



Our Lady of Perpetual Help Catholic School

COVID-19 Guidance Checklist/Safety Plan 2021

The health and safety of students and staff is the top priority when making the decision to physically reopen school campuses for use of students, staff, and others. Our Lady of Perpetual Help School, in conjunction with the Diocese of San Bernardino, will adhere to all national, state, and local orders related to the COVID-19 pandemic. This plan will be subject to change as federal, state, CDC guidelines, and executive orders are updated. As mentioned in the California Department of Public Health guidelines for the safe reopening of schools, the school must plan for various education models and be prepared for fluid changes in the event of unforeseen closures due to an increased rate of numbers. Our Lady of Perpetual Help School will rely on national, state, and local guidelines when making decisions on how to best diminish the risk of SARS COV2 transmission. The school has used a variety of resources to ensure that we are prepared to greatly reduce the risks and provide steps for proper interventions when needed. The school has relied on CDC guidelines and other COVID-19 planning considerations: Guidance for School Re-Entry, California Department of Public Health (CDPH), and California State Department of Education guidelines as to the published safety protocols for opening schools. When Riverside County Monitoring Data permits OLPH School to open for in-person instruction, students who opt for distance learning will engage in a quality synchronous learning model of instruction, which will include live instruction as well as asynchronous learning time for the development of necessary independent working skills. Students will partake in a Google Meet or Zoom for live instruction, small groups, or support tutoring.

The Diocese of San Bernardino shall follow, at minimum, the CDC guidelines and adhere to the California Department of Public Health (CDPH) and California State Department of Education guidelines for the official transition of reopening Diocesan Catholic Schools. All Catholic elementary and high schools shall conform to the Office of Catholic School pandemic protocols in accordance with the aforementioned guidelines and those specifically directed by the Emergency Operations Collaborative (EOC) Office of the Diocese of San Bernardino. Should any symptomatic case of COVID-19 be detected, CDC protocols for dismissal of classes shall be implemented and the physical closure of school facilities be instituted. Should either of these actions be necessary, parents/guardians will be notified, and both students and teachers will transition back into the diocesan Catholic Online Synchronous Learning (COSL).

Name of Local Educational Agency or Equivalent: Our Lady of

Perpetual Help School

Number of schools: <u>1</u>

Enrollment <u>165</u>`



OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL

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Superintendent (or equivalent) Name: <u>Ann R. Meier</u>

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Date of proposed reopening: <u>3/01/21</u> County: <u>Riverside</u>

Current Tier: <u>Purple</u> (please indicate Purple, Red, Orange or Yellow)

Type of LEA: <u>non-profit, Catholic private</u>

Grade Level: K through 8th grade

The following pages are broken into sections for your review: Mission Statement; Communication;

Cleaning and Disinfection; Small Stable Cohorts; Entrance, Exit, and Movement within School; Health

Screenings; Health Hygiene Practices; Tracing of Contacts; COVID-19 Response Plan; Distancing; Staff Training; Students and Staff Testing; Triggers for Switching to COSL and Communication; and Social Emotional Health.

Mission Statement

Our Lady of Perpetual Help Catholic School nourishes a faith-filled community of lifelong learners opening wide the doors of Christ. OLPH School is committed to excellence in Catholic faith formation, education, and the development of the whole child. Our goal is to create a better future through our students. We commit to returning to campus to be role models of the school's mission statement as we continue to provide a high-quality education to our students in the midst of this COVID-19 pandemic. This allows students to achieve their maximum potential to become faith-filled, literate, integrated, and contributing members of a multi-cultural and global society. During this unique time in recent history, Our Lady of Perpetual Help Catholic School remains committed to providing students with a quality, faith-based learning environment that fosters academic and social emotional learning. Health and safety precautions have been established to support the needs of our students.

Communication

As new critical information is passed down to the schools from the state, county, and diocese and changes to the school reopening plan occur, Our Lady of Perpetual Help School will communicate





updates with families and employees through school/classroom applications, emails, parent letters, newsletters, webpage, and/or the phone systems as quickly as possible to ensure open communication is continuous. Incidents of possible exposure to COVID-19 will be documented and local health officials, the Office of Catholic Schools, faculty, staff, and families will immediately be contacted of any possible cases of COVID-19 while maintaining confidentiality, as required under the Family Education Rights and Privacy Act (FERPA) and state law related to privacy of educational records.

Cleaning and Disinfection

- The school has contracted with *American Sanitary Supplies* and *Jan Pro Professional Cleaning Service* to provide the cleaning products used throughout the school facilities. Products used to sanitize surfaces are certified to be effective for bacteria and viruses.
- Cleaning staff and teachers have been trained on the effective use of the products necessary to disinfect. Additional training will be scheduled as needed.
- Teachers will be provided with the supplies needed and instruction on how to disinfect the classrooms throughout the day of their small stable group. *For example: desktops, doorknobs, and common surfaces will be cleaned using the recommended solutions*
- Restrooms, common surfaces, and touch points throughout campus will be disinfected after student breaks, as well as thoroughly cleaned and sanitized each night by the *Jan Pro Staff*. The administrative staff will disinfect in the absence of the cleaning crew.

Should a classroom/learning space need immediate care due to a student/teacher who has become ill, students will relocate to another learning space until the classroom is thoroughly cleaned.

- Air filters are routinely serviced by the cleaning staff and a professional service.
- Student belongings will be stored in individual containers or cubbies and will be cleaned daily by cleaning staff.
- Sharing of resources ie manipulatives, block and lab equipment will be extremely limited. If a supply is shared, teachers have been trained and are aware that the items will need to be sanitized with alcohol-based wipes or with sanitizing spray at the end of each use.





- Our Lady of Perpetual Help will follow **disinfection guidelines** developed by the Centers for Disease Control and Prevention (CDC) for school campuses, including classrooms, workspaces, outdoor spaces, and play areas.
- OLPH School will coordinate with and rely on local health officials to help determine a course of action for our school. Local health officials' recommendations for the scope and duration of school dismissal will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in our community. Notification of the school community would happen in accordance with Riverside County Office of Public Health guidelines and as appropriate to student privacy law. OLPH School has alternate learning spaces available to provide for the continuous instruction of students in the event of an unplanned room closure for sanitation.

Small Stable Groups Structures

- Stable groups will consist of elementary class sizes which range from 12-26 students.
- Academic instruction for stable groups will take place in individual classrooms.
- Students will be expected in class 5 days a week.
- Students in grades K-5th will use the Stable Group Model by Classroom. In this stable group the students and teacher will remain with their own class at all times.
- Students in 6-8th grade will use the Stable Group Model by Students. In this stable group students shall remain in their own stable group for all classes. Specialty teachers will video conference into the class from their own office.
- P.E. will take place outside with their teacher having the ability to social distance and give directions.
- Recess and lunch will be staggered, and students will interact only with students from their stable group.
- Stable groups will have their own place to play on the playground based on a rotating schedule for climbing structure/swing, one class at a time. Students will eat lunch at assigned tables. Students will wash hands before going to lunch, after recess and before returning to classroom. Tables have been labeled for 6 feet of social distancing minimizing face to face contact. Tables





will be sanitized when children are not present, before the next stable group arrives. OLPH will adhere to the guidelines from the California Department of Public Health for stable group.

Entrance, Egress, and Movement Within the School

Dropoff Procedures:

Morning Daycare will begin at 6:30am. Parents will park in main parking lot and walk their child to the daycare door. Parents and students will wear masks upon arrival. Parents/Students will be asked health screening questions and the staff member will record log the information.

Morning drop off for non-daycare students will occur beginning at 7:15am to 8:00am. Those students in any grade arriving late will enter through the main office after 8:00am. Parents will drive through the main parking lot (everyone in the car must be wearing a mask) and wait for faculty/staff member to ask health screening questions and the staff member will record and log the information. Students will be allowed to exit the car and walk to their classroom in one direction.

- Parents will be provided with the list of COVID-19 symptoms, parents are responsible for checking their children for symptoms of sickness in the morning at home before leaving for school. Parents should keep their children at home if they are showing any sign and/or symptoms of sickness, which includes 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, and diarrhea.
- Those with any COVID-19 symptoms which include 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, and/or diarrhea will be separated from others in our designated infirmary area in the office until they go home. All appropriate areas will be sanitized as needed, and stable group will be moved to another location until the area has been sanitized.
- Screening information will be recorded and maintained in a secured space according to FERPA or HIPAA.

Pick-up Procedures:

Dismissal will take place beginning at 2:45pm. Parents will drive through the black gate by the computer lab, pull forward as directed by school personnel, and remain in their car. Students will be called from their classroom and directed to their car by teachers/staff to ensure safety and social distancing of the school community. Parents will exit by driving through the black gate by preschool.





Extended Care will be provided after 3:00pm and is a separate program outside of the daily academic schedule. Two classrooms will be used with students organized in their original cohorts with the same supervising adult for each room.

□ Students in Kindergarten to Grade 4 will remain in their stable group in assigned areas of the 1st Grade Classroom □ Students in Grade 5 to Grade 8 will remain in their stable group in the 8th Grade Classroom.

Parents picking up students in extended care will sign their child out at the door of 8th Grade from the main parking lot and wait outside. The student will meet the parent at the door on the main parking lot side. Parents will line up on markers spaced 6 feet apart and advance until it is their turn to pick up their child.

• <u>Movement:</u>

Movement patterns have been marked with arrows on the ground indicating one-way flow of direction, so children do not cross paths as they move throughout the campus.

Parents and visitors will have limited access to OLPH campus, as volunteers are considered nonessential and will not be able to participate in campus activities.

Face Coverings and Other Essential Protective Gear:

- Under the current California masking mandate given by the California Department of Public Health (CDPH) guidelines, all staff and teachers will wear appropriate face coverings. All staff have been supplied with face coverings that must be worn at all times. The face coverings may be removed for meals, snacks or when needs to be replaced. Employees have the option to wear a face shield in addition to the face mask. Personal Protective Equipment (PPE) will be reissued throughout the year. Staff will notify office when supplies are needed and will replenish immediately. The school evaluates quantities monthly to insure a constant supply of PPE items. OLPH will follow and adhere to appropriate guidelines necessary to open safely, including required guidelines and mandates regarding face coverings.
- OLPH school will provide students/families education on proper mask wearing, removal and washing. Instructions will be given to families by newsletters, and videos. Teachers will provide instruction and practice in the classrooms. Mask protocol posters will be in the classrooms and throughout the campus.
- Students in grades K to 6 are required to wear face coverings at all times, while at school. The face coverings may be removed for meals, snacks, naptime or when needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with students name and date until it needs to be put on again.







- Masks must cover the mouth and nose to be effective. Recommended masks are non-medical disposable, breathable fabric, tightly woven fabric with 2 or 3 layers. The office and each classroom have extra supply of disposable mask in the event a child or adult does not have one.
- CDPH recognizes there are some people who cannot wear a face covering for several different reasons. People are exempted from the requirement if they are under age 2, have medical or mental health conditions or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. Student with modified requirements, parents must be communicated to our school by way of physician's order.

Health Screenings for Students and Staff

- The policy of the OLPH Parent handbook states that parents are responsible for checking their children for symptoms of sickness in the morning at home before leaving for school. Parents should keep their children at home if they are showing any sign and/or symptoms of sickness, which includes 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, and diarrhea.
- Students will be screened before entering the campus. Anyone with a fever of 100.4 degrees or higher will be excluded from school and sent home. Students cannot return to school for 24 hours and must be fever-free upon arrival without the use of medication.
- All teachers and staff are responsible for checking their temperature at home but will also be screened daily when they arrive to work. Staff will report to the office for health screening prior to reporting to their classroom.
- Students, teachers, and staff who present with fever and or respiratory infection symptoms will be sent home immediately. They will be separated from others until they go home in our designated infirmary area in the office. All appropriate areas will be sanitized as needed, and stable group will be moved to another location until the area has been sanitized.
- Screening information will be recorded and maintained in a secured space according to FERPA or HIPAA.

Healthy Hygiene Practices

- All staff are trained and reminded to disinfect when children are not present and clean highly touched surfaces frequently.
- Teachers will take opportunity to model and practice proper handwashing in lower grade levels to reinforce healthy habits.





- Students and staff will wash their hands for 20 seconds prior entering classrooms, after restroom use, playground time, lunch time, before and after snack and lunch times. Hand sanitizer will only be used under adult supervision. Staff will monitor the use of hand sanitizer to ensure it is rubbed into hands until completely dry and not ingested.
- All CDC signage will be posted throughout the campus, reminding everyone of good hygiene practices with an emphasis on maintaining social distancing.
- Classroom doors will be open, except in extreme weather conditions, ie high winds or heavy rain.
- Increased circulation of outdoor air will be used by opening doors when possible.
- Students may bring a reusable bottle. OLPH School drinking fountains will be available for refilling water bottles only, not for consumption by mouth. Bottled water will be sold at recess and lunch breaks and may be refilled from a provided water source.
- Playground equipment will be sanitized routinely, students will wash their hands before and after using the equipment.

Identification and Reporting of Cases

- The administrator or designated office staff member will communicate with the Office of Catholic Schools and the Emergency Operations chairperson for the San Bernardino Diocese, who will communicate to the Riverside County of Public Health about reported cases of COVID19. These persons will make sure that all proper communication is handled according to the Health Insurance Portability and Accountability Act (HIPAA) and FERPA regulations.
- A list of exposed students and staff will be created and submitted to the County of Riverside Department of Public Health. We will notify by email, recorded message or text to our community about possible exposure as it applies to a small stable group.
- OLPH school will report to every local educational agency (school district, county office of education, and charter school) and private school in California shall notify its local health officer of any known positive case of COVID-19 among any student or employee who was present on OLPH campus within the exposure window which starts 48 hours prior to the onset of symptoms, or, if there were no symptoms, 48 hours prior to the positive test, whichever comes first.
- This information shall be reported to the local health department by telephone within twenty-four hours from the time an individual within our school is first made aware of a new case.
- This reporting shall continue until this directive is modified or rescinded.



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Our Lady of Perpetual Help School COVID-19 Response Plan

- **Condition**: COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) **Action**:
 - □ Send home
 - Recommend testing
 - □ School/classroom remain open

Communication: No action needed

Condition: Close contact with a confirmed COVID-19 case (close

contact: a person who is less than 6 feet from a confirmed case for more

15 minutes cumulative within a 24-hour period regardless of face

covering)

Action:

- □ Send home
- Exclude for school for 10 days from last exposure per CDPH quarantine recommendations
- Recommend testing 5 to 7 day from last exposure (a Negative test will not shorten 10-day exclusion if negative)
- □ School/classroom remain open

Communication: School Community notification by email, text, or recorded message of known exposure. No action needed if exposure did not happen in school setting.

- **Condition:** Confirmed COVID-19 case infection Action:
 - I Notify Office of Catholic Schools and Diocesan Emergency Operations chair
 - □ Isolate case and exclude from school for 10 days: from last positive test.
 - □ Identify close contact, quarantine and exclude exposed contracts,
 - Notify the local public health department of identified cases and contracts, and exclude contacts from school for 10 days after the last date the case was present at school while infectious





- Recommend testing asymptomatic contacts 5 to 7 days from last exposure and immediate testing of symptomatic contacts. Negative will not shorten 10 day exclusion
- Disinfection and cleaning classroom and primary spaces or where case spent significant time
- School remains open

Communication: School Community notification of a known case, notification of persons with potential exposure if case was present in school while infectious

- **Condition:** Symptomatic person tests negative or a healthcare provider has proved documentation that the symptoms are typical of their underlying chronic condition **Action:**
 - May return to school after 24 hours have passed without fever, vomiting and diarrhea and other symptoms are significantly improved.
 - □ School/classroom remain open

Communication: School Community notification of prior awareness of testing

Physical Distancing

Our Lady of Perpetual Help School will distant student chairs at least 6 feet away from one another. We have examined all our classrooms, the teacher desk has been distanced at least 6 feet from student desks, and student desks have been separated in an arrangement where desks face one direction. OLPH School will follow the physical distancing protocols as outlined in the CDPH guidelines.

- Social distancing will help limit the spread of the virus, so the school has done the following:
 - Students will be kept in their small work group seating which range from 12-26 students with one 1 teacher.
 - Short-term exposures of less than 6 feet between students and teacher are permitted (e.g. a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.





- Students/teachers will be encouraged to use an outdoor learning space as much as possible
- □ Student will have opportunities every day to enjoy fresh air outside with their groups during recesses, lunch, and P.E.
- Additional recess and lunch periods have been added and are staggered to prevent group from mingling
- Students will eat outside with their group and distance between at least 6 feet apart. In the event of extreme weather conditions, children will eat their lunch in their classrooms or in the parish hall.

Staff Training and Family Education

Our Lady of Perpetual Help School will provide a digital copy available on the school website and via school newsletter of this plan regarding COVID-19 to families regarding physical distancing, enhanced sanitation practices, proper use of all PPE, removal, and cleaning of face coverings, how COVID-19 is spread, screening practices, home screening practices, and identifying signs and symptoms of COVID-19.

All staff have been trained and will be updated during monthly staff meeting, on proper sanitizing and daily health screening procedures, as well as all applicable safety protocols. The children will be continually trained by their teachers.

Testing of Students and Staff

- The school will follow the guidelines for testing of staff and students as laid out in the table below provided by the CDPH.
- The school administrator will direct staff and students in writing when it is their turn to be tested according to the cadence schedule provided by CDPH. Staff and students will be directed to their personal health care provider; the Curative test site. OLPH school is currently partnering with Valencia Branch Laboratory as an alternative. A grant has not been received.

https://curative.com/search?gclid=Cj0KCQiA7NKBBhDBARIsAHbXCB5DgvM4l9TnH6MAg V32sceimwE7HeiHjax_zT9nH2EBJ3fXQ9u4amkaAv0REALw_wcB#9/34.0016/-117.2324

https://sbcovid19.com/testing-sites/

• Staff and Students who are tested will report the results to the school office and be documented





- Staff and students have the option to decline testing.
- All declination by staff and students will be recorded and reported to the Diocese
- Documented results will be tracked by school principal for purposes of testing rate compliance. All test information will be recorded and maintained in a secured space according to FERPA or HIPAA
- Should testing rates not be met, individuals will be sent home until testing is accomplished ensuring weekly or bi-weekly testing.

	Yellow CR <1.0* TP<2%	Orange CR 1-3.9* TP 2- 4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing) **.

TP = test positivity * The case rates above are adjusted case rates. ** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV 2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

Current guidelines require that the following people stay home from school:

- A student or staff member who tests positive but is asymptomatic
- Student or staff member is confirmed that they have been exposed to someone with COVID will go into a 10-day quarantine period and 11–14-day monitor symptoms regardless, if they test negative for COVID
- A Confirmed COVID-19 case infection will be excluded from school for 10 days last positive test or, if asymptomatic, from 10 days from specimen collection date.





- A student or staff member who develops symptoms of COVID-19 while on campus
- A student or staff member who has been in close contact with a person who tested positive for COVID-19 (Contact is defined as a person who is within 6 feet from a case for more 15 minutes cumulative within a 24-hour period, regardless of face covering). Such a person will be safely isolated, and arrangements will be made for immediate pickup (within 30 minutes) and spaces used by the individual will be closed and thoroughly sanitized before re-entry.

Triggers for Switching to Catholic Online Synchronous Learning (COSL)

Our Lady of Perpetual Help School will follow the directives of the California Departments of Public Health for school closure based on:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO results from public health investigation or other local epidemiological data.
- Schools may typically reopen after 14 days and if the following have occurred: Cleaning and disinfection, Public health investigation and Consultation with the LHD.

Communication Plan

Our Lady of Perpetual Help School notify staff and parents of dismissal decisions. In such a circumstance, it is critical that OLPH School maintains the confidentiality of any student/staff member as required by the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA).

-OLPH will comply with communication that is consistent with applicable law and privacy policies

-Staff and families will notify the school within 24 hours if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA)

Social Emotional Health and Well-Being

Social emotional health has always been a critical part of the whole person educational plan at Our Lady of Perpetual Help School. Building skills regarding self-management, resilience, conflict resolution, and personal connections remains an integral aspect in the educational instruction motivated by our school mission statement. The teaching staff is committed to weaving these social emotional skills throughout

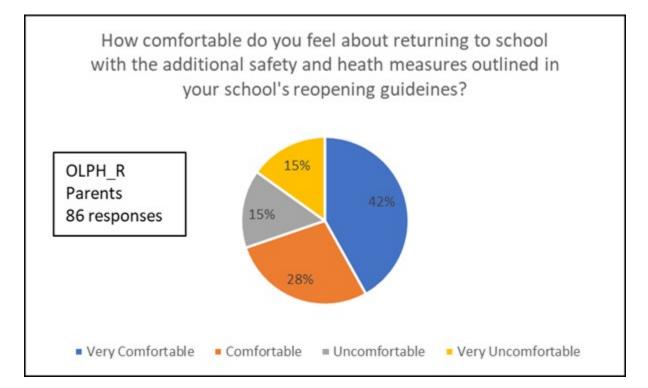




the curriculum to ensure that the students feel safe and secure in this learning environment. The goal of coming back to campus is to support students in knowing that we can move forward when faced with adversity in a way that benefits the individual and the community. Understanding the values of flexibility, creativity, and planning will assist students in handling future obstacles and disappointments. The educational vision at Our Lady of Perpetual Help remains the same:

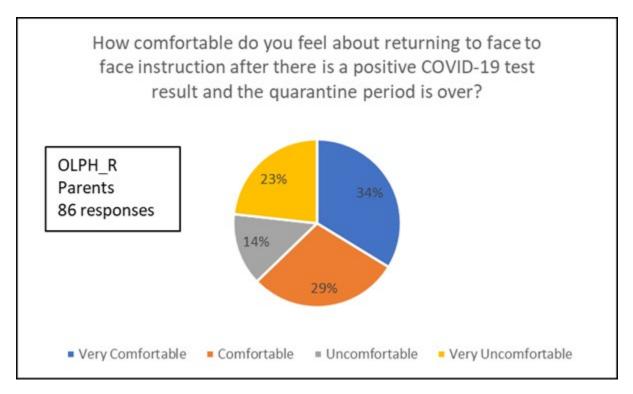
To form youth in faith, with a critical mind and with a love of learning to prepare them to be instruments to transform society according to Gospel values.

Our Lady of Perpetual Help School conducted surveys requesting information to gather data for inperson or distant learning instruction to parent and teachers.











OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL



