



COVID-19 MANAGEMENT PLAN

2021-2022

Last Updated: 07/21/2021

July 21, 2021

Dear SJOG School Community,

I pray that you all had a restful summer break and remained healthy during this time. I, once again, would like to start off by saying THANK YOU for your continued support throughout the past academic year. Please know that the amount of time, care, and effort that you have put into making each of our transitions successful is truly commendable. As we move forward into a new academic year, know that we continue to stay actively prepared should any new regulations be put into place by our local public health officials.

I know that there are many questions regarding *what* measures will be put into place as we return to 100% in-person instruction. Please take some time to review this document as it will surely answer many of your questions. It will also outline measures that are on “stand-by” should we need to re-implement past measures for added safety. The traditional school year and past routines have forever changed. However, our commitment to keeping your child safe has not and continues to be our top priority.

Please know that we are required by law to follow the orders provided by the California Department of Public Health (CDPH), as well as follow the guidance provided by the Center for Disease Control (CDC) and the direction given by the Department of Catholic Schools (DCS) within the Archdiocese of Los Angeles (ADLA). While we may not all agree with all of the rules, it is important that we do our best to follow these rules in order to protect our students, staff, and parish community.

To be successful, without any doubt, all of us -students, families, teachers, faculty, staff, and parish community- must work together and collaborate with the dual focus of safety and learning for our students.

Kindly,

**Mrs. Lina Calderon, M. Ed.
Principal
St. John of God School**

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CLEANING AND DISINFECTION

Our school will maintain safety by continuously cleaning throughout the day and at the end of each school day. Disinfecting the campus will also occur periodically via collaborative efforts amongst the teachers, staff, and janitorial staff. Students will also share in some responsibility by *cleaning* their own used space after each use.

“Cleaning” involves water and soap or detergent, does not use disinfecting agents, and significantly reduces germs on surfaces and decreases infection risks. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the schools setting unless a positive case has been identified.

<u>Location</u>	<u>Frequency</u>
Workspace: teacher’s desk, student desks, office	End of each use AND end of day
Doorknobs, lightswitches, handrails, and other general used objects	At minimum, twice a day
Restrooms	At the beginning of each school day
Faucets	Twice a day
Electronic Equipment: copy machines, printers, shared telephones, shared computers)	End of each use AND end of day
Common Areas: lunch tables	End of each use AND end of day

In addition to a routine cleaning of all surfaces within the school grounds, the cleaning regimen will use EPA approved cleaning and disinfecting products and equipment for use against viral pathogens including *COVID-19*.

All classrooms will be cleaned as students go out to their recess and lunch times and at the end of the school day. As a class goes outside, the teacher will wipe down all desks, tables, doorknobs, and other high touch surfaces. For grades 1st-8th, the students are encouraged to take personal responsibility and help in the cleaning process.

In the classroom, all students will have their own classroom supplies. All items will be stored in the students' desk. If items happen to be shared, they will be cleaned between uses and all students will be required to wash their hands. *The use of water fountains is also temporarily halted.*

Upon returning to in-person instruction, both parents and students understand that a major part to combating the spread of germs is personal responsibility, keeping in mind the best interest of the common good.

COHORTING/STABLE GROUPS

Students will be in their multiage cohorts/stable group (TK/K, 1st/2nd, 3rd/4th, 5th/6th, 7th/8th). All students will remain with their grade level classmates and practice physical distancing.

For the Junior High grades, the students will remain in their classrooms and the teachers will switch in between classrooms.

Recess and lunch times will be staggered. Lunch tables will be disinfected between stable groups. Two stable groups will go to lunch together but assigned different lunch and play areas ensuring that the two groups don't mix. Play spaces will rotate throughout the week. We have put tape down on the blacktop that are six feet apart to ensure physical distancing.

Classroom space will be maximized between seating and desks. Classroom teacher and other desks will maintain 3-foot distance from one another. Under no circumstances should distance between chairs be less than 3-feet and wherever possible, ventilation is highly recommended that flows *through* the classroom, rather than solely fans overhead. Spacing will be maximized while movement will be minimized during the use of indoor spaces.

ENTRANCE, EXIT, AND MOVEMENT IN AND AROUND CAMPUS

We have one entrance that is open at drop-off and pick-up time. A car line attendant will be outside directing traffic as students get dropped-off and picked-up. Parents are asked to not exit their vehicles during these two times unless an appointment with the office has been made in advance. In such a case, the parents may park their vehicles in the parking lot and walk directly to the office. Please refer to the map for additional guidance.

Parents are not allowed to enter the classrooms. Physical distancing markers will be placed outside of each entryway, hallway, and classroom to ensure that all students and teachers continue to maintain a distance of 6 feet apart.

We have one enclosed hallway that is the primary entryway for grades K, 1st, and 2nd. They will exclusively have access in and out of this hallway. Grades 3rd-8th do not have an enclosed hallway or entryway, but they do have shared stairways. The right stairway will be designated for students to go upstairs, while the left stairway will be designated strictly to go downstairs.

Parents and/or visitors are asked to not congregate near drop-off/pick-up zones, or in the parking lot as this can cause unnecessary exposure amongst our community members. No more than two people will be permitted inside of the office at the same time. There are physical distancing markers outside of the front office for waiting time. The back door is also available in the case the front school office is to remain closed.

BELL SCHEDULE

Preschool Daily Schedule (Mondays through Thursdays)

7:30 am	Morning Activities
9:20 am-9:40 am	Staggered Recess/Break
11:30 a.m. – 12:00 p.m.	Lunch/Recess
12:10 p.m.	Nap Time
2:30 p.m.	School Dismissal

Preschool Minimum Day Schedule (Fridays and Early Dismissals)

7:30 am	Morning Activities
9:20 am-9:40 am	Staggered Recess/Break
11:45 a.m.	School Dismissal

TK-8th Daily Schedule (Mondays through Thursdays)

7:00 am	AM Day Care
7:40 am	First Bell (TK-8)
7:45 am	Second Bell (TK-8)
7:50-8:00 am	Morning Assembly
9:40 am-10:20 am	Staggered Recess/Break
12:00 p.m. – 1:00 p.m.	Lunch/Recess
1:00 p.m.	Students enter classroom
2:45 p.m.	School Dismissal
3:00 p.m.	PM Daycare and Extracurricular Activities

TK-8th Minimum Day Schedule (Fridays and Early Dismissals)

7:00 a.m.	AM Day Care
7:40 a.m.	First Bell
7:45 a.m.	Second Bell
7:55 am	Students in Church (if students are attending Mass)
9:40 am-10:20 am	Staggered Recess/Break
12:00 p.m.	School Dismissal
12:00 p.m. – 5:00 p.m.	Afternoon Day Care (Students must bring a lunch from home)
12:15 p.m.	Students report to Daycare if they are not picked up

BREAK AND RESTROOM SCHEDULE

<u>Grade Level</u>	<u>Recess</u>	<u>Lunch</u>
Preschool	9:20-9:40 AM	11:30 AM -12:00 PM
TK/Kindergarten	9:40-10:00 AM	12:00-12:30 PM
1st/2nd	9:50-10:10 AM	12:00-12:30 PM
3rd/4th	9:50-10:10 AM	12:30-1:00 PM
Junior High	10:00-10:20 AM	12:30-1:00 PM

Each teacher will include restroom breaks on their class schedule and include a cleaning routine after their classroom exits. Bathroom passes will be used if a student needs to use the restroom outside of their scheduled time. If the bathroom is in use, the students are directed to wait their turn outside of the restroom on the designated markers. No more than 3 students will be in the restroom at the same time.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

The California Department of Public Health (CDPH) guidance titled “Face Coverings” was reviewed carefully. It states that the school “should review the *CDPH Guidance for the Use of Face Coverings* and any applicable local public health department guidance and incorporate face covering use for students and workers into their COVID-19 prevention plan. Some flexibility may be needed for younger children consistent with child development recommendations.”

STUDENTS

Age	Facial Covering Requirement
Preschool-8th Grade	<i>Yes. Students may also wear a face shield over face mask for added protection</i>

All students in grades Preschool-8th *must* wear a facial covering while on campus. Students may also wear a face shield over a face mask for added protection. Students will remove their facial covering while eating, drinking, or during physical activity.

Students wash their hands with soap and water every time they change an activity. They will use hand sanitizer upon entering and leaving the classroom.

If students forget their facial covering, the school will provide them with one.

Students exempted from wearing a face covering due to a medical condition, as confirmed by the school administrative team or doctor, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits.

STAFF

For staff, CDPH guidelines state that, “All staff must use face coverings in accordance with CDPH guidelines unless California Division of Occupational Safety and Health Administration (Cal/OSHA) standards require respiratory protection” (pg. 17). It also states that, “In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom” (pg. 17). Thus, all staff are required to wear face coverings. Staff are allowed to use face shield in addition to face mask for added protection.

VISITORS

Parents, visitors, and all other adults must wear face coverings on campus at all times.

Everyone entering campus must wear a facial covering and report to the front office. Visitors may not enter any other part of the building and must sign in/out on the Visitor Log. They must complete health screening, provide date/time of visit, and contact information in order to allow for contact tracing, if necessary.

HEALTH SCREENINGS

Parents are encouraged to do a daily health check from home and are reminded to keep children who are sick at home until they are fever and vomit free (without medication) for three consecutive days. Students should remain home if they also display any of the following symptoms: sore throat, congestion (not allergy related), nausea, earache, etc.

Daily health checks will continue at school consisting of temperature check and health screening. Students will be monitored for signs of illness throughout the day. If a child has a temperature of 99.5 degrees or higher, they will be asked to return home. If a child's temperature is taken during the school day and the temperature reads at 99.5 or higher, they will be sent to the front office (designated area) where the school secretary will immediately call the parents.

Staff are also asked to complete daily temperature checks and complete the questionnaire via google forms that also includes a temperature check. Any, and all, adult visitors entering the office will also be required to answer the questions on the Screening.

The Adult Screenings consists of the following questions:

1. Do you have any of these symptoms that are not caused by another condition: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea? *(yes, no)*
2. Within the past 14 days, have you had contact with anyone that you know that had COVID-19 or COVID-like symptoms? Contact is being 6-feet or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19? *(yes, no)*
3. Have you had a positive COVID-19 test within the past 14 days? *(yes, no)*
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection? *(yes, no)*

The Student Screenings consists of the following questions:

1. Have you tested positive for COVID-19 in the last two weeks? (*yes, no*)
2. Do you feel sick with any of these symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea? (*yes, no*)
3. Have you been in close contact with anyone who has had any of these symptoms? (*yes, no*)

HEALTHY HYGIENE PRACTICES

Students and staff will be given frequent opportunities to wash their hands for a minimum of twenty seconds with soap, rubbing thoroughly after application and using paper towels to dry their hands thoroughly.

The school has three sets of bathrooms for the lower grades, the upper grades, and staff restrooms. Each restroom has 2 sinks and 4 stalls.

Frequently scheduled mandatory handwashing breaks or opportunities (especially for younger students) will occur at a minimum before and after eating, after using the restroom, after outdoor play, and before and after any group activities.

The school maintains a sufficient amount of protective equipment on hand to comply with the California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements.

Personal Protective Equipment (PPE) on hand includes: hand sanitizers, soap, tissues, paper towels, gloves, masks, and shields.

Families are asked to ensure any and all masks worn are clean, routinely.

IDENTIFICATION AND TRACING OF CONTACTS

The school will monitor faculty, staff, and students throughout the day for signs of illness. Anyone with a fever of 99.5 or higher, or shows signs of illness such as coughing, fatigue, shortness of breath, or other COVID-19 symptoms will be sent home.

Any person exhibiting symptoms and not able to immediately go home will be required to wear an N95 mask and be placed in an isolated space in the office until they can be transported home or to a healthcare facility as soon as possible. *Students will only be released to parent or emergency contact.*

When there is a confirmed case of COVID-19, the school administrative team will report to the LACDPH and support them in contact tracing. This includes identifying students and staff who have been exposed. Following the LACDPH recommendation, the principal will communicate with exposed school community members using GradeLink, the school's student information/communication system.

***In the instance that our school experiences three or more positive cases of COVID-19 in a 14-day period, we may need to, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a partial or full campus closure.

PHYSICAL DISTANCING

CDPH guidance on physical distancing states, "Classroom furniture is set up to maximize distance between students and between students and teachers. It is strongly recommended that distance between students in the classroom and between students and teachers be no less than 3 feet in classrooms where there are unvaccinated students." (pg.8).

There are physical distancing markers in specific areas such as: outdoor picnic tables, outside of classrooms, and hallways. Desks are spaced 3-feet apart in the classroom. The science lab, where there is less room for desk separation because of

the use of lab tables, we will use desk partitions and shields to also create separation amongst students. Whenever possible, the science teacher will also be using the outdoor lunch tables to conduct classroom activities to allow for proper ventilation and air circulation. The small and large halls are also available for instruction if the classrooms were to become too hot on extreme heat days.

Staff will also be physically distanced during the school day with both students and other teachers. A maximum of four adults can be in the staff lounge at any given time and daily use will be logged to allow for easy contact tracing, if necessary.

STAFF TRAINING AND FAMILY EDUCATION

Staff helped in the writing of this document and continue to be aware of any updates on the CDPH guidelines. Staff will receive training about our plans before reopening and will revisit plans frequently during our weekly staff meetings.

Signs are displayed around campus, especially in high visible areas. The signs promote everyday protective measures like physical distancing, handwashing, and mask wearing.

The school has also shared with staff and families the following resources from the Los Angeles Department of Public Health and the CDC about what COVID-19 and how it is transmitted, along with ongoing reminders on topics such as wearing facial coverings, hand hygiene, etc. in the principal newsletters.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://covid19.ca.gov/symptoms-and-risks/>

<https://www.norwalk.org/city-hall/departments/public-safety/norwalk-emergency-management-office/preparing-for-emergencies/covid-19>

TESTING OF STUDENTS AND STAFF

STUDENTS

In the event a student tests positive for COVID-19, contact tracing will be utilized to inform anyone who might have come into contact with the community member. Each family is responsible for getting their own student tested via their own private medical insurer.

STAFF

Staff will continue to be tested for COVID-19 every other month. If exposure does occur at any given time in between these two months, staff is strongly encouraged to be tested once again.

DAYCARE

Morning and afternoon daycare will be available in the 2021-2022 school year but only limited to a maximum of 24 students in the morning and afternoon. This number can become larger if the public health department permits. Morning daycare will be available from 7:00 am-7:40 am; Afternoon daycare will be available from 3:00 to 5:00 pm.

Students will be escorted directly by staff into the small hall and/or designated areas. Physical distancing, handwashing, and proper hygiene measures will continue to be enforced by the daycare attendant. Students will also be asked to wear a new mask upon entering daycare hours, so as to ensure maximum protection. If a student does not have a back-up, the school will provide them with one.

TRIGGERS FOR SWITCHING INTO DISTANCE LEARNING

The school would close if we are informed of 3 or more confirmed positive cases of COVID-19 within a rolling 14-day period, as stated per the Department of Public Health Guidance.

- I. When a student, teacher, or staff member test positive for COVID-19 and had exposed others at the school, the following steps will be taken:
 - A. Contact LACDPH at 213-240-7941
 - B. Isolate the case and exclude from the school until criteria for a return have been met
 - C. Send the school community notification of a known COVID-19 case
 - D. Identify contacts, quarantine and exclude exposed contacts (ex. Likely entire cohort/stable group) for 10 days after the last case was present in the school while infectious. Any positive cases must be quarantined 14-days from date of last exposure.
 - E. Recommend testing of contacts and prioritize symptomatic contacts. (If negative, testing does not shorten the 10-day quarantine period.)
 - F. Disinfect and clean the classroom and spaces where the known case spent significant time.
 - G. The rest of the school will remain open.
- II. When a student, teacher, or staff has COVID-19 symptoms, answers yes to a health screening, or has a temperature of 99.5 degrees or higher, the following steps will be taken:
 - A. The individual will be sent home for quarantine
 - B. The individual or family contacts their healthcare provider immediately for a medical evaluation which may include testing. If the test is positive, we will follow steps listed in section I. If negative, we will follow steps in sections IV and V.
- III. When a student, staff, or teacher has close contact (a person is within 6-feet for a period longer than 15-minutes) with a confirmed case of COVID-19, the following steps will be taken:
 - A. The individual will be sent home for quarantine.
 - B. The length of quarantine will be 10-days from last exposure.

- C. Recommend testing. Testing does not shorten 10-day quarantine period
 - D. If any symptoms develop, the individual will contact a medical provider for evaluation.
 - E. The cohort/stable group remains open
 - F. The school will send community notification of a known close contact
- IV. When a student, teacher, or staff tests negative for COVID-19 after having COVID-19 symptoms, the following steps will be taken:
- A. The person may return to school three days after the symptoms resolve
 - B. The cohort/stable group remains open
- V. When a student, teacher, or staff that has had symptoms of COVID-19 for whom a medical provider diagnoses another cause for the symptoms, the following steps will be taken:
- A. The individual will need to provide a note from the medical provider with return to school instructions following the guidelines for the specific illness.
 - B. The cohort/stable group remains open

In the event guidelines warrant for a transition back into the distance learning model, such learning will occur both asynchronously (recorded) and synchronously (live). Live direct instruction should happen during school hours and in conjunction with the school schedule. Teachers are encouraged to make themselves available during office hours throughout the week to help the students process learning delivered during direct instruction time.

Student engagement is necessary for online learning to be successful. Teachers will regularly monitor engagement in online learning activities.

COMMUNICATION PLANS

Staff will communicate with the school community or cohort/stable group, depending on the scenario, if there has been a positive case among staff, students, or one of their household members. Since email will be used, please make sure that

the office has your most recent contact information on file. Parents are encouraged to check their email routinely throughout the week.

Reporting of positive cases should be done within 1 business day of notification of the case. This can be completed online using the secure web application:

<http://www.redcap.link/lacdph.educationsector.covidreport>

In the case that the school has a cluster of 3 or more positive cases in a 14-day rolling period, the stable group(s) will transition back into distance learning for a minimum period of 14-days. This includes the possibility of the entire school transitioning back into Distance Learning for the 14-day period.

ADDITIONAL MITIGATION STRATEGIES

All doors and windows will be open to allow for proper ventilation.

PUBLIC HEALTH DEPARTMENT CONTACTS

Los Angeles Department of Public Health

<http://publichealth.lacounty.gov>

Centers for Disease Control and Prevention

<https://www.cdc.gov>

California Department of Public Health

<https://www.cdph.ca.gov>

California Department of Education

<https://www.cde.ca.gov>

U.S. Department of Health and Human Services

<https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html>

Statewide COVID-19 Hotline

833-422-4255 (833-4CA-4ALL)