



Reopening Plan

February 2021

**Return to On-Campus Instruction
A Handbook for Parents**

Santa Rosa de Lima Catholic School

This document outlines guidelines related to the reopening of our campus for in-person instruction. We reserve the right to make additions, amendments, and deletions at any time. While it is derived from our school's reopening plan aligned with public health guidance, this document is not intended to describe all safety protocols and procedures. You can access our full reopening plan as submitted to public health on our school website www.srdlcs.com.

Office Schedule

The office is open Monday-Thursday 8am-12pm for in person support. We highly encourage families to use email for assistance, Monday-Friday. Assisting students on campus will be our priority. Parents are encouraged to call us during office hours for support (818) 361-5096, or email us:

- Ms. Aceves, aaceves@srdlcs.com,
- Mrs. Razo, mrzo@srdlcs.com,
- Mr. Perryman, wperryman@srdlcs.com,
- Ms. Luna, cluna@srdlcs.com,
- Ms. Sanchez, msanchez@srdlcs.com,
- Mr. Lee, rlee@srdlcs.com,
- Ms. Arnold, aarnold@srdlcs.com.
- Ms. Gonzalez is available for technology support at vgonzalez@srdlcs.com

School Visits

- Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.

Distance Learning for Grades TK-8th

- Distance Learning continues to be available to TK-8th grade students
- On-campus instruction will become available to families in TK-6th grade
- Following state and county guidelines, students in grades 7th-8th will remain in distance learning. Students with high needs of support, such as students with an IEP, students who are English Language learners, and students with needs that cannot be met through a virtual instruction are able to receive support on campus. We are committed to continuing to provide a robust distance learning program for these students.

Attendance

Student attendance will continue to be taken daily. Students will be marked present if engaged in on-campus instruction and we will use VL virtual learning, if students attend class virtually.

- Attendance will be taken by the teacher and recorded in SchoolSpeak
- If your child is unable to attend the day's learning, whether on campus or via zoom, and will be out for any reason, please call the office/email the teacher by 8:30am to report the absence. We appreciate your communication.

Communication

We will continue to primarily communicate through two systems:

- SchoolSpeak/email - Our Student Information System (SIS) is used to manage student records of the school and communication with families.
- ClassDojo/Seesaw/Google Classroom - Each classroom will continue to use a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students and parents through this platform.
 - For students **on-campus**, assignments will continue to be accessed using the LMS under teacher direction and guidance.
 - For students **at-home**, daily/weekly assignments and schedules will continue to be posted on ClassDojo/seesaw/google classroom.

Parents are asked to communicate with teachers via ClassDojo/email. Please remember that the teachers' priority is time with the students. Our teachers engaged in on-campus instruction, may not be able to respond right away; however, teachers will respond as soon as possible, but within 24 hours.

Teachers will continue to hold tutoring hours.

The school administration will continue to provide weekly updates via email on Mondays.

Technology and Device Use

All students, whether on-campus or at-home, are expected to follow our Acceptable Use and Responsibility Policy that was signed as part of the beginning of year paperwork. [[link to the Archdiocesan Acceptable Use and Responsibility Policy \(linked here\)](#)]

On-campus students will continue to utilize technology to engage in learning. Following health and safety guidelines, students will be asked to use their school device, and not to share it with others. Students/Families are asked to please charge devices each afternoon/evening at home and bring it to school fully charged. It is helpful to turn off the device after charging to minimize the drain on the battery.

COVID-19 Health & Wellness Protocols

In order to minimize the risk of COVID-19 transmission on our campus, and in compliance with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and support.

Stable Group Structures

- Students will remain in their teacher's group/cohort. Meaning TK/K, for example, is considered one group/cohort. As more students participate in on-campus instruction, more groups/cohorts will be created. About 50% of our families have shown interest in on-campus instruction.
- We will slowly return to on-campus instruction in order to help ease the transition, and adjust if needed. Every week, beginning with March 15, we will add a new group/cohort to on-campus instruction. Below is the planned timeline.

- Week of March 15: TK/K
- Week of March 22: 1st/2nd grade
- Week of March 29: 3rd/4th grade
- Week of April 12: 5th/6th grade

Movement with the School

- We will use two different pick-up/drop-off locations to help avoid crowded spaces

	Mondays	Tuesdays
Parking Lot Station drop off 8-8:30am pick-up 2pm	1 st /2 nd grade students Drop off goal: 8:15am-8:30am Pick-up goal: 2pm Start Date: March 22, 2021	
	3 rd / 4 th grade students Drop off goal: 8am-8:15am Pick-up goal: 1:45pm Start Date: March 29, 2021	
Griffith Station drop off 8-8:30am Pick-up 2pm	TK/K students Drop off goal: 8am-8:15am Pick-up goal: 1:45pm Start Date: March 15, 2021	
	5 th /6 th grade students Drop off goal: 8:15am-8:30am Pick-up goal: 2pm Start Date: April 12, 2021	

- To help simplify drop off procedures we ask families to do the following BEFORE using the drop off lane
 - Have the health screening survey completed and ready to show/hand-in
 - Have your facial covering on.... mouth and nose need to be covered
 - **Families needing support with face coverings reach out to teachers/staff members, so that we may provide you with a free cloth/disposable face covering.
 - Those who arrive at school without a face covering will be provided with one immediately.
 - We recommend that the student(s) being dropped off sit on the right side of the car so that he/she may get down safely on the side where a staff member may assist

- Have students carrying only essentials: 100% charged iPad, pencil, eraser, books/packet needed for the day/packet, *snack/lunch (we highly encourage students to arrive with their snack/lunch, however, if occasionally a parent needs to drop off a snack/lunch later in the day- please drop it off at the main office via Griffith St.)
- All belongings are taken home on a daily basis. We do this as times are uncertain, remember that we may have to practice distance learning at any time.
- Only students being dropped off for instruction may get down from the car

Health Screening

- Answering a yes to any of these questions means the student/staff member needs to stay home

<p>Has your child, or anyone at home experienced COVID-19 symptoms within the last 24 hours?</p> <p>(fever of 99.5°F or higher, chills, cough, 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)</p>
<p>Has your child, or anyone at home been tested positive for COVID-19 within the past 14 days?</p>
<p>In the last 14 days, has your child or anyone at home been in contact with someone who has tested positive to COVID-19 or is currently under quarantine?</p>

- If a student/staff member becomes ill during the day, the teachers and staff will follow the school plan for isolation and contacting the family.
 - Student(s) experiencing symptoms will be separated from the group/cohort & taken to the nurse room
 - Parents will be contacted immediately
 - Student(s) will remain in the nurse room until a family member listed in the emergency card may pick up the student *Students must have a current emergency card on file in order to participate in on-campus instruction
 - Staff members will be asked to leave the campus as soon as possible.
- Per the Department of Public Health Symptoms and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider.
- Anyone on campus experiencing symptoms of COVID-19 is asked to get a COVID-19 test as soon as possible and communicate results to the principal as soon as they become available.
 - Negative Result: may return to school

- Positive Result: needs to quarantine for 14 days and advised to have a negative test result to return to school or doctor note permitting the student's return to school
- Students/staff who have been exposed to COVID-19 are asked to quarantine at home for 14 days and advised to seek testing for COVID-19.

Identification and Tracing of Contacts

- Groups/Cohorts/Classes will be advised to quarantine only after a positive case on campus has been confirmed *schedules will remain the same regardless of the location of instruction (virtual or on-campus)
- Creation and submission of lists of exposed students and staff will be reported to the local health department and notification of exposed persons
- We ask that students/parents/staff report any concerns to the principal in a timely manner

Physical Distancing

- There is a distance of 6 feet between desks
- Walkways have traffic arrows indicating walking directions on the floor
- Classrooms doors will remain open, when possible, to help maximize air flow
- Once inside the classroom, each student should limit in class walking, and have supplies at or near his/her desk. Students **MUST** wear a facial mask covering at all times, but may take it off while eating a snack.
 - The teachers and staff have developed procedures to help support the proper wearing of face coverings and hygienic storage during snack/lunch.
 - Before eating students will be instructed to wash their hands.
 - Snacks/lunch much be brought from home, sharing and dropping off snacks/lunch once the school day has begun is not encouraged.
 - Weather permitting, students will be encouraged to eat their snack/lunch outdoors. They will be asked to remain seated until they are finished eating.
 - If students eat indoors, they will be asked to remain seated at their desk. Masks may be hanged on the hook that is on their desk shield.
- During lunch student use of playground equipment will be available but limited. Each group/cohort must remain in their area and use only their assigned equipment. Hands washing/sanitizing before and after play will be required.
- Restrooms: TK/K will use classroom bathrooms, and 1st/2nd /3rd/4th/5th/6th grade will use school bathrooms. Stalls have been designated to grade levels as available.

Healthy Hygiene Practices

- The school office, drop off station, and every classroom has hand sanitizers available for use
 - Students use hand sanitizer, under the supervision of an adult, and get settled into their desk
- Bathrooms with handwashing sinks are available for student use at any time
- *All faculty and staff, visitors, parents/guardians and children are required to wear cloth face coverings [over nose and mouth] while at the facility or on its premises, except while napping,*

eating/drinking, or engaging in solo physical exertion (such as jogging by one's self). This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. ([County of LA Department of Public Health Order of the Health Officer: Protocol for Child Care K-12, 8/5/2020](#))

- Students and staff must wash (or sanitize with hand sanitizers when washing is not possible) their hands and wipe down high-use items and areas at regular intervals.
 - before and after eating
 - after using the restroom
 - before and after any group activity
 - before and after playing

Emergency Contact Information

- It is important to provide the school with up-to-date emergency contact information. Students who do not have an updated emergency card on file, will not be allowed to participate in in-person instruction

Recommended At-Home Health Screenings

Prior to arriving at school each morning and after returning home each afternoon, please implement certain routines that will assist us in keeping our community healthy.

- Please remind your child to wear their mask over their nose AND mouth
- Monitor symptoms of all family members students have interacted with: Parents are responsible for screening themselves and their child at home for symptoms of COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell. Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 14 days, including at least 24 hours without a fever and improvement of other symptoms.
- Disinfect all school supply
- Wash cloth mask to prepare for the next day's use
- Wash hands frequently

We ask that you review and reinforce these procedures when possible.

PPE Equipment

Santa Rosa de Lima Catholic School has secured Personal Protective Equipment for all students and staff members, this includes, cloth and disposable face masks, hand sanitizer, paper towels, soap, disinfectant, gloves, and cleaning supplies.

Limited Sharing of Furniture, Supplies, and Materials

Due to the possibility that the virus may be transmitted via shared supplies and materials, we have devised a plan to minimize contact exposure.

- Students will be assigned a desk and chair in the classroom. They will use the same desk and chair throughout the school day.
- Students cannot share any items among themselves.
- Each child's belongings will be separated by having students keep their supply at their own desk.
- Teachers will have a designated space for items students may have borrowed from the teacher.
- Teachers will consistently disinfect high-use surfaces which may include their own technology, door handles, and desktops.
- Classroom doors will remain open weather permitting to help limit the use of door handles and to allow fresh air circulation.

Cleaning and Disinfection

In preparation for the reopening of campus, the school has been completely cleaned and disinfected. As we begin on-campus instruction, we have implemented a plan to ensure that campus continues to be thoroughly cleaned and disinfected. Teachers/staff will help disinfect commonly touched surfaces, such as doorknobs, throughout the day. All shared objects will be sanitized after each use. In addition, maintenance/custodial staff will do a thorough cleaning of every classroom daily. The chart below includes a reference guide for frequency of cleaning and disinfecting. All cleaning supplies used are in compliance with the lists of approved disinfectants.

Surface	Cleaning frequency
Workspace (classrooms, office)	At the end of each use and day
Appliance (refrigerator, microwave)	Daily
Electronic Equipment (copy machine, telephones)	Daily
Commonly used objects (office handles, bathroom handles)	Daily
Student and Teacher restrooms	Daily

Reporting Positive Cases

If we have a confirmed case of COVID-19 in our school community, we will adhere to the reporting protocols set forth by the CDPH.

- Once the school has been notified of a case, we will immediately complete an online report using the secure web application:
<http://www.redcap.link/ladcpheducationsecotor.cogidreport> to help us determine a

course of action for the school, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- We will also inform the Archdiocese of Los Angeles, by completing the *COVID-19 Report Form and Protocol in the Event of a Confirmed Case of COVID-19*, for support with next steps.
- The principal will use SchoolSpeak, the school's student information system, to inform affected community members of any potential exposure or confirmed exposure to COVID-19.

We recognize that we cannot make a risk for viral contagion zero, but will make every effort to pursue prudent procedures on campus to minimize the spread of COVID-19. We continue our partnership with families in order to ensure that we can safely offer on campus instruction.

We encourage our families to set a positive and spiritual example for our students! If you have concerns, please bring them to our administration. By working together in communication, we can ensure the best possible outcome for all.

*Please contact a compliance team member via email or call us at (818) 361-5096 to self-report symptoms promptly. Report cases of COVID-19 from your household or from someone that there was direct, sustained contact with as soon as possible.

COVID-19 Compliance Team Members:

- Ms. Aceves
- Mrs. Razo
- Ms. Gonzalez
- Mr. Perryman
- Ms. Arnold
- Ms. Luna
- Ms. Sanchez
- Mr. Lee

Plan for Partial or Full Campus Closure

In the event that we are required by the county health department to close campus for some or all students, we are prepared to continue to support our students through distance learning instruction via zoom as we have until now.

Field Trips / Enrichment Activities/ Athletics

All have been canceled, currently we are only offering virtual field trips

Staff/Faculty COVID-19 Screening Plan

- School staff/faculty will adhere to the same health guidelines as described for the students, including daily health screenings and a return-to-work policy that includes 14 days of isolation and being fever free for at least 24 hours.
- School staff/faculty experiencing COVID-19 symptoms or who have been exposed to someone who tested positive for COVID-19, will contact their primary care

provider/community resource to schedule a COVID-19 test. COVID-19 symptoms include: fever, cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell. When needed, staff should receive testing in consultation with their healthcare provider to ensure continuity of care & optimal follow-up.

- Additionally, the school has considered periodic testing for 3 asymptomatic staff members with no known exposure tested weekly as an added layer of caution.
- Classes will be held Monday-Thursday, giving faculty members Friday's to schedule a COVID-19 test. If a test needs to occur on a different day, the staff/faculty member will be given the necessary time.

TARGETED TESTING: *to prevent community spread*

- The following resources are provided as a basis to ensure access to testing for all employees/students/community members who are symptomatic or have known or suspect exposure to an individual infected with SARS-CoV-2.
 - may dial 2-1-1 for support with testing
 - may visit covid19.lacounty.gov/testing
 - may contact a personal primary healthcare provider
 - Here is a list of a few test sites near our school to help employees/community members in need of testing resources...availability is subject to change...make an appointment online or by phone

Site	Address	Phone/website
El Cariso (Optum Serve) *drive-up only (by appointment)	13100 Hubbard St. Sylmar	1-888-634-1123 https://lhi.care/covidtesting
San Fernando Recreation Park *Walk-Up *Mon-Sat 8am-4pm *Pre-registration recommended, but you may also register on site	208 Park Ave. San Fernando	https://curative.com/sites/14728#9/34.2812/-118.4342
Hansen Dam *Drive-Thru	10965 Dronfield Ave. Pacoima	https://curative.com/sites/656#10.62/34.2576/-118.4198
PUC Inspire Charter Academy	12550 Van Nuys Blvd. Pacoima	https://curative.com/sites/17316#10.62/34.2776/-118.4062