



## **Saint Bonaventure High School Re-Opening Guiding Document**

In this time of COVID-19 Saint Bonaventure High School is committed to bringing students safely back to campus for in-person instruction as we plan to transition from remote learning to a flexible-hybrid platform. Students will be given the opportunity to continue to learn remotely if they choose until the County of Ventura and the Archdiocese authorize a complete return without any restrictions.

Our faculty and staff have been working on campus since August, meeting, collaborating, and conducting remote learning sessions with our students. Faculty will continue to plan for hybrid learning to meet the needs of our students and to uphold our educational standards. SBHS is taking this shift in learning seriously and will keep consistency in learning, grading and assessing to help students achieve academic excellence.

For your interest, our recent Parent Survey reflected the following regarding returning to school using hybrid learning: 70% of parents would like to see a “blended learning” model, combining in-person instruction with remote learning (Hybrid Learning). An additional 30% of parents expressed that, regardless of which model of learning was followed, safety was the highest priority and would balance the need for in-person instruction with the need to protect the health and safety of students, staff, and faculty, while following the latest guidelines from the State of California, the County of Ventura, and the Archdiocese of Los Angeles.

Exploring all options and planning the timeframe to present a solid and healthy plan for return, Saint Bonaventure High School is offering the following for students who wish to return to campus. Student Orientation will consist of a “walk through” of the entry into campus, health check, direction of campus movement and an end of the day protocol. The Student body will be divided into 2 cohorts (Green & Gold) by zip codes. Students will be notified which cohort they are in as this will pertain to their orientation day. This information will be emailed soon. We will also provide a list of things students should have with them while on campus.

**Student Orientation: Nov 12- 9th & 12th Grade Green Cohort**

**Nov 13- 9th & 12th Grade Gold Cohort**

**\*\*Time for Orientation TBD**

**Nov. 16- Flex Day**

**Nov 17th- First day of in class instruction**

**To accommodate for this transition, faculty will utilize asynchronous learning the week of Nov. 10-13, and we will observe Nov 11th, Veteran’s Day, holiday, no school.**

**The following are in-service dates for faculty as we make this transition to hybrid learning. This time is needed for the finalization of our return to school plans, keeping everyone on campus safe and to prevent the transmission of COVID 19.**

**Faculty Dates: Hybrid Learning In-Service Oct 26, Nov 2, Nov 9.**

**Faculty Orientation: Nov 10**

**Students will be divided into 2 groups to allow for smaller classes, social distancing and to practice proper COVID-19 protocols. Grouping information will be emailed home. If you have not completed our Parent Survey, please email Mrs. Folger- [dfolger@sbhsvta.org](mailto:dfolger@sbhsvta.org). SBHS will need to know if your student will be returning on November 17th.**

**The Goals of This Document:**

- To plan for and to implement protocol, guidelines, and steps to reduce the risk of COVID-19 transmission in the school setting, while finding ways to meet the educational, spiritual, and emotional needs of our students
- To explain plans for a return to in-person instruction include plans for remote instruction for students who need to or choose to continue to stay home
- To describe the details of a “flexible hybrid” model of instruction
- To outline a possibility of partial or complete closure of the school if necessary due to changes in county or state orders, or a large enough number of confirmed COVID-19 cases among the school population.

**On-Campus Hygiene and Sanitation Protocols:**

- Office door handles are disinfected daily
- Appliances are disinfected daily
- Electronic equipment is cleaned after each use and at the end of each day
- Common areas are disinfected at the end of each day
- Staff bathroom faucet, stall handle, etc., wiped down by staff between each use
- Student bathrooms and staff bathrooms are disinfected twice a day
- Cleaning of desks, door handles, etc., after each class session
- Students clean own area (\*required to bring their own rag)
- Teachers clean entrance door handles
- Teachers clean exit door handles and light switches

**Current Staff, Faculty, and Student Healthy Hygiene Mandate:**

- Wash hands frequently for at least 20 seconds with soap and water
- Sanitize hands if soap and water is not available
- Maintain a six-foot distance from others
- Avoid touching your face
- Do not share electronic devices, water bottles, food, etc.
- Wear a face covering (mask or plastic face shield)
- Cough or sneeze into the crook of your elbow or into a tissue (throw tissue away in trash can)
- Signage throughout campus as reminders of healthy practices
- Frequent announced reminders of health practices



### **Scheduling Option for Reduced Capacity at SBHS**

“Flex-Hybrid” in-person/remote learning

- Students on campus by zip code; half of student body on campus on any given day
- Students on campus will receive direct instruction from teachers
- Students at home will receive simultaneous (asynchronous) Zoom instruction from teachers
- Zip code (geographic) groups will switch from day to day (Green and Gold)
- 70-minute Block Periods, three periods each day Tuesday thru Friday
- Period 1/4 8:25-9:35 \*Break-transition/clean 15 min.
- Period 2/5 9:50-11:00 \*Break-transition/clean 15 min.
- Period 3/6 11:15-12:25 \*Break-transition/clean 15 min
- Students go home after third period of the day; options will be in place for students who need to stay on campus after third period of the day (i.e. athletics)
- Students can Zoom from home to consult with teachers (office hours) from 1 to 2:30 pm
- Monday is Flex Day for Campus Ministry, Clubs, Mock Trial, Knowledge Bowl, etc.
- Remote learning is available for students who will be staying home

### **Daily Health Checks**

#### **Protocol for anyone reporting symptoms during the day**

- Room for Isolation
- Outside location-Patio by Principal’s office
- Inside location-room 607-608
- Parents called and student will be sent home
- Disinfecting of isolation room (lock for 24 hours after disinfected)
- Parents to report negative COVID-19 test before student returns

- Students/Staff (positive) reported to Ventura County Public Health
- In the event of 1 -2 confirmed COVID - 19 case(s) on campus at any given time (not physically distanced): 1. The school will be physically closed for one day to allow for deep sanitizing of classrooms and campus. 2. Students will distance -learn for the period of 1 day during the sanitizing of the school campus. iv. In the event of 3 or more confirmed COVID -19 cases on campus (not physically distanced) during a one - week period: 1. The school will be physically closed for a minimum of the remainder of the week to allow for deep sanitizing of classrooms as well as to comply with Ventura County Public Health.

**Entrance Protocols:**

**Students who drive:**

- Park in designated parking spots, with one empty parking space between cars
- Do not exit your car until 8:05am if you arrive early
- Do not linger in cars after parking-make your way to the check in station
- Do not linger in parking lot after exiting car-make your way to the check in station

**Entrance for each grade level:**

- Students to have their SBHS ID with them as they enter campus
- All students will have QR code/or completed the pre-check in survey questions on the *TeacherEase* app prior check in
- Students will come to a particular location for health check, as soon as they arrive to campus
- Seniors – parking lot by 800s (monitored by 2 SBHS faculty/staff)
- Juniors – parking lot by 700s (monitored by 2 SBHS faculty/staff)
- Sophomores – (church parking lot) large gate by main quad (monitored by 2 SBHS faculty/staff)
- Freshmen – gate by Advancement Office/Library off Telegraph Road (monitored by 2 SBHS faculty/staff)

**Social Distancing in Classroom/Prep:**

**Desks and seats will be spaced in classrooms so that students will be six feet from each other**

- Outside areas (portion of school parking lot, field, class courts, main quad) can be used as classrooms if necessary
- Marks on floor will indicate six-foot distance

**Rules for student movement in classroom**

- Students sanitize hands when entering (sanitizer located on a specific desk as students enter/exit the classroom)
- One door for entrance, one for exit (each door labeled outside and inside)
- Enter classroom one at a time
- Students go to desk as designated by teacher after sanitizing
- Students use bathroom during class breaks as much as possible (wash hand after use)

- Exit classroom one at a time, maintaining six-foot distance (teacher will dismiss)

### **One entrance, one exit for each prep/classroom room**

- Follow the entrance and exit signs
- Empty classrooms, gym, and outdoor areas can be utilized for prep time or socially distanced classes if necessary

### **Maximum class size**

14-16 students in classroom

2 flex-hybrid cohorts (Green and Gold) half of class comes to school in socially distanced classrooms and the other half of the class continues remote learning at home.

### **Social Distancing outside Classroom (Hallway Directions)**

- Follow flow patterns when students are outside
- Staff and faculty monitors will control movement outside
- Signage will be in place for movement flow (directional arrows)
- Ground markers for 6ft. social-distancing
- No use of lockers

### **Restroom regulations (1-2 students per restroom, staff/faculty monitors, socially distanced sinks/toilets, wash hands thoroughly)**

- Teachers will create a bathroom monitor list to check-in/out the student from their class

### **Exit Protocols:**

- Students released one by one at the end of the day
- First group to be released - Seniors who are not staying; wait in car for carpool or leave
- Second group to be released - Juniors who are not staying; wait in car for carpool or leave
- Third group to be released - Juniors and Sophomores who are not staying and/or who do not drive
- Fourth group to be released - Freshmen

### **Students who are staying to wait for ride at a later time**

- Stay in last period classroom if possible
- Library is to be used only for special cohorts, socially distanced
- In outside courts, socially distanced
- Students need to plan of time for pick-up
- Athletes must be in contact with their coaches and the Athletic Department to be in socially distanced classroom/prep areas until practice has started

### **Miscellaneous:**

#### **Student Supplies:**

- Student ID
- Personal water container
- Personal hand sanitizer
- Face mask

- Personal earbuds
- Personal iPad and charger
- Cloth rag for cleaning desk

**Confidentiality Issues:**

- Be cautious using student pictures on social media
- Keeping confidence if anyone is infected
- Report immediately to the front office and admin

**PPE Supplies:**

- Hand sanitizer has been supplied to each classroom and office
- Gallons of hand sanitizer have been purchased to refill individual dispensers
- No touch thermometers have been purchased
- Disinfectant supplies, both wipes and liquid disinfectant, has been purchased
- Face shields and gloves have been procured

**Face Masks:**

- Doctor note required for sensory issue exemption (student may be placed in a socially distanced room for safety, i.e. library, seraph room, 607-608)
- All students and staff are asked to bring their own face mask
- All students and staff are required to wear face masks at all times
- A supply of face masks will be available for students, staff, faculty, visitors if anyone forgets their face mask

**The guidance in this document reflects the best judgment of the California State Department of Public Health and of the Ventura County Department of Public Health as to practices that schools should follow, and it considers local conditions. The following documents are the primary guiding documents for the protocol in this document:**

- *California Department of Education's "Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools" (June 2020)*
- *California Department of Health and OSHA "Guidance on Schools and School-Based Programs" (August 2020)*
- *California Department of Health's "COVID-19 and Reopening In-Person Learning: Framework for K-12 Schools in California" (July 2020).*

**School Closing:**

*School will follow current Ventura County guidelines for closure of school if necessary. Whole school closure will necessitate deep sanitizing of entire school*

*Partial school closure (classroom closure, etc.) will necessitate deep sanitizing of infected space State and county guidance will also determine partial or full school closing*

*\*If COVID-19 cases in the school reach a level of 5% of the school population or the county increases its cases and changes the status of the safety tier level, closure of school will be implemented, following state and county guidelines for length of closure*

