” (choose 1 option) <ul style="list-style-type: none"> <li>- Pilates/stretching</li> <li>- Zumba/aerobics</li> <li>- Yoga</li> <li>- Athletic Training (w/ Dani)</li> <li>- Campus Ministry offering (meditation, etc.)</li> </ul>
<b>9:30 - 11:00</b>	90	Community (activities & time lengths vary each week; could be combined with Ministry for retreats) <ul style="list-style-type: none"> <li>- Class Community meeting</li> <li>- Student activities event</li> <li>- Extended ministry time/retreat</li> <li>- College and Career workshops</li> </ul>	Academic Time (choose 1-2 options) <ul style="list-style-type: none"> <li>- Independent study time</li> <li>- Peer study group/team project</li> <li>- Make-up tests</li> <li>- 1:1 Peer tutoring</li> <li>- 1:1 Teacher (office hrs)</li> <li>- 1:1 Case Manager</li> <li>- 1:1 College Counselor</li> <li>- PowerPack</li> </ul>
<b>11:15 - 12:00</b>	45	Clubs & Wellness (choose 1 option) <ul style="list-style-type: none"> <li>- Club Meetings (1-2 club themes per week)</li> <li>- Town Hall/Listening Circle</li> <li>- Peer Support Group</li> <li>- Wellness Group session</li> <li>- Open Studio - Community Service/Social Advocacy</li> </ul>	Clubs & Wellness (choose 1 option) <ul style="list-style-type: none"> <li>- Club Meetings (1-2 Themes per week)</li> <li>- Town Hall/Listening Circle</li> <li>- Peer Support Group</li> <li>- Open Studio - Community Service/Social Advocacy</li> </ul>
<b>12:00- 12:45</b>	45	LUNCH	LUNCH
<b>12:45 - 1:45</b>	60	Academic Time (choose 1-2 options) <ul style="list-style-type: none"> <li>- Independent study time</li> <li>- Peer study group/team project</li> <li>- Make-up tests</li> <li>- 1:1 Peer tutoring</li> <li>- 1:1 Teacher (office hrs)</li> <li>- 1:1 Case Manager</li> <li>- 1:1 College Counselor</li> <li>- 1:1 Wellness Counselor</li> <li>- PowerPack</li> </ul>	Academic Time (choose 1-2 options) <ul style="list-style-type: none"> <li>- Independent study time</li> <li>- Peer study group/team project</li> <li>- Make-up tests</li> <li>- 1:1 Peer tutoring</li> <li>- 1:1 Teacher (office hrs)</li> <li>- 1:1 Case Manager</li> <li>- 1:1 College Counselor</li> <li>- 1:1 Wellness Counselor</li> <li>- PowerPack</li> </ul>
<b>2:00 - 3:00</b>	60	“Sunset” (choose 1 option) <ul style="list-style-type: none"> <li>- Pilates/stretching</li> <li>- Zumba/aerobics</li> <li>- Yoga</li> <li>- Athletic Training (w/Dani)</li> </ul>	Exploratory & Impact (choose 1 option or “opt-out”) <ul style="list-style-type: none"> <li>- Special Interest Clubs</li> <li>- Hands-on MiniCourses &amp; Workshops</li> </ul>

		- Campus Ministry offering	- Special Interest Salons - Advocacy Projects - Athletic Training (w/Dani) - Exploratory Design Studio - Opt-out <i>OR</i> PowerPack (required for specific students)
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\*Spotlight/Cougar Flex rotate per grade

### Standard Face to Face Learning Model

This is a standard face to face school experience with all students attending school in-person five days a week. Students will interact with peers and teachers in what we feel is optimal for delivery of our mission and philosophy of learning. Preventative hygiene policies are implemented in combination with realistic physical distancing guidelines. The risk of exposure to the virus that causes COVID-19 is considered low enough that greater student density in classrooms, and in other shared facilities is appropriate.

A full return to campus will be determined in conjunction with Contra Costa Health Services. To view a sample schedule for standard face to face learning, please view the appendix below.

### Student Expectations

#### Distance Learning

Our goal for distance learning will be to mirror a typical in-person school day as closely as possible. To help accomplish this goal, we have set forth the following expectations:

- Classes will begin on time and current policies around turning in work will be maintained.
- Each class will have a synchronous component during the class period so that students and teachers can connect live.
- Students should regularly consult and use our Schoology platform to prepare for class, complete assignments, and keep track of work.
- All virtual classes will be recorded.
- Students should give their best effort, exhibit their best online class behavior, and attend classes regularly, health permitting.
- We will be following attendance protocols for our online environment as well as attendance expectations when students are able to be on campus.
- Students may follow “free dress” guidelines during the distance-learning period (shoes will be optional, but no pajamas, please). Please refer to the student handbook for dress code guidelines.
- Cell phones must not be a distraction and the use of earbuds and AirPods should be for class purposes only.

#### Technology Requirements & Expectations for Use for Distance Learning:

- Students will use Schoology and Zoom/Google Meet to deliver synchronous and asynchronous learning.

- Students must check their Carondelet email account several times daily.
- Students must check their Schoology calendar each day for live class links.
- Students must use Chrome as their browser, and they must be logged in with their school account.
- If using Zoom, students must be logged into their school account and use their first and last name as noted in Schoology.
- Students are expected to be courteous and respectful online and adhere to the technology code of conduct as stated in our handbook.
- Students should refrain from experimenting with the Zoom/Google Meet options during class time, from muting other students' microphones, or removing anyone from the Google Meet.
- Students must not share meeting links with other students who are not members of the class.
- Students are required to keep the camera on in live sessions, unless told otherwise by a teacher, and the microphone muted unless speaking.
- Students are expected to sit up during class time and sitting at a desk or table is recommended.
- Students should take turns, contribute, and ask questions in class discussions.
- Students should use chat appropriately and be mindful that their classes are being recorded.
- School-provided iPads will have all of the apps and technology capable for any needs during distance learning. Students are encouraged to use their school devices during this time for compatibility.

## Parent/Guardian Partnership

Distance learning is not a new method of teaching. As a result, there are plenty of research informed strategies.

### **Monotask, not multitask**

Help your child monotask. This means, no phone, Netflix, video games, TikToks, or Gchat during class time. They should not have non-academic applications, windows or browser tabs open on their laptop during online class sessions. Encourage your child to set their phone to “do not disturb” and put it in another room while working. They can check it during breaks in the school day.

### **A good study environment aids good studying**

Set up a good study environment. Your child should not do online classes in bed, and it is recommended that students find a study area that minimizes distractions, is clear of clutter and where this is minimal “traffic” during the course of a class. Try to avoid spaces where there are distractions. Try to avoid spaces with clutter because many students find this distracting. Your child should not listen to music while “doing” an online class. However, music while studying is an interesting question. It seems to help some students on some tasks (perhaps because it might reduce anxiety), but hurts others. Listening to music is not bad per se, but your child needs to find out what works for them.

### **Strong self-advocacy is always crucial—now even more so**

Encourage your child to be a strong self-advocate and communicate with teachers when they have questions or concerns, or even when they just feel they need to check in with their teacher and chat. This can be done by email or by requesting a one-on-one virtual meeting on Google Meet/Zoom (ask during an online class or by sending them a short email). If at any point they are wondering, “what should I do now?” just ask.

### **Everyone benefits from help with scheduling**

One thing that might happen in the course of this distance learning experience is that your child may be given more projects and longer tasks that require more independent work. Balancing the demands of several projects at once is

something that many students of all ages find challenging. Help your child break down and schedule tasks for asynchronous projects. If necessary, help them monitor their progress, help them decide if switching strategies might aid their progress, or help them determine whether a satisfactory end point has been reached.

### **Support your daughter's metacognition**

Metacognition aids learning. You can help by asking questions, such as:

- What are your big learnings or takeaways from the day?
- What's challenging? / What do you have questions about? / What don't you understand yet? (and suggest they reach out to the appropriate teacher by email, one-on-one check in, or writing down their question(s) to ask in the chat of their next Google meeting).

Where possible, help your daughter bring in prior knowledge from experiences they have had in the past. And help them make connections, again where possible, between their work and the things in the real world. We tend to overestimate how automatically students make these connections, so help them.

### **Emotion and cognition are interlinked**

Emotion and learning are intertwined, both in your child's brain and in their everyday experience of school. Having an emotional wellbeing check in can help—if they are feeling stressed with school, giving them space to offload those feelings can help them focus on learning. They can talk to you, talk to a friend, write or draw, or contact our [Wellness Team](#).

Relationships help buffer stress, so staying socially connected is an important part of being a successful student during distance learning. But take note of the monotasking vs. multitasking comment above, and separate out social time from work time.

Exercise, diet, and sleep help reduce stress as well as improve overall health. Going for a walk or run, while practicing responsible social distancing, can be tremendously beneficial for overall wellbeing and learning.

Research suggests that mindfulness and meditation techniques can benefit students of all ages. There are many free online resources. Even if your child is a skeptic, attempt to get them to try a few things out and to see if they can find something that works for them.

Do things that aren't on screens during leisure time.

### **Parent/Guardian Resources**

For more information and parenting resources, please view our [Wellness Resources](#) page.

## **Return to Campus Health & Safety Guidelines**

### **Guiding Principles**

Carondelet High School's guidelines for responding to the COVID-19 pandemic are provided by the CDC, California Department of Public Health, and Contra Costa Health Services and are rooted in safety for our students, staff, families, and those we interact with in the public.

Our guiding principles in creating these protocols are as follows:

- Student, faculty, and staff health, safety, and wellbeing as our primary goal.
- Ensure hygiene and health-related policies are research-based, clearly communicated, effectively implemented, and diligently enforced.
- Promote practices and policies to reduce risk of virus transmission and support our capacity to be responsive and flexible when facing changing health circumstances.

Our understanding of the COVID-19 virus continues to evolve as do the restrictions for our state and county. Our policies and plans will be updated as more information is available and as guidelines are modified by the County.

### Symptom Monitoring Requirement

Students returning to Carondelet must conduct symptom monitoring every day before arriving on campus. Students must be free of any symptoms related to COVID-19. To help with symptom monitoring, Carondelet and De La Salle will be using a health screening app that will work on smart phones and school-issued I pads. Students and staff on both campuses will be able to fill out a short questionnaire each morning, prior to coming to campus. Students/staff who pass the health screen will be able to access campus for the day. Anyone who does not pass the health screen will be required to follow-up with the Dean of Students and/or their healthcare provider. More information on the health screening app and its features will be available prior to students returning to campus.

At this time, these symptoms include one or more of the following:

- Fever
- Chills
- 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
- Diarrhea

Students with any of these symptoms are instructed to stay home and seek out additional screening from a healthcare provider. Additionally, parents should call the Attendance Office (925) 686-5353 ext. 116 giving the student's name, ID number, and report of COVID-19 symptoms.

### COVID-19 Testing/Return to School

If you have any questions about COVID-19 testing, please call the Public Health Department at 1 (844) 729-8410 or your health provider.

Student or Staff with:	Action Step	Communication
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<p>COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines</p>	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Recommend testing (If positive, see #3, if negative, see #4)</li> <li>● School/classroom remain open</li> </ul>	<p>No action required</p>
<p>Close contact (†) with a confirmed COVID-19 case</p>	<ul style="list-style-type: none"> <li>● Send home</li> <li>● Quarantine for 14 days from last exposure</li> <li>● Recommend testing (but will not shorten 14-day quarantine)</li> <li>● School/classroom remain open</li> </ul>	<p>Consider school community notification of a known contact</p>
<p>Confirmed COVID-19 case infection</p>	<ul style="list-style-type: none"> <li>● Notify the local public health department</li> <li>● Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>● Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>● Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>● Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>● School remains open</li> </ul>	<p>School community notification of a known case</p>
<p>Tests negative after symptoms</p>	<ul style="list-style-type: none"> <li>● May return to school 3 days after symptoms resolve</li> <li>● School/classroom remain open</li> </ul>	<p>Consider school community notification if prior awareness of testing</p>

A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

## School Closure

Social distancing and wearing masks are the two primary ways to contain the spread of the virus. A positive test from a single student or adult will lead to strict contact tracing in conjunction with Contra Costa Health Services. Taking their guidance, students may be asked to self-isolate for a specified period of time and depending on their interactions, a number of scenarios may be implemented. This could include having just that student/adult self-isolate, other students and/or teachers self-quarantine along with the positive-test student, or larger portions of the school may have to self-quarantine. It is a possibility that school campus may have to be closed depending on the social interactions and size of the cluster.

Below is the latest criteria from July 17 from the California State Public Health Department with criteria related to school closure:

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

## Guidelines for Staying Home

Any student or teacher that has been asked to self-isolate or self-quarantine must follow the guidelines outlined by Contra Costa Health Services.

### [Home Quarantine Instructions](#)

### [Self-Isolation Instructions for Confirmed COVID-19 Cases](#)

### [Self-Isolation Instructions for Unconfirmed COVID-19 Cases](#)

## Face Masks/Cloth Face Coverings

As part of the school's safety pledge to maintain a safe and healthy campus environment, it is mandatory that while on campus all faculty, staff, students, and visitors wear an approved face covering. Wearing a face covering is a sign of respect and one's shared responsibility for the health of the larger Carondelet and De La Salle community.

All students, faculty, and staff are required to bring two of their own CDC-approved cloth face masks or a face shield to campus every day, and a plastic zip lock bag labeled with their name on it, to place the cloth face mask upon completion of use. The second face mask or face shield will be used in the case that the first one becomes soiled or dirty.

A face cover must be worn at all times while on campus that covers the mouth and nose unless an individual is eating or within a private office with the door closed. For those medically unable to wear a cloth face mask, we recommend that they speak to their health care provider about the use of a face shield as an acceptable face covering.

According to guidance by the CDC, a cloth face covering is an effective way to mitigate the spread of COVID-19. There are videos and tutorials available on the website on how to make your own cloth face mask using items readily available at home. Please note that masks with small plastic valves embedded in the front will not be permitted. According to health experts, while these types of masks protect the wearer, they do not protect others.

Cloth face coverings are not surgical masks, respirators or personal protective equipment. The CDC also indicates on their website regarding face shields that “if face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin.”

Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

*Please note that a face mask is not a substitute for social distancing.*

For more information on cloth face coverings, please visit the [CDC website](#).

## Social Distancing

In addition to face coverings and personal hygiene, social distancing is one of the best tools we have to avoid being exposed to this virus and slowing its spread. Carondelet High School has taken special precautions to support social distancing on campus including: designated entry/exit points on campus; reduced locker usage; directional signs in hallways, restrooms, and water stations; classroom furniture separation and partitions; reduced class sizes; closing community spaces; and restricting all mass gatherings.

## Classroom Distancing

Classrooms have been redesigned to ensure that students will be at least 6’ apart and teachers will have protective plastic barriers on desks as an added layer of protection. To accommodate for this requirement the number of students on campus is limited, which is why moving to the hybrid model is necessary once allowed back on campus. To ensure maximum ventilation, windows and sliding doors will remain open during classes as well as doors. Student use of the restroom will be monitored to deter overcrowding. Rooms and desks/tables will be sanitized at the end of each period. We will use the Garaventa for classroom space and have created more outdoor use areas on both balconies, the amphitheater area, in the parking garage, the lawn area by the chapel and the walkways outside. These accommodations allow classes to move outside and create beneficial air flow in less confined space.

## Distancing during Breaks and Lunch

All facilities will include physical markers to indicate proper social distancing and pathways of travel. Teachers and staff members will provide further guidance to students.



The new schedule allows students ample time to take a break, but not exceeding the 15-minute recommended exposure period. Understanding that during breaks students will be eating and removing their masks, it is imperative that those activities happen outdoors in the fresh air where, according to researchers, the risk of contracting COVID-19 decreases. Break and lunch supervision will be overseen by faculty, staff, and administrators.

All outdoor seating will have signs placed on tables regarding seating restrictions and will be enforced by school staff.

For more information on social distancing, please visit the [CDC website](#).

#### Designated Paths of Travel and Use of Common Areas:

Designated specific paths of travel to allow students to know how to maintain physical distancing while moving between classrooms or to common areas will be in place.

#### Ventilation

The ventilation system at Carondelet consists of fresh air flow in all systems which is recommended by the CDC. The school ventilation is at this point peak performance at this point in time. Ventilation design consists of individual Mitsubishi Variable refrigerant flow fan coil units. Each FCU is typically suspended above the ceiling of the area being served. All fan coils receive fresh air that is based on the size of room and the number of people in that room. This air is delivered at a constant volume, meaning the air being delivered at a constant capacity in the main duct. This fresh air is delivered from the Energy Recovery Ventilator (ERV) mounted on the roof. The ERV pulls stale air out of the building and provides fresh air into the building.

This fresh air circulates through the building from a duct loop that serves both first and second floor areas.

#### Food Services

Pre-assembled box lunches will be provided by Epicurean for purchase. Students are required to pre-order their lunches online by Thursday evening for the following week. More information on menus, pricing, and MySchoolBucks will be available prior to our return to campus.

#### Handwashing

Students must wash their hands often with soap and water for at least 20 seconds, especially after being in a public space, after coughing, sneezing, touching their face, or blowing their nose. If soap and water are not available, hand sanitizer that is at least 60% alcohol must be used. Avoid touching eyes, nose, and mouth after washing hands.

We encourage conversations with your student about good hand washing hygiene as a way to keep them and their classmates from spreading germs.

## Cleaning/Disinfecting

Carondelet High School's facilities team will clean and disinfect all campus areas daily, according to CDC guidelines. Additionally, restrooms, water stations, stairwells, and high-touch areas will be cleaned and disinfected after break and lunch when students are on campus.

Students may be asked to help disinfect classroom surfaces between classes. All products, including latex-free gloves, will be provided.

Hands-free sanitizing stations have been placed near all entry and exit points and in high traffic areas. Additionally, hand sanitizer will be available in all classrooms and work spaces on campus.

## Coughing/Sneezing Hygiene

Students must remember to always cover their mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow. Used tissues should be immediately deposited in the trash and hands washed with soap and water for at least 20 seconds. If soap and water are not available, clean hands with alcohol-based hand sanitizer.

## Infirmary

Students who become ill while on campus will report to the Attendance Office. Those exhibiting COVID-19 symptoms will be isolated in our new infirmary, which is located in the former school store located next to the Campus Ministry Office, and required to be picked-up by a parent/guardian immediately.

The infirmary will be cleaned and disinfected between student use.

## Mental & Emotional Wellbeing

Carondelet High School is committed to supporting our students' overall health and wellbeing. Please visit our [Wellness Webpage](#) for information and resources.

## Designated Entrances & Exits

Entry to Carondelet High School buildings, including the Carondelet Athletics Complex, will be regulated. Entry/exit doors and interior doors will be propped open to limit hand contact with frequently used door handles. Separate entry and exit points will be designated for each campus building. Signage and floor markings on traffic flow will be visible throughout the building.

# Athletics and CAC Protocols

## Expectations for Athletic Practices and Competitions

In order to prepare for activities to resume, all coaches and trainers invested additional time training how to enforce hygiene protocols and properly sanitize equipment before and after practice. Additional training sessions will be offered

to students prior to the start of each season. Cleaning staff will be trained on any new activity specific to cleaning methods in partnership with CIF guidelines.

### **Update on North Coast Section 2020-21 Sports Calendar and Guidelines**

CIF and North Coast Section have [released guidelines and a 2020-21 sports calendar](#). We will provide more information on individual sports teams and a calendar for our conditioning and season preparation programs as we are developing these, but please remember that moving forward we will have to follow the restrictions and protocols provided by the Contra Costa Health Department.

#### Overview of Performance Center Guidelines:

- Athletes must wear masks before and after but not during the workout
- All sliding glass doors are fully open to allow full air flow/air circulation
- Distancing protocols will be strictly followed
- Daily attendance will be taken
- Temperature taken at home - anything over 99 athlete stays home
- Remain home if feeling unwell (fever, achy, headache, shortness of breath, etc.)
- Immediately after entering facility, all belongings need to be put away in the Cougar Den, immediately after hands are sanitized
- 12 athletes max per session - stable 12
- All equipment will be wiped down following each session
- Sanitize hands after every water break
- Wash hands before and after working out
- *If athlete is not practicing social distancing / being safe she will be excused from training immediately*

#### Injury evaluation protocol:

- Ask permission to come within 6' and perform evaluation
- Always wear gloves and mask when evaluating student
- Sanitize table and instruments used before and after each evaluation
- A max of two persons will be permitted in the athletic training room when evaluating a student athlete

## Handbook Policy Updates during COVID-19

Please review the Carondelet High School Student Handbook for more information on our mission, vision, and philosophy; academic programs and policies; student activities and services; and behavior expectations. The following updates are related to COVID-19 and will be in place until further notice.

### Cell Phones

Cell phones and wireless earbuds are allowed on campus as long as they are used appropriately and do not cause a distraction. During class time, students are expected to silence their phone and store them in their backpacks. We are not using classroom cell phone pockets/holders at this time. Earbuds must be put away during class time. Cell phone use must adhere to the Acceptable Use Policy.

## Attendance

Attendance will be taken during our distance and hybrid learning models. If a student will miss class, a parent must notify the [Attendance Officer](#) as soon as possible. In most cases, the attendance policy per our Student Handbook applies.

When we return to campus in the hybrid model, attendance policies will be modified so that a doctor's note may not be required in order to return to school. We do ask that families communicate quickly and clearly with our [Attendance Officer](#) and [Dean of Students](#) about the health and welfare of your daughter. Knowing that learning will be available in an online format, we will use the same attendance codes that were implemented last spring, and students are expected to be actively participating in all their required classes, whether online or in person.

Attendance codes have been input into PowerSchool to account for both distance and hybrid learning. Please remember that consistent online attendance and completion of daily assignments is vital for academic success. To start the year, we will be using the following codes for distance learning:

<b>OPP</b> - Online present and participating	Student is online and actively participating in the synchronous class session and completes all of the daily assignments on time. This is the online code for "present".
<b>OIAP</b> - Inconsistent attendance and participation	Student did not participate in the entire synchronous class session and/or did not turn in daily assignments on time. This is another online code for "present" however, multiple OIAP classes may result in a meeting with the assigned teacher(s) and/or the Dean of Students.
<b>ONPI</b> - Not present/inactive	Student was absent from the synchronous class session and did not submit any assignments. This is the online code for "absent". Two or more ONPI classes per week may result in a meeting with the Dean of Students and/or the Educational Support Team.

An automated email message is sent daily to parents/guardians of students who are marked "ONPI" in one or more classes. If you have a question or concern about your daughter's attendance, please contact our [Attendance Officer](#).

## School Uniform

Students are expected to follow our uniform code while on campus, meaning everyday uniforms are expected while on campus for academic classes on Monday/Tuesday or Thursday/Friday. Casual dress uniform may be worn on Wednesday Flex Days.

Students are not required to be in school uniform during distance learning. However, we ask that attire is neat and appropriate for school. Please no pajamas, low-cut tops, or clothing that may be demeaning or message obscenity or intolerance.

## Before/After School

Limiting contact with others and staying socially distant are the best tools we have to avoid being exposed to this virus and limiting its spread. Students are expected to wear a face covering, except while eating, and remain socially distant at all times on campus. Upon arrival to campus, students are expected to go directly to their first class of the day. If students arrive more than 10 minutes early, they should remain in their vehicles or wait in one of our designated outdoor areas until the morning bell.

At the end of the school day, students are expected to leave campus immediately after class. Students who are waiting for their carpool should wait in the campus pick-up/drop-off lawn area or in one of our designated outdoor areas. Parents/guardians must remain in their vehicles during drop-off and pick-up.

## Break & Lunch Time

Pre-assembled box lunches will be provided by Epicurean for purchase. Students are required to pre-order their lunches online by Thursday evening for the following week. More information on menus, pricing, and MySchoolBucks will be available prior to our return to campus.

Students will be appropriately spread out in the Garaventa or in an outside eating area, and we will provide ample supervision to encourage social distancing. We have moved lunch to a 30-minute time period in order to limit exposure times but have added time before lunch each day on campus for communication, announcements, and to create break time surrounding lunch in a way that will help create proper social distancing behavior.

Students are expected to vacate the Academic Building, unless they are working with a teacher, during the lunch break to allow for sanitizing and ventilation.

## Parents & Visitors

At this time, nonessential visitors are not allowed on campus. The Attendance Office will not be accepting lunch, sports bags, or supply drop-offs. Parents/guardians who are picking up/dropping off their student(s) are required to stay in their vehicles and follow our routine drop-off and pick-up procedures.

Parents/guardians who have been invited to campus for an official meeting must be symptom free according to the symptom monitoring screening prior to coming to campus. Parents/guardians must wear a face mask and sign-in at the Main Office.

## Communication from School Related to Covid Cases

Carondelet will work closely with Contra Costa Health Services on all reported cases of positive tests for COVID-19.

The two protocols that Contra Costa County has in place for those who test positive or who live with a person who tests positive are [self-quarantine and self-isolation](#).

Current protocols are that if a student tests positive for the virus that student will have to self-isolate according to county health and CDC guidelines.

Other students who are in classes with the positive test student are not required to self-quarantine as long as classroom protocols related to masking and distancing are followed.

The school will send a message that will indicate a student has had a positive test and Contra Costa Health Services recommends that students be tested as part of its overall initiative to have all county residents test monthly.

General messaging will be sent out to the school community to inform everyone of a positive test but specific messaging related to a shared classroom will only be sent to other students in that class. The same protocol will be in place if faculty or staff test positive at any point in time.

Contra Costa Health Services doctors in the Communicable Disease Department have reviewed our protocols and have indicated that ensuring the distancing and masking that we have in place should be enough to prohibit the spread of the virus. The county will conduct the actual contact tracing of positive tests and the school will be involved by sharing information about possible student contacts and in providing the county contact information of the student or faculty/staff member.

As a reminder, families can opt to participate in our virtual online environment at any point in time. Families who are seeking a fully virtual option for their student this fall can contact the [Dean of Students](#) as well as their individual teachers to ensure that students staying home are still attending class and are addressing assignment and other learning expectations.

## Appendix

Standard Face to Face Schedule (This will be our schedule once we are able to bring back all students in a face-to-face environment)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
7:20 - 8:05	Pd 0	Pd 0	Becomes a 1 - 7 day with morning Flex Block instead of Pd 0	Pd 0	Pd 0
8:15 - 9:35	Pd 1	Pd 4		Pd 1	Pd 4
9:35 - 9:55	Break	Break		Break	Break
9:55 - 11:15	Pd 2	Flex Block		Pd 2	Flex Block
11:15 - 11:55	Lunch	Lunch		Lunch	Lunch
11:55 - 1:15	Pd 3	Pd 5		Pd 3	Pd 5
1:15 - 1:30	Break	Break		Break	Break
1:30 - 2:50	Pd 7	Pd 6		Pd 7	Pd 6

Wednesday	
Time/Day	
7:20 - 8:05	Flex Block
8:15 - 9:00	Pd 1
9:00 - 9:10	Passing
9:10 - 9:55	Pd 2
9:55 - 10:15	Passing
10:15 - 11:00	Pd 3
11:00 - 11:10	Passing
11:10 - 11:55	Pd 4
11:55 - 12:35	Lunch
12:35 - 1:20	Pd 5
1:20 - 1:30	Passing
1:30 - 2:15	Pd 6
2:25 - 2:25	Passing
2:25 - 3:10	Pd 7