



## **Reopening Plan**

**January 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](http://www.srdlcs.com).

## **Return to Campus**

As we began the year in distance learning, our faculty and staff were busy preparing our campus for the eventual return to in-person instruction. On Friday, December 11, our school submitted our waiver application to the Archdiocese of Los Angeles for review of our application and supporting documentation. The Archdiocese of Los Angeles will then submit our application to Los Angeles County Public Health on our behalf for a waiver to allow in-person instruction for grades TK-2. Our goal is to have our campus reopen for in-person instruction on the third week of instruction after winter break, January 19, 2021 for students in grade TK-2. While we wish that we were able to welcome back all of our students, due to the waiver guidelines, students in 3<sup>rd</sup>-8<sup>th</sup> grade will remain in distance learning. However, the teachers will continue to provide an excellent instructional environment and prepare for when we are allowed to welcome them back to campus.

We acknowledge that we are still facing the challenges of a pandemic and therefore, we have made adjustments to in-person instruction and on-campus routines to ensure the health and safety of our entire school community. This document outlines the adjustments that we have made in alignment with public health guidelines.

## **Office Schedule**

The office will be open Monday-Thursday 7:30am-12:30pm and available on Fridays to assist remotely. Assisting students on campus will be our priority; therefore, a phone call or email is highly recommended before visiting the office. Parents are encouraged to call us during office hours for support (818) 361-5096, or email us: Ms. Aceves, [aaceves@srdlcs.com](mailto:aaceves@srdlcs.com), Mrs. Razo, [mrzo@srdlcs.com](mailto:mrzo@srdlcs.com), Mr. Perryman, [wperryman@srdlcs.com](mailto:wperryman@srdlcs.com), Ms. Luna, [cluna@srdlcs.com](mailto:cluna@srdlcs.com), Ms. Sanchez, [msanchez@srdlcs.com](mailto:msanchez@srdlcs.com), Mr. Lee, [rlee@srdlcs.com](mailto:rlee@srdlcs.com), Ms. Arnold, [aarnold@srdlcs.com](mailto:aarnold@srdlcs.com). Ms. Gonzalez is available for technology support at [vgonzalez@srdlcs.com](mailto:vgonzalez@srdlcs.com)

\*Parents/visitors visiting the office/campus will be assisted on Griffith Street, where our main entrance is located. Parents/visitors are asked to stay behind the Plexiglas door to be assisted. If a parent/visitor must come in to the office/campus, he/she will be asked to respond to screening questions and have their temperature taken before entering. If temperature is elevated or a response is “yes” to any of the screening questions, parents/visitors will be asked not to enter the campus/office. Once on campus/in the office parents/visitors are expected to follow physical distancing guidelines and are required to wear a facial mask covering nose and mouth. Anyone who visited and finds that they have been exposed/or infected with COVID-19 must notify the school immediately.

## **On-Campus Schedule for Grades TK-2**

We will offer in-person instruction for students in grades TK-2, based on the guidance from public health. Due to cohorting restrictions, we are able to welcome 12 students per classroom/cohort in TK/K and 1<sup>st</sup>/2<sup>nd</sup>. The day will begin at 8:15am for TK/K (at 8:30am for 1<sup>st</sup>/2<sup>nd</sup> grade) and end at 11:45pm for TK/K (at 12pm for 1<sup>st</sup>/2<sup>nd</sup> grade). We have designed a hybrid schedule for TK-2<sup>nd</sup> grade to help more students have an opportunity to be on campus. This means that students will rotate in fixed cohorts between on-campus and at-home. When on-campus, the students will receive instruction face-to-face in the classroom. When at-home, the students will continue to be able to engage in learning through their regular zoom schedule.

Cohort A: Mondays and Tuesdays

Cohort B: Wednesdays and Thursdays

Cohort C: only will open if more parents are interested in having their child return to school.

Currently 50% of families surveyed in TK-2<sup>nd</sup> have expressed an interest in in-person support.

### **Distance Learning Option for TK-2<sup>nd</sup> grade**

We will continue to offer distance learning for TK-2<sup>nd</sup> grade students that may opt to not return to campus or may be required to stay at home due to illness or quarantine. To accomplish this, we will continue to follow the distance learning schedule students have been following up to now.

### **Distance Learning for Grades 3<sup>rd</sup>-8<sup>th</sup>**

Due to waiver guidelines, students in grades 3<sup>rd</sup>-8<sup>th</sup> will remain in distance learning. We are committed to continuing to provide a robust distance learning program for these students. Please continue to follow the distance learning schedule.

### **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/googleclassroom.

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 (via zoom).

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.

### 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

### Arrival

We have created arrival protocols that will allow us to efficiently screen students and reduce large gatherings.

- Please use the carpool line when dropping off your child
  - TK/K parents are asked to use the carpool/valet lane for drop off and pick up (located on Griffith Street, right outside the TK/K gate)
  - 1<sup>st</sup>/2<sup>nd</sup> grade parents are asked to use the carpool/valet lane for drop off and pick up (enter on S. Kalisher St.).
  - We will try to assist parents and students while in their car, nonetheless, a facial covering is required at all times.
- TK/K may begin to arrive at 8:00am
- 1st/2nd may begin to arrive at 8:15am

- Health Screenings
  - Visual wellness check of all children upon arrival
  - Temperature check using a no touch thermometer: Students, faculty and staff with a fever of 99.5 degree or higher, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home
  - Survey questions:
    - Have you or anyone at home experienced COVID-19 symptoms within the last 24 hours? (fever or 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)
    - Have you or anyone at home been tested positive for COVID-19 within the past 14 days?
    - Is anyone currently under quarantine or isolation at home?
    - In the last 14 days, have you been in contact with someone who has tested positive to COVID-19 or is currently under quarantine?
  - We encourage all faculty and staff, students and family members to stay home if they are sick, don't feel well, have fever, and/or have been in contact with a person with COVID-19.
    - Staff and children/family who are sick are advised to return to school until they have met the criteria to discontinue home isolation, including 24 hours with no fever (without medicine), symptoms have improved, and 14 days have passed since symptoms first appeared
  - *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 are expected to arrive with the following:
    - iPad, iPad charger, headphones, books, paper, writing utensils, water (the use of the school's water fountain is suspended for now), snack and lunch
    - We encourage students to also bring crayons, color pencils, markers, for project, or arts and crafts time
    - Belongings are to be taken home each day to be cleaned and disinfected
  - Students are to avoid sharing items as much as possible
  - Inside the classroom:
    - Students use hand sanitizer, under the supervision of an adult, and get settled into their desk
    - Once inside the classroom, each student should limit in class walking, and have supplies at or near desk. Students MUST wear a facial mask covering at all times, but may take it off while eating a snack.
    - Students use desks that are at least 6feet apart from other students. Desk shields have been installed to help mitigate the spread of COVID-19.

## Dismissal

We have created dismissal protocols that will allow us to efficiently dismiss students and reduce large gatherings.

- Please use the same carpool/valet lane used for drop off when picking up your child
- TK/K dismissal at 11:45pm
- 1st/2nd dismissal at 12:00pm
- Students use hand sanitizer, with adult supervision, upon dismissal. All belongings are taken home. We do this as times are uncertain, remember that we may have to practice distance learning at any time.

## Symptom Monitoring

If a student experiences symptom during the school day, the teachers and staff will follow the school plan for isolating and contacting the family.

- Student(s) experiencing symptoms will be separated from the group & taken to the nurse room
- Parents will be contacted immediately
- Student will remain in the nurse room until a family member listed in the emergency card may pick up the student

## Face Coverings

- The California Department of Public Health (CDPH) states that face coverings are required for all persons on campus, within reason. *All visitors 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](#))*
- Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- \*\*Families needing support with face coverings reach out to teachers/staff members, so that we may provide you with free cloth/disposable face coverings.
- Those who arrive at school without a face covering will be provided with one immediately.
- The teachers and staff have developed procedures to help support the proper wearing of face coverings and hygienic storage during snack.
  - During snack time, students must remain seated at their desk. Masks may be hanged on the hook that is on their desk shield. Snacks must be brought from home, no sharing or dropping off snacks once the school day has begun.

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, 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, and when mass is not taking place, to help limit the use of door handles and to allow fresh air circulation.

### **Physical Distancing Practices**

In order to maintain a distance of six feet between students and staff whenever possible, certain alterations have been made to classrooms, hallways, restrooms, and other common spaces.

- Classrooms: desks are 6 feet apart and have a desk shield, one door used to enter and the other door used to exit.
- Snacks: students may have a snack inside their classroom; each student will bring his/her own snack (please do not drop off later in the day)
- Hallways: school has outdoor hallways with markings to show walking direction
- Restrooms: TK/K will use classroom bathrooms, and 1<sup>st</sup>/2<sup>nd</sup> grade will use school bathrooms. Stalls have been designated to grade levels as available.

Classrooms will keep doors open in order to allow for fresh air circulation, weather permitting and when mass is not taking place.

### **Health & Hygiene Practices**

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

### **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.

- We will immediately notify local health officials [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) 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 communicate with exposed school community members using SchoolSpeak, the school’s student information system.
- Additionally, in the event of 3 or more positive cases of COVID-19 in a 14-day period, the school will report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within one business day via email at [acdc-education@ph.lacounty.gov](mailto:acdc-education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821 as well as complete the *Line List for Cases and Contacts* and submit it to [ACDC-education@ph.lacounty.gov](mailto:ACDC-education@ph.lacounty.gov). A partial or full campus closure may be needed, if this is the case, teachers will switch back to distance learning.

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 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

### **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 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.
- 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*

- One employee will be tested every week (grade level order) & must report results to the principal.
- Employees/community members with no insurance may dial 2-1-1 for support with testing.
- To check COVID-19 test availability or make an appointment, employees may visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing) or contact their primary healthcare provider.