

Covid-19 Health and Safety Plan for Re-Opening



**St. Rose of Lima Catholic School
4422 E. 60th Street
Maywood, CA 90270**

www.sroflimaschool.org

2020-2021 School Year

This document outlines guidelines relate to maintaining a clean, safe work environment and limiting the transmission of COVID-19. We reserve the right to make additions, amendments, and deletions a any time.

Introduction

The following outlines the school's updated policies and procedures for when we resume in-person instruction. In the following the guidelines from the Archdiocese of Los Angeles, California Department of Education, and public health officials, St. Rose of Lima School pursues to lower the contagion from COVID-19 while at the same time promoting the development of the whole child; academically, emotionally, socially, and spiritually.

The Department of Catholic Schools has issued guidelines outlining way to modify or school environment and procedures to meet the directives set forth by the state and local officials. We are currently working to make the necessary adjustments at our school by following the guidelines, so we are able to safely pursue on-campus instruction.

We understand the importance of having students in school, we believe that students learn best when they are in person and interacting with classmates. At the same time, we want to be respectful and mindful of the families who are having difficulty dealing with the pandemic. We believe that we can configured a safer environment for our students, our staff , our faculty ,and of the families. On-campus instruction doe s not mean students MUST attend, he//she may continue working from home if parents do not feel safe to bringing in their child to school. On-campus instruction does not mean student MUST attend, he/she can work form home if parent do not feel safe to bringing their child to school. We believe that we can form a safer environment for our students, our faculty, our staff, and for their families.

The Two Instruction Choices are as follow:

1. Hybrid In-Person and Distance Learning Instruction

- In-person instruction will be Monday-Thursday.
- *Note: grade 1 and 2 will alternate days (1st Mon.-Tues. and 2nd Wed.-Thurs). The days that they are off ,they will log in from home.
- We will have class from 7:50-2:00pm.
- The time students are not doing in-person instruction, they will be working distance learning assignments will the help of an aide.
- Friday will be a distance learning day for all students (Mass, P.E. an Art class). Student will be dismissed at 12:00pm.

2. Distance Learning:

- 100% at home distance learning will be offered to those families not comfortable with students returning to school at this time and/or have health issues that make this option a better choice for them. If you are high risk or live with high-risk family members, we encourage you not to send your child back to in-person classes until it is safe to do so.

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Familial Adjustments:

- 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 students and their families to stay safe, and our growth to continue in a more optimal environment. Disregard of these expectations may jeopardize our community and require measures to be taken by the administration of the school and parish.
- We encourage our families to set a positive spiritual example for our students. If you have concerns, please bring them to our administrator. By working together in communion, we can ensure the best possible outcome for all.

Policies and Practices to Protect Faculty/Staff and Students:

St. Rose of Lima 2020-2021 Reopening Plan is posted on the St. Rose of Lima website, www.sroflimaschool.org, home page. The faculty and staff continue to be trained in the details of this reopening plan as we prepare for the school year and reopening for in-person instruction. As this plan is updated and modified, all members of the community are notified and trained accordingly. This document describes St. Rose of Lima's comprehensive approach to preventing and containing the spread of COVID-19 on campus.

- The individual who acts as the COVID-19 Compliance Team to communicate directly with the County of Los Angeles Public Health with questions, concerns, etc. as well as enforce all safety protocols to ensure that staff receive education about COVID-19 are the following
 - Mrs. Laura Guzman, Principal -designated liaison to the LA County Department of Public Health (COLADPH)
 - Mrs. Pat Jackson, Vice-Principal
 - Mrs. Alicia Salgado, Office Administrator
 - Mrs. Karla Garcia, Office Secretary

In the event of a positive COVID test or exposure:

- The school had developed several strategies to prepare for when someone gets sick.
 - Faculty/staff families must be aware of Sick Students of Home Isolation Criteria
 - Sick faculty/staff members or students should not return until they have met the CDC's criteria to discontinue home isolation.
 - The school will Isolate Those Who are Sick
 - Students and faculty/staff should not come to school, and they should notify school officials if they (faculty/staff) or their child (families) become sick with COVID-19 symptoms, test for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - The school will immediately separate faculty/staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to healthcare facility

- depending on how severe their symptoms are, and follow [CDC guidance](#) for caring for oneself and others who are sick.
- The school will designate an isolation room or area (bungalow) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
 - Faculty/staff and/or student who is sick, will not be allowed back in the classroom/building. Parents of student must pick up their child as soon as possible, but no longer than 30 minutes after they have been notified.
 - The following links to sites are given for information:
 - [Exposure Fact-Sheet](#) (LADPH)
 - [What if I'm Sick Fact-Sheet](#) (LADPH)
 - [Guidance for Care for Children with Symptoms of COVID-19](#) (LADPH)
- If student and faculty/staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or faculty/staff member must quarantine at home for two weeks, shifting to distance learning during that time.
- It is expected that if a student or faculty/staff member has been exposed to someone who has tested positive for COVID-19, the administrator must be informed immediately.
 - In accordance with the state and local laws and regulations, school administrator will notify local health officials, faculty/staff and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the American with [American with Disability Act \(ADA\)](#).
 - The school will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
 - Student and/or faculty/staff who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
 - If a student does not have a primary care doctor or there is difficulty accessing the testing, we will call the County of Los Angeles Public Health at (213) 240-8144
 - The school will implement the School Exposure Management Plan to isolate the case, identify persons exposed and immediately quarantine exposed employees and/or students. Access to testing for all exposed individuals within the school is assured and all exposures at the school will be reported to the department of Public Health (LADPH).
 - The School Exposure Management Plan details procedures to immediately report a cluster of cases (3 or more within 14 days) to the Department of Public Health (DPH). The DPH will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

- In the instance that St. Rose of Lima experiences multiple positive cases in a 14-day period, we may need to, in consultation with the Archdiocese and local health officials, consider a partial or full school closure, returning to 100% distance learning.

Surveillance Testing:

- To ensure the safety of students and staff, surveillance testing will be implemented. The school will facilitate staff testing periodically, as testing capacity permits and as practicable.
 - All faculty/staff will be tested within 7 days of the first day of school for in-person learning on campus.
 - The staff will be given a list of local testing sites, however, are encouraged to be tested through their Primary Care doctor first. The administrator will follow up with staff to document testing information [Covid Testing](#)
 - The teachers and staff will be tested every 2 months.
 - Testing for all personnel will be implemented when instructed when instructed by the LADPH based on local disease trends and/or after resolution of an outbreak at the school.
 - All surveillance testing results will be reported to the Department of Public Health.

Campus Adjustment:

- Vulnerable employees (those above 65, as and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees should discuss any concern with their healthcare provider to make appropriate decisions on returning to the workplace.
- The closest testing site to the school is Maywood City Hall, in Maywood.
- The school can assist potentially- exposed individual with finding a testing location. [Covid Testing](#)
- If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home immediately, and a member of the office staff will substitute. And if a member from the staff feel sick, he or she as well will go home immediately.
- As recommended by the CDC: the area that was visited by the ill person will be closed off. We will open windows and use ventilating fans to increase air circulation in the area. We will wait 24 hours or as long as practicable before beginning cleaning and disinfection.
- Teachers and staff have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. Those who display potential symptoms of COVID-19 will be isolated and sent home (bungalow room).
 - According to CDC, the key symptoms to look for are a temperature of 100.4 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of severe headache, especially with a fever. School faculty/staff screening individuals who show any of these symptoms are recommended to get tested for COVID-19.
 - Employees have the right to sick paid leave as guaranteed by the Families First Coronavirus Respond Act.

- Students, faculty/staff, and volunteers/visitors who test negative can return to school 3 days after symptoms resolve.
- Use of school facilities for non-school purposes is not permitted.
- Breaks are staggered to ensure that physical distance can be maintained in breakroom (only 3 people at a time in breakroom).
- Appropriate signage is displayed so that all employees as well as on-site visitors are provided with instruction regarding maintaining physical distancing and the required use of face coverings when around others.
- Touchless hand sanitizers are available around the school.
- The classroom is are equip with hand sanitizers, gloves, disposable mask, and face shields.
- The school has received donations from the Archdiocese, the Ahmanson Foundation and local vendors of masks, gloves, as well as purchased PPE material such as touchless hand sanitizer, face shields for faculty/staff, classroom desk barriers (student's and teacher's desk), office plexin glass, clearing supplies and disinfecting. Classroom and building signs for symptoms, floor signs and restroom signs.

Screening:

- Faculty and staff will be required to go through a brief health screening and temperature check upon their arrival to campus and will need record in binder.
- Parents will be expected to regularly check their child's health and must conduct a brief health screening prior to coming to campus. Parents will complete and submit a health screening using the QR code (created by the school) for each student prior to arriving to on campus and upon student drop off. Temperature will be taking before entering classroom by administrator and/or staff.
- Parent will be encourage not to enter school building, if by any reason they need to, they will need to enter through from office, and they MUST fill out a health screening and temperature check.
 - **Face Covering:**
 - Face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
 - Faculty/staff are to wear face covering, offered at no cost, that over the nose and mouth. It is to be worn at all time during the workday when in contact or likely to come into contact with others. If an employee has been instructed by their medical provider that they should not wear a face covering, a face shield with a drape on the bottom edge, in compliance with State directives, is acceptable. Masks with one-way valves should not be used.
 - Students in grades TK through 8 are required to wear a mask while on campus.
 - Staff and students are instructed to wash or replace their face covering daily.
 - Students should have extra face masks in lunch pail/school supplies in case one gets soiled during the day or one will be provided (disposable).
 - For students in Grades Tk-2nd grade- a face shield may be an acceptable alternative to a face mask for children in this cohort who cannot wear a mask properly and can submit a medical/doctors note.

- Extra face masks are available in the office and classroom if student forgets their mask.

Adjustment Within the Classroom:

- Teacher’s desk is positioned at least 6 feet from the closets students desks.
 - Modified physical distancing between student desk in grid style format. Individual desk will face the front of the classroom and will be 3 feet apart. In addition, desks will have three-sided shield to keep students safe with their individual learning area.
 - Common areas used are disinfected frequently, on the following schedule:

Common Areas: (i.e. classroom, front office, hall, breakroom and additional rooms)	At the end of each use and day
Student and Teacher Restroom and Faucets	Twice a day and at the end of the day
Workplace (i.e. desks, chairs, classrooms, office)	At the end of each use and day
Electronic Equipment (i.e., copy machine, shared computer devices, telephone, two-way radio)	At the end of each use and day
Kitchen Appliances (i.e. microwave, refrigerator, water dispenser)	At the end of each use and day
General Use Objects (i.e. door handles, knobs, light switches)	At least 3 times a day and end of the day
Playground Equipment and other supplies	At the end of each use and day

- **Sanitation:**
 - High touch areas in faculty break room are frequently disinfected, and commonly shared items, such as coffee pot, refrigerator, microwave, and copy machine re thoroughly cleaned after each used.
 - Disinfectant and related supplies are available to employees in their classroom and in the maintenance room.
 - Students must wear their face coverings coming to and from the school, moving to areas of the campus such as handwashing or using the restroom, and movement throughout their classroom and during play outside.
 - Students may remove their face covering when eating.
 - Students will use touchless hand sanitizer that are available around the school/hall when they arrive to classroom. Additional time will be scheduled into the day for routine handwashing.
 - Drinking Fountains- NO drinking fountains will be open and available for use. Students are encouraged to bring a reusable water bottle and/or water bottle.
 - Soap, water and hand sanitizer are available to all student in the restroom and employees in the restroom and breakroom.
 - Faculty/staff and students are assigned their own tools and work supplies. Sharing of workplace and held items is to be minimize or eliminated.

Esurance of Physical Distancing by Faculty/Staff, Students and Visitors:

- Utilize outdoor areas as frequently as possible.

- Only one person waiting in the office at a time
 - Wait outside front door or if inside the building stand inside marked square (6 feet apart). Faculty/Staff and visitor may not enter main office, they must all stay behind plexiglass.
 - Families are encouraged to take advantage of virtual administrative offering to keep office visits at a minimum (Zoom meeting, email, phone call and Venmo to make payments)
 - All visitors to the office must sanitize hands, fill out screening and temperature check before entering.
- Breakroom capacity is limited to 3 people at a time (faculty and staff).
- Maximum number of students permitted on campus for in-person instruction learning is 12 to 18 student per classroom (depending on grade level) to maximize physical distancing with appropriate physical barrier/shields in place.
- Each student should limit in class walking – own supplies at or near desk.
- Physical Education will be taught outdoors. NO contact sport is permitted. Equipment can be used ONLY if they are in the same cohort. Mask is required while playing.
- Whole-school assemblies and field trips will not occur until further notice.
- **Additional measures in use to ensure physical distancing**
 - **Drop off/pick up**
 - *Drop-off: Parents must wait for their child to get their temperature take before leaving the student.* This assures no students are on campus with a temperature.
 - All parents will drive in through Clarkson Street and exit on Pine Street. ***Students exit cars on the passenger side ONLY.***
 - Walking parents/students will wait by fence standing 6 feet apart on Pine Street and wait for student’s temperature to be taken. ***ONLY child will step inside gate.***
 - Temperature checks will begin at 7:30am.
 - **ADULTS WILL REMAIN IN VEHICLES AT ALL TIMES.**
 - Tardies-once gates are locked at 7:50am, students must be buzzed in through the front school office and will be marked late.
 - *Pick-up:* Clarkson Gate will open at 2:00pm and vehicles will drive in (NO Parking) students will be lined -up (6feet apart) as car drives in student will be helped to get into the car (passage side) and exit Pine street.
 - **ADULTS WILL REMAIN IN VEHICLE AT ALL TIMES.**
 - All walk-ins will be dismissed from Pine Street gate, once parent is present student will be walked to gate. **NO PARENTS WILL BE ALLOWED IN THE CAMPUS.**
 - Faculty are stationed in hallway to assure physical distancing as students enter, sanitize hands and proceed to classrooms.
 - Hallways will be marked with floor signs to support physical distancing and encourage “lanes” for students to walk in each direction. As well the stairs will be marked with signs “going up” and “going down.” Students will line up six feet apart from each other, and where appropriated floor signs will be place in the classroom floor to guide them, and as well entrance and exit door.
- **In the classroom:**

- In-person class will be between 12-18 in grades Tk-8th grade.
- The school day will consist of Monday-Thursday from 7:50am-2:00pm and Fridays all students will be on-line. If there is not enough space to fit all students, we will divide the class (student will come twice a week and the other two days on-line).
- Remote Distance Learning- for students who will not be returning for in-person instruction.
- In the primary grade aides will be supporting the teacher during specific times in the day.
- Students desk will be 3feet apart each other with shield and 6 feet apart from teacher. ALL extra furniture has been removed form classroom.
- Teaching methods have been modified to avoid close contact between students for any classes that may involve group activities.
- Contact sports are not permitted, and physical education class activities are offered outdoors and are selected to permit physical distancing.

School Meals:

- Snack will be eaten during recess time without any mingling of cohorts from different classrooms. NO Play time during recess.
- During lunch student will be allowed to play after they have eaten their food.
- Each cohort will have a assigned play area as well assigned lunch area.
- Mask can be remove while eating but MUST be put back as soon as they are done eating.
- Each cohort will have its own equipment and MUST not be shared.
- Administrator and aides will help with yard duty for recess and lunch.
- Two hand washing portals will be available for student, two carts with PPE supplies (mask, hand sanitizer, tissue, band-aides, gloves, disinfecting and thermometer).

Administrator Area (Offices)

- Signage is visible to all to alert everyone to the need to maintain a 6-foot distance while waiting for school office personnel.
- Only 1 person is allowed at a time inside the office.
- Both front and back offices windows have plexiglass barriers.
- If parent/visitor need to enter building they screen and temperature will be taken, and the must sanitize hands and wear a mask.

Esurance of infection Control

- **Important:** Do not bring children to campus if they are exhibiting any signs of illness.
- Parents are required to monitor their children closely and not bring them to school if the answer to any of the questions is yes:
 - Do you or anyone in your household have fever, vomiting, body aches, cough, headache, los to taste or smell, and or diarrhea?
 - Do you or your child have any other signs such as a cold or flu?
 - Have you, your child or anyone in your household traveled?
 - Have you, your child or anyone in your household attended a large gathering/event?

- Have you, your child or anyone in your household has any contact with anyone who tested positive for COVID-19 within the past 14 days?
- Has your child received any fever reducing medication in the last 12 hours?
- **Parents must wait for their child to get their temperature taken using a non-touch thermometer before leaving the students.** This assures no students are on campus with a temperature.
- Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Department office Order of July 1, 2020
 - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
 - Any student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school (bungalow) while arrangement is made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for their child.
- Students exhibiting COVID-19 symptoms while at school will be sequestered in the bungalow. Their families will be called for immediate pick-up
 - Public Testing guidelines and information will be provided based on residential area.
- The COVID-19 Compliance Team is informed of any positive screening result in the school and initiate the School Exposure Management Plan consistent with DPH directives.
- Adult visitors and staff who have had close contact with an individual who has screened positive for COVID-19 symptoms are instructed to return home to self-quarantine as required until such time as it has been determined that the individual screening positive has received a negative screening result.
- Students who have had close contact with an individual who has screened positive for COVID-19 are accompanied to a preselected quarantine space where they can wait until arrangements are made to return home. The student(s) will then self-quarantine as required until negative results are provided.
- **Limiting the risk of infection due to visits by outside individuals**
 - Parents may come to the office to take care of business (tuition and/or paperwork), but parents will not be allowed to enter the classroom/campus.
 - Visitors other than parents are limited to those who are essential for the school's operation. Visitors are by appointment only. They will need to fill out a Check-in Form (questionnaire) and have their temperature taken before walking in.
 - Only one visitor will be allowed to enter at a time, if the adult has a child(ren) they will be asked to ensure that their child(ren) stay next to adult, avoid touching any other person or item that does not belong to them and are masked if 2 or older.
 - Visitors are limited to their movement only designated areas (such as front office, waiting/meeting area and side office window) and are not permitted to interact with any cohort.

- Visitors are reminded to wear a face covering at all times while in the school. To support the safety of everyone, a face covering will be provided to visitors who arrive without them.

Age	Facial Covering Requirement
Under 2 years old	No
2 years old through 2 nd grade	Strongly Encourage Face covering are strongly encouraged if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them.
3 rd grade through High School	Yes, unless exempted by their medical provider
All adults and visitors	Face covering are required at all times

- **Optimal ventilation**
 - Meals and activities have been moved to outdoor space whenever feasible and weather permitting.
 - Doors and windows are kept open during the school day if feasible and its outdoor condition makes this appropriate.
 - All classroom is equipped with ceiling fans and floor fans.
- **Esurance of appropriate cleaning and disinfection throughout the school**
 - Cleaning an disinfecting schedule is established
 - Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N”) are used in according to product instruction.
 - Custodian staff and others responsible for cleaning and disinfecting surfaces and objectives are trained on manufacturer’s directions and Cal OSHA requirements for safe use as required by the Health School Act.
 - Custodial and other staff responsible for cleaning and disinfecting are equipped with appropriate PPE as required by the product.
 - All cleaning products are kept out of children’s reach and stored in a space with restricted access.
 - Ventilation in maximized during cleaning and disinfecting to the extent feasible.
 - Cleaning of restroom is done 2 to 3 times a day.
- **Esurance of appropriate face covering by all staff, students and visitors**
 - All faculty, staff and students are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application and use paper towel to dry hands thoroughly. All restrooms contain a non-touch hand sanitizer and everyone is encouraging to sanitize hands before leaving restroom area.
 - Restrooms: Only 3 students in restroom at any given time (only with same cohort).
 - All students are scheduled for bathroom/hand washing breaks before and after eating, after toileting, after outdoor play, and before and after any group activity. Faculty are instructed to model frequent, through hand washing.
 - When a child wants to use the restroom, the teacher will communicate using a two-way radio, to avoid more the 3 students in restroom and different cohorts.

- Hand sanitizer is made available to students and faculty/staff in each classroom, restrooms, in the building and outside the office.

COMMUNICATING TO THE CAMPUS COMMUNITY AND THE PUBLIC

- Information for all parents and students can be found within document as well as posted to the public-school website and the student information system, *Schoolspeak*, including:
 - A copy of this protocol is posted in all public entrances to the school.
 - Signages has been posted throughout the school reminding faculty, staff and students of policies concerning COVID -19
 - Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies , changes in academic extracurricular activities, and requirements concerning us face covering, physical distancing and hand washing.
 - Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

ENSURANCE OF EQUITABLE ACCESS TO CRITICAL SERVICES

- Administrator services or operations that can be offered remotely (e.g., school forms, payment, etc.) have been moved on-line and/or on-line apps.
- **Liturgical and Mass Procedures**
 - Daily Rosary Prayer at noon (via zoom)
 - Morning Huddle (announcements) daily with own class
 - Weekly mass on Thursday/Friday via zoom or in -person (outside)
 - Sacraments have been scheduled for the May (reconciliation during class time at 9am and first communion at noon)