



**Special Services (Extra Support)**

**Fall 2020**

## **Introduction**

We understand that community support is essential during this time of uncertainty. It is especially important to let parents know they are not alone in helping their children navigate home learning. The County of Los Angeles Department of Public Health has allowed the school to reopen for in-person instruction to service students who need extra support. These students may be served as needed, provided that the overall number of students present on-site does not exceed 10% of the total student body at any one time. Please note that this plan is subject to change as needed during the distance learning process.

### **NOTE:**

- Students must attend school every day (Monday-Thursday). **IF** a student misses class more than 3 days without an excuse, the student will need to continue on Distant Learning.
- Students must be on time, 7:40 check-in.
- Students must get picked-up on time 2:15 pm the latest. If a student continues not to be picked- up on time, the child will need to continue on Distant Learning.
- **NO DAYCARE AVAILABLE**

### **Plan Presented:**

1. Full, on campus instruction (Monday-Thursday) from 7:50 am- 2:10 pm.

### **Relating Adjustments**

- I. Students and adults with COVID-19 symptoms should **NOT** come to campus for 14 days or the end of the symptoms or until proof provided of a passed COVID-19 test.
- II. Exposure to COVID-19 should be communicated to the school office as soon as possible via phone and email. (323) 560-3376 [lguzman@sroflimaschool.org](mailto:lguzman@sroflimaschool.org) and [asalgado@sroflimaschool.org](mailto:asalgado@sroflimaschool.org)
- III. Students and adults with a fever (100.4 or higher) should not come to campus for 24 hours (per LA County Public Health guidance)
- IV. Students failing the symptoms check must be picked up immediately.
- V. Families are encouraging to practice social distance, mask-wearing, and all other appropriate and recommended behaviors; doing so enables our school to remain open, our faculty, students, and their families to stay safe, and our growth to continue in a more

optimal environment. Disregarding these expectations may jeopardize our community and require measure to be taken by the administration of the school and parish.

### **Campus Adjustments**

Below is the presented plan for on-campus instruction (ONLY for students who need extra support).

#### **1. Drop-Off**

- A. Large sign for symptom check
- B. Parents and student's line-up outside the gate, social distance is strongly recommended.
- C. Student Drop-off at green gate on 60<sup>th</sup> Street: Administrator will perform a temperature and questionnaire check.
- D. ONLY Student will enter gate and walk to disinfecting station.
- E. Students will line-up on marked areas (social distance).
- F. Students will wait for the bell to ring and will be walked in by the administrator and/or teacher to the classroom.
- G. Student MUST have mask on.

#### **2. Pick-Up**

- A. Students will be dismissed through green gate at 60<sup>th</sup> Street.
- B. Student will line-up outside on marked area.
- C. Parents will wait outside gate (parent, social distance is highly recommended), once we see you, your child will be called and he/she will walk out (**Parents will NOT be allowed to come into the campus**)

#### **3. Classroom Procedures**

- A. NO parent will be allowed to visit classrooms nor campus.
- B. Students will be given an assigned desk with a shield.
- C. Supply bin will need to be kept with the student at all times (NO sharing supplies)
- D. Students will be asked to wear masks and/or shield at **ALL** times. Students will need to bring to school at least two face masks and will need to be taken home daily to be washed. (If a child is not able to wear a facemask, you will need to submit a doctor's note). (IF students do not have a mask/shield the school will provide one)
- E. Student will not be allowed to walk around the classroom and building.

#### **4. Maintaining Physical Distance Throughout the Campus**

In order to learn in a safe environment, students, faculty, and staff must practice social distance throughout the campus

- ✓ Classroom floors have been marked to maintain social distance between each desk
- ✓ Extra furniture has been removed from the classroom to keep an open space
- ✓ All windows and doors will remain open during instruction for ventilation.
- ✓ Hallways have been marked with signs to support physical distance and encourage students to walk in each direction.
- ✓ Students will line up six feet apart inside the hallways as well as outside.
- ✓ Stairs will have arrows pointing in which direction to go up and down and spaces in between them to mark distance.

#### **5. Classroom Norms have been established around the classrooms**

Procedure for supplies, lunch bag, etc. will be established:

1. Sanitization of common surfaces (switches, door handles, desk, and chairs)
  - ✓ Before school
  - ✓ At recess
  - ✓ At lunch
  - ✓ After school- using appropriate disinfecting supplies
2. Students and staff wearing face masks to/from campus AND face mask or face shield on campus/classroom.
  - ✓ Face shield provided by school – disinfected at recess, lunch and end of the day
  - ✓ Extra face mask available (disposable)
  - ✓ ALL student should have extra face mask/shields
3. Teacher Desk must be 4 feet away from closest student desk
4. Modified social distancing between desk (marked area)
5. Temperature check prior to recess and after lunch.

#### **6. Daily Health Checks**

All faculty, staff, and students must undergo a health check daily before entering the campus/building. This health check includes a temperature check and wellness questions. Faculty and staff will self-assess as soon as they arrive at school (every time they step out of campus and come back; they will self-assess before entering the building).

Any member of the staff or student who has a temperature of 100.4 or higher, or who answers yes to any of the screening questions, will not be allowed to enter the campus/building.

If the parent has dropped off their child already, the students will be isolated in room 3 until his/her parents are able to pick him/her up.

#### 7. Restrooms

- ✓ Designated restroom stalls (name of student on each door stall and sink)
- ✓ Teacher will have a 2-way radio to let other teacher know that a particular student went to restroom, this is to avoid having more than two students inside restroom.
- ✓ Restroom will be disinfected multiple times during the day.
- ✓ Students will be encouraged to bring their own water bottle/container. Water fountains will be **OFF-LIMITS**.

#### 8. Recess Procedures

- ✓ Student will be having out-door recess
- ✓ Students will be taken to restroom before to wash hands
- ✓ Student will sit on assigned marked tables for snack
- ✓ Table will be disinfected and labeled to indicate that they have been cleaned (before and after). **ONLY 3** student per table
- ✓ Students will be encouraged not to share food.
- ✓ After recess, temperature will be taken. Students will then go to the restroom and wash hands.
- ✓ Admin. will supervise

#### 9. Lunch Procedures

- ✓ Students will be having out-door lunch.
- ✓ Table will be disinfected and labeled to indicate that they have been cleaned (before and after).
- ✓ Student will sit with Cohort during lunch.
- ✓ Students will be taken to the restroom before to wash hands
- ✓ Students will sit on assigned marked tables for lunch. **ONLY 3** students per lunch table.
- ✓ Students will be encouraged to bring their own games, equipment, and/or toys.
- ✓ All students will need to bring their own lunches to school daily (**we are not allowed to warm student's lunches**).
- ✓ Students **WILL NOT** be allowed to share food and/or games, equipment and toys.
- ✓ Temperature will be taken after lunch break. Students will then go to the restroom and wash hands.
- ✓ We are not allowed to warm up food for the students.
- ✓ Admin. will supervise students during lunch

## 10. Office Visit

1. To make office payments, we are encouraging to everyone to use Venmo [@StRoseofLimaSchool](#)
  2. Parents will not be allowed to visit the classroom nor campus
  3. Office is open Monday to Thursday from 8am-3pm (closed for lunch from 12:30pm - 1:30pm) and Friday from 9am-1pm.
  4. Checking Area: Office personnel will check temperature and ask questionnaire before entering the building and MUST stand on mark area
  5. ALL visitor must wait outside until you are led in. Only one person can be waiting in the office at a time.
  6. Wearing of mask is a mask before entering the building.
  7. We encourage parents to please use Venmo for payments and/or make an appointment and encourage you to come alone (more than 2 can enter only if you need a, translater and/or have a minor).
  8. Students failing COVID-19 symptoms check or running a fever will be sequestered in room 3. Their family will be called for immediate pick-up.
    - ✓ [Exposure Fact-Sheet](#) (LADPH)
    - ✓ [What if I'm Sick Fact-Sheet](#) (LADPH)
  9. In the event of a positive COVI-19 test or exposure:
    - We will follow all county public procedures and complete the ADLA COVID-19 Report Form and Instructions to report it to the Archdiocese. [Archdiocese Exposure Management Plan](#)
- A. We will follow the [County's Exposure Management Plan](#) and [County of Los Angeles Public Health Screening in Education Settings](#) (Updated 08/21/2020). [Reopening Protocols for K-12 School](#) (Update 09/07/2020)
- B. A cluster of cases (3 or more in a fourteen-day period) may result in the closure of the campus and return to remote learning for an appropriate period of time.
- C. The closest testing site to our school and the city of Maywood is currently [Garden Medical Center in Bell Garden](#). The school can assist potentially-exposed individuals with finding a testing location.

### COVID-19 Compliance Team:

- Laura Guzman-Principal
- Patricia Jackson -Vice Principal
- Alicia Salgado- Office Administrator
- Karla Garcia – Secretary

**Documents Informing This Plan:**

- [ADLA Starting the School Year Smart](#)
- [CPHD Guidance for Schools](#)
- [County of Los Angeles Public Health Reopening Protocols for K-12 Schools \(Updated 9.7.2020\)](#)
- [County of Los Angeles Public Health Exposure Management Plan for K-12 Schools \(Updated 9.2.20\)](#)
- [County of Los Angeles Public Health Screening in Education Settings \(Updated 8.21.2020\)](#)
- [CDC Considerations for Schools](#)
- [AAP COVID-19 Planning Considerations](#)