Return to In-Person

Instruction

7324 Apperson Street

Tujunga, Ca 91042

[www.ollschooltujunga.org](http://www.ollschooltujunga.org)

The purpose of this document is to provide guidance for in-person instruction during the 2020-2021 school year once it is allowed. It provides the most important information that you need to know about getting students to return safely to on campus instruction. Reopening campus will require diligent planning efforts and attention to detail on the part of our school leaders, faculties, and staff. County public health orders will be modified as conditions change. We must be prepared to adapt to new modifications as they are mandated by public health officials.

 Our Lady of Lourdes School will continue to provide updates on future modifications to local county health orders as they pertain to our school. The following is the link to the Los Angeles County Department of Public Health: Los Angeles County Department of Public Health: http://publichealth.lacounty.gov/media/Coronavirus/

**Cleaning and Disinfection:**

Our Lady of Lourdes School has been completely cleaned and disinfected. Upon reopening, OLL School will maintain safety by continuously cleaning and disinfecting per the chart below. These cleaning steps are to protect students and staff and reduce the risk of the spread of infection. The principal is responsible for ensuring these maintenance expectations are being met by conducting walk-throughs and by creating a checklist that must be initialed by the person conducting the cleaning. All cleaning supplies are in EPA-registered products for use against SARS-CoV-2.

|  |  |
| --- | --- |
| Category | Frequency |
| Workspace (office and teacher’s desk) | At the end of each day |
| Staff lounge (microwave, refrigerator | After each use and at the end of the day. |
| Frequently touched surfaces (door handles, light switches) | Four times a day |
| Student and staff restrooms | Three times a day |
| Common areas (lunch tables) | After each use |

The school custodian has been trained in best practices for both cleaning and disinfecting. While the student and faculty restrooms will be wiped down with disinfected 4 times a day, the custodian will go in and deep clean and sanitize and the end of each day.

Sanitizing Stations:

Multiple areas on campus have been equipped with additional hand sanitizing stations, including hand sanitizer at the entrance to each classroom, in the faculty room, at building entrances/exits, etc.

Air circulation: Classroom doors will remain opened to assist with ventilation and to avoid contact with door handles when possible. All classrooms are equipped with individual HVAC units, which helps to eliminate crossover airflow between classrooms

In the classrooms, the students will each have their own supplies and large plastic bins in which to keep their belongings. There will be no sharing of supplies.

**Cohorts:**

CDPH guidance states that, “Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable” (p. 9).

Schools must cohort students into smaller groups and keep them together to the extent possible. In addition to limiting the spread of the coronavirus, the point of using student cohorts is to make contact tracing easier in case a student or teacher tests positive for COVID-19.

By using cohorts of students, schools might be able to limit the impact on in-person instruction by only quarantining the cohort, rather than the entire school. For our primary grade levels (TK through 5) self-contained classrooms make for natural cohort groupings. This ensures that students will not mix between grade levels. Specialty teachers such as music and PE will travel to and from classrooms to teach various grade levels of students. For grades 6 through 8, the class cohort will remain in the same space while the subject teachers move to each cohort.

Each cohort of students in TK through 8th grade will have staggered recess, lunch, drop-off and pick-up times.

**Entrance, egress, and movement within the school:**

Our Lady of Lourdes School has the ability to utilize different areas for student drop-off and pick-up. For example, our school’s south campus has an upper parking lot that can be used by grades 1 and 2 for morning drop-off and health screening. This means that no more than 25 students would be dropped off in the same area. Students will be instructed to wait within their “square” as marked on the floor. This will ensure adequate physical distancing. Grades 3 and 4 will be dropped off and picked up at a different gate and different lot as will grade 5. The same distancing tools will be utilized for these grade levels. On the North campus, grades 6 and 7 have a gate located on Apperson St. and 8th grade will utilize the gate closest to the auditorium for drop off. TK and Kindergarten will utilize the gate further down the parking lot as their entrance. The same procedure will apply for dismissal time with kindergarten and TK dismissing 15 minutes before the rest of the school. Recess times will be staggered with one cohort of students on the playground at any given time. We will utilize our vast outdoor space to accommodate this. Students will share play equipment such as balls, but rather have labeled individual equipment like jump ropes. Lunch will be staggered and take place in an outdoor area. Again, only one cohort at a time will have lunch. We have adequate tables to ensure that only one cohort uses one set of tables per day.

Hallways and walkways throughout the school will follow a “one-way” direction as indicated by arrows taped on the floor. This will help reduce the amount of face-to-face contact.

Students will only be permitted to leave their classroom for restroom use one at a time. This will limit the number of students in the restroom at any given time.

**Face Coverings**

**Students**

|  |  |
| --- | --- |
| Age | Facial Covering Requirement |
| Under 2 | No |
|  2 years and older |  Mandatory face covering |

**Staff:**

For staff, the CDPH guidelines use more specific language stating that, “All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection). All staff members must wear face coverings. Teachers can use face shields, which enable younger students to see their teachers’ faces and to avoid potential barriers to phonological instruction” (p. 6).

**Visitors:**

Although visitor access will be restricted, all visitors and all other adults must wear face coverings on campus at all times.

**Health Screening and Temperature Checks:**

Before entering campus, all students (or guardians on behalf of students) and staff members must respond to a brief health screening. This screening will be available via QR code and utilizes Google Forms to ask 3 brief health questions. If a student (or guardian on behalf of the student) responds with an affirmative to any of the screening questions, he/she must not enter the school building. Screening includes questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student or staff member may be experiencing.

All students and staff must have their temperature checked via no-touch thermal scan thermometers upon arrival at school and before entering the building. OLL School is blessed to have a robust collection of brand new no-touch thermometers. If a student or staff member has a temperature of 99.5 degrees or higher, he/she must not enter the school building.

**Identification and tracing of contacts:**

Our Lady of Lourdes School will monitor faculty, staff, and students throughout the day for signs of illness. Students, faculty, and staff with a fever of 99.5 degrees or higher, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home. Any students, faculty, or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home. The isolation area will be located at the parish office as it is separate from the rest of the school population. After the student leaves, the office will be promptly disinfected

OLL School has contingency plans for multiple teachers and/or staff who may be absent at the same time due to personal illness, illness in the household, self-isolation, etc.

The principal will be responsible for finding an adequate substitute teacher or will assume the position herself. Our Lady of Lourdes School has a list of available substitute teachers should the need arise.

Our Lady of Lourdes School has assigned the principal and vice-principal as the point people for the COVID-19 Task Force who are responsible for

 • establishing and enforcing all COVID-19 safety protocols

 • ensuring that staff and students receive education about COVID-19

• serving as a liaison to the Department of Public Health in the event of an outbreak on campus.

The school will follow the following protocol from *Protocol for COVID-19 Exposure Management Plan in K-12 Schools* from the COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH ORDER OF THE HEALTH OFFICER.

**Communication Plan:** OLL School is committed to ensuring open and timely communication with families. Should there be a confirmed case or a known exposure to COVID-19 on campus a school community notification will be sent out. Furthermore, OLL School will maintain contact with the Los Angeles County Health Office. OLL School has procedures in place for investigating communicable disease cases & Covid 19. The OLL principal and vice-principal will conduct contact tracing using classroom rosters and information obtained from school personnel through data and interviews. CDC guidelines for determining when a person who was recently in close contact with a person with COVID-19 or a person with COVID-19 can return to work or school. Our communication plan determines our protocol if exposed to COVID-19. Measures to be taken when a student, facilitator or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19:

|  |  |
| --- | --- |
| 1 case | 1) Required: School instructs the case to follow COVID-19 Home Isolation Instructions(a). 2) Required: School informs the case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a). 3) Required: School works with the case to identify school contacts. 4) Required: School notifies\* school contacts of exposure and instructs them to quarantine at home and test for COVID-19. 5) Required: School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b). 6) Required: School submits contact information for case and site contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to DPH by emailing: ACDCEducation@ph.lacounty.gov. 7) Recommended: School sends general notification\* to inform the wider school community of the school exposure and precautions taken to prevent spread. \*Templates for contact notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings. |
| 2 cases | 1) Required: Follow required steps for 1 confirmed case. 2) Recommended: If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links. If Epi links exist, School implements additional infection control measures. |
| 3 plus cases | 1) Required: If a cluster of 3 or more cases occurred within 14 days of each other, school notifies DPH at:ACDC-Education@ph.lacounty.gov. 2) Recommended: Prior to notifying DPH of the cluster, the school determines whether at least 3 cases have epi links. If epi links do not exist, the school continues with routine exposure management. 3) Required: DPH requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated and an OMB investigator will contact the School to coordinate the outbreak investigation. 4) Required: School provides updates to the OMB investigator until the outbreak is resolved. |
| a)b) | Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. [http://www.publichealth.lacounty.gov/acd/ncorona 2019/covidisolation/](http://www.publichealth.lacounty.gov/acd/ncorona%202019/covidisolation/)Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious. http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/. |

**Protocol for handling students, faculty, and staff who become ill at school**

OLL School will monitor students, faculty, and staff throughout the day for signs of illness. Students, faculty, or staff with a fever of 100.4 or displaying other COVID-19 symptoms (fever, cough, fatigue, or shortness of breath) will be sent home immediately.

The student, faculty, or staff member will immediately be placed in an isolated area until they can be transported home. Parents will be instructed to immediately pick up their children outside in the driveway on the elementary side of campus. Parents will need to call the front office upon arrival and the student will be walked out to the driveway. Parents will not be able to enter the campus to pick up their children. Parents must pick up their child/ren promptly once they have been notified to do so. Testing is recommended.

The student, faculty, or staff member may not return to campus until one of the following occurs: • The student, faculty, or staff member certifies that at least 10 days have passed since the employee’s symptoms first appeared, the individual has been free from fever without the use of fever-reducing medication for at least 24 hours, and the individual’s respiratory symptoms have improved; or • The student, faculty, or staff member provides OLL School with a negative viral test result for Covid-19 (not an antibody test since that test does not show if a person is currently infected); or • The student, faculty, or staff member’s health care provider certifies that he or she is free from Covid-19; or • The student, faculty, or staff member is otherwise safe to be around others per CDC criteria for discontinuing home isolation. Students who are sent home due to exhibiting symptoms associated with Covid-19 will be provided with extensions to turn in assignments, and will be provided with remote learning academic support.

**Testing of Staff**

School staff are essential workers, and staff includes teachers, instructional aides, or any other school employee that may have contact with students or other staff. OLL School will test staff periodically, as testing capacity permits, as recommended by the LA County Department of Public Health, and as practicable.

**Reporting a Positive Case of COVID-19**

The school should be notified: 818-353-1106 or email principal@olltujunga.org or 4thgradeteacher@olltujunga.org if your student or anyone in your household has been exposed to COVID19. We will report the exposure to the ADLA and the LA Department of Public Health to initiate contact tracing protocols. If a student, faculty or staff member receives a test negative, after isolation When a student, faculty, or staff member tests negative for COVID-19, they may return to school three (3) days after symptoms resolve. A note from a doctor is required. The school and classroom will remain open. The OLL School COVID-19 Point Person Mrs. Evelyn Cortes, Principal, with support from her Vice-principal, Mrs. Deanna Bowers and the OLL Covid-19 Task Force, is the COVID-19 point-person who will be responsible for:

• Establishing and enforcing all COVID-19 safety protocols

• Ensuring the staff and students receive education about COVID-19

• Serving as liaison to the Department of Public Health in the event of an outbreak on campus. In the event that Mrs. Cortes is not available, please contact Mrs. Bowers, the Vice- Principal with any COVID-19 related issues or concerns.

**Considerations for Partial or Full School Closure**

In the instance that a school experiences multiple positive cases in a 14-day period, they made need to, in consultation with the Archdiocese and local health officials, consider a partial or full school closure. Should this occur, we would return to Distance Learning until we are able to return to campus. Please refer to the COVID-19 and Reopening Framework from K-12 Schools in California or the LA County Reopening Protocols for K-12 Schools document for additional details.