



# **Our Lady of Perpetual Help School**

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*Starting the School Year Smart*

**Covid-19 Reopening Handbook**

Updated October 25th, 2020

Based on Guidance from the Archdiocese of Los Angeles (ADLA)  
Los Angeles County Department of Public Health (LACDPH)  
and California Department of Public Health (CDPH)  
*Subject to updates as new information is received*

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## **PURPOSE**

The purpose of this document is to provide guidance for returning to in-person instruction during the 2020-2021 school year given the current state of public health. It provides the most salient information that you need to know about getting students safely on campus and keeping them safe. Planning to reopen campus will require diligent planning efforts and attention to detail on the part of our school administration, faculty, and staff.

**County public health orders will be modified as conditions change; we are not exempt from this. We must be prepared to adapt to new modifications as they are mandated by public health officials.**

In collaboration with the Department of Catholic Schools, Our Lady of Perpetual Help School will continue to update you on future modifications to local county health orders as they pertain to TK-8 schools. It is imperative that we regularly monitor county public health orders as well.

The following is the link to the Los Angeles County Department of Public Health: [Los Angeles County Department of Public Health](#)

## **PLANNING FOR MULTIPLE SCENARIOS**

While our school will reopen campus for in-person instruction in as soon as it is prudent, we will have plans to address the following scenarios:

- The potential of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19 or cases within the community significantly increase.
- Individuals who are at higher risk for severe illness, do not feel prepared to return to in-person instruction, or who cannot safely distance from household contacts at higher risk by providing an option for distance learning.

### **Options for Instruction at Our Lady of Perpetual Help School**

OLPH will provide three options for families when school re-opens. Since OLPH is a double classroom for grades TK & K, we are able to offer three options to support school families.

#### **Option A: Full-time and In-Person Instruction (TK & K only at this time)**

Students participating in Option A will be grouped together by grade and placed in the same classroom with the same teacher. The school day for Option A will be from 8:00 a.m. to 3:15 p.m. for TK-4, and from 8:00 a.m. to 3:15 p.m. for grades 5-8 M-Th. Car Line for Drop-Off is from 7:30-8:00 a.m. and Pick-Up from 3:05-3:30 p.m. Friday dismissal will be at 12:35 p.m. with Pick-Up from 12:30-1:00 p.m. for grades TK-4 and from 12:45-1:00 p.m. for grades 5-8.

#### **Option B: Hybrid Instruction (Grades 1 through 8)**

Students participating in Option B will be grouped by grade into Cohort 1 and Cohort 2 and will alternate between in-person instruction on campus and distance learning via live-stream/synchronous instruction at home. In-person instruction will follow the same schedule as in Option A. Blue Cohort will attend in-person instruction on Mondays & Wednesdays and Gold Cohort will attend in-person instruction on Tuesdays and Thursdays. Fridays will alternate between Cohorts. Drop-off and Pick-Up remains the same as well.

#### **Option C: Full-time Distance Learning**

Students participating in Option C will live stream classes through Zoom and will participate virtually in lessons and classroom discussions. Students are expected to follow the schedule and assignments provided by the teacher(s).

### **School Closure**

All students will move to distance learning in the event the entire school shuts down because of COVID-19. Live streaming of instruction will occur and a daily schedule will be followed. Friday schedules will change to provide specific and specialized support for students, and small group instruction and activities will take place.

These options are based on guidelines from LACDPH and are subject to change at any given time. Our primary goal continues to be the safety of our entire school community.

## **PHYSICAL/SOCIAL DISTANCING**

### **Physical Distancing in the Classroom**

Distancing between the teacher desk and students must be at least six feet. Distancing between student desks should be six feet.

Additional functions of the classroom environment will include:

- Markings (i.e., masking or painters tape) on classroom floors to promote distancing and placement of desks
- Marked path for entrance and exit
- Desk arrangements to minimize contact
- Increased ventilation (i.e., opening windows and doors, weather permitting)
- Increased sanitation measures throughout the day with additional in-depth cleanings at the end of the school day

### **Physical Distancing on Campus**

OLPH has made plans to reduce the congregating of students, especially in hallways, recess and lunch areas, and outside the classrooms. This includes before and after school, recess, lunch, and other transitions. The following procedures have been established:

#### Morning Drop-off

**Parents/Guardians will no longer be able to park in the hall parking lot or on the adjacent streets and walk their child onto campus since every student needs to participate in a daily health screening at drop-off.** There will now be three vehicle drop-off lines on campus: when cars enter from La Reina, they will divide into three grade-based lines, TK-2, 3-5, and 6-8. Parents with multiple children should use the line for the youngest child. Parents who need to conduct business in the office must go through the drop-off line first prior to parking and visiting the office. *[See map.](#) (replace)*

Students who are tardy must enter campus and check-in at the school office. Parents must accompany their child(ren) until they have cleared the health screening and temperature check.

#### Recess

Recess will be divided into three groups to allow for social distancing of students. Students in TK-2nd grade will be grouped together for recess, students in 3rd-5th will be grouped together, and students in 6th-8th will be grouped together. Recess times will be noted on the teacher's lesson plans. During recess, students must remain in their cohorts. Students will be assigned a specific play area. Play areas will allow for individual activities and exercise. Equipment used will be sanitized after each use.

### Lunch

All students will eat lunch in the Marian Court. There will be two staggered lunch times to promote social distancing. Students who order lunch from the school's lunch program will have their lunch delivered to the lunch tables. Lunch recess will follow the same grouping and activities as recess.

At this time, outdoor assemblies and large gatherings of any type are not allowed (including weekly student assemblies and our morning assembly). Schools will be informed if this changes.

## **WEARING FACE COVERINGS (MASKS & FACE SHIELDS)**

### **Students**

LACDPH guidance on face coverings for students states that it is mandatory for students two years and older to wear a cloth face mask while on campus, unless drinking or eating. Students who are unable to wear a face mask due to health reasons (like asthma) must provide a doctor's note to the school office and wear a face shield rather than a face mask.

OLPH will supply each student with two masks. It is the parents responsibility to wash masks for their child(ren) to wear to school every day. If a parent chooses to supply their own mask, cloth face masks must be appropriate for school and have no vulgar language or violent and inappropriate designs. *Additionally*, an extra mask must be kept in the child's backpack to replace a face covering that becomes soiled during the school day. OLPH will supply disposable masks as necessary.

The general expectation is to teach and communicate that students should wear masks and keep them on especially while indoors. Teachers will reinforce this practice and teach proper mask wearing and removal. The following videos are useful tools for parents and students to review prior to starting school:

[\*Donning and Doffing Facial Mask Video\*](#)

[\*Mask Test - Is your Mask Effective?\*](#)

### **Staff**

Staff are required to wear a face mask while on campus, unless working alone in a private space.

### **Visitors**

Visitors and all other adults are required to wear a face mask on campus at all times.

## **COHORTING OF STUDENTS**

OLPH will cohort students in homerooms and grade levels. Middle School students will not change classrooms. In addition to limiting the spread of the coronavirus, the point of cohorting students is to make contact tracing easier in case a student or teacher tests positive for

COVID-19. By cohorting students, OLPH might be able to limit the impact on in-person instruction by only quarantining the cohort, rather than the entire school.

Specialty teachers will travel to and from classrooms to teach various cohorts or grade levels of students. In such cases, these educators will be particularly mindful of modeling and ensuring healthy hygiene practices. This includes Music Physical Education, and Science classes.

## **MAINTAINING A HEALTHY ENVIRONMENT**

### **Health Screening (at home)**

Parents are strongly advised to monitor for symptoms at home and must be reminded to keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours. Daily health checks will be performed daily with on-site temperature checks and health screening questions and students will be monitored for signs of illness throughout the day.

### **Health Checks (at school)**

Prior to arrival at campus, all students, staff, parents, or visitors are required to submit a health questionnaire daily. During morning drop-off and before entering a classroom, all parents must show proof that they have completed the health screening for their child(ren) at home via app/program. The documentation can be shown either by phone or printed email confirmation. If an affirmative is given to any of the screening questions, he/she must not enter the school building.

The screening questions are:

1. Do I have a new cough?
2. Do I have shortness of breath?
3. Do I have a fever of 100.4 or higher?
4. Do I have any of the other following symptoms:
  - a. Fatigue
  - b. Congestion
  - c. Sore throat
  - d. Headache
  - e. Loss of taste or smell
  - f. Diarrhea
  - g. Nausea or vomiting
  - h. Muscle or body aches
  - i. Dry Cough
5. Does a member of your household have a confirmed Covid-19 infection?

### **Temperature Checks**

Before entering campus, all students must have their temperature checked via no-touch thermal scan thermometers in the car line or when entering at the front office. If a student has a fever of 100.4 degrees or higher, he/she must not enter the school building. Temperature checks will be a

part of the daily health screenings.

## **HYGIENE, CLEANING, AND DISINFECTION**

Students, staff and students will be trained and reminded on a frequent basis on proper hygiene, cleaning, physical distancing protocols, etc.

### **Ensuring Proper Hygiene**

Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application and using paper towels to dry hands thoroughly. Hand dryers will not be used. Frequently scheduled mandatory handwashing breaks (especially for younger students) will occur at minimum:

- Before and after eating
- after using the restroom
- after outdoor play
- before and after any group activity.

Staff will model and monitor frequent and proper handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits.

Every classroom will have a hand sanitizing station. Additionally, portable hand washing stations will be set around campus. Students will be expected to sanitize their hands when entering or leaving the classroom.

### **Cleaning and Disinfecting**

Prior to reopening campus, OLPH will have been completely cleaned and disinfected. Upon reopening, OLPH is required to 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. All cleaning supplies will be in compliance with the approved disinfectants.

The following chart outlines the school’s cleaning schedule.

<b>Category</b>	<b>Frequency</b>	<b>Person(s) Responsible</b>
Workspace ( <i>i.e., classrooms, office</i> )	At the end of each day	Maintenance
Appliances ( <i>i.e., refrigerators, microwaves</i> )	Daily	Maintenance  <i>*Note: Staff will wipe down after each use</i>



Electronic Equipment ( <i>i.e., copy machines, shared computers/devices, printers, telephones</i> )	At the end of each use and day	Office Staff  <i>*Note: Staff will wipe down after each use</i>
Student and Teacher Restrooms	Twice a day	Maintenance
Faucets	Twice a day	Maintenance
Common Areas ( <i>i.e., Hall, Resource Rooms, Conference Rooms, etc.</i> )	At the end of each use and day	Maintenance  <i>*Note: Staff will wipe down after each use</i>

### **LIMIT SHARING**

#### **Limit Sharing of Supplies and Materials**

OLPH will do the following to limit sharing:

- Keep each child’s belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.
- Whenever possible, OLPH will try to be “paperless” and submit assignments and work digitally to reduce contact exposure.

### **ATHLETICS (AFTER SCHOOL SPORTS PROGRAMS)**

All CYO guidelines regarding after school sports will be followed. In the absences of organized CYO activities, conditioning and practice opportunities will be explored if it can be accomplished following County Health and CYO guidelines.

### **EXTRA CURRICULAR ACTIVITIES**

To the extent possible, extra-curricular activities are encouraged to take place remotely or in the same cluster of students that are established during the school day. As of July 14, 2020, OLPH

will permit the following extra-curricular activities/clubs: Music Ensembles, Academic Decathlon, & Council of Students. In-person meetings must be limited to groups of ten students and must be a part of the same grade-level cohort.

### **DAYCARE**

Daycare will be available to families beginning at 6:30 a.m. and can be accessed through the south end of campus. Health screening will take place before entering campus. Daycare will also be available after school until 6:00 p.m. Students who are not picked up during defined pick-up times will be moved to daycare and the appropriate fees will apply.

### **WEEKLY MASSES**

Participation in Mass and other forms of prayer are essential to our Catholic identity and faith formation. As of July 14, 2020, churches are closed for public use. Therefore, while Masses will continue through Zoom every Friday, during hybrid learning students will attend Mass on Fridays when authorized by the LA County Health Department.

### **VISITORS ON CAMPUS**

The safety of our staff and students remains the school's primary concern. We encourage little to no visitation as often as possible in order to reduce the risk of spreading Covid-19. Any visitor who needs to conduct business in the school office must do so via the front office. Visitors must follow the signs and markings for social distancing, and wear a mask at all times. Visitors will also undergo a health screening and temperature check upon entering the school office. Visitors will not be permitted into classrooms or other parts of campus. Parents/Guardians who need to meet with a teacher are encouraged to set up a meeting by phone or through Zoom.

## **COVID-19 CONTAINMENT, RESPONSE AND CONTROL PLAN**

### **Traveling**

Students and staff who travel to another state or country must follow-up guidelines established by the Center for Disease Control and Prevention (CDC). There are many travel restrictions in place and your child(ren) may not be able to return to school for two weeks depending on where you traveled. Visit this [link](#) to learn more and to keep up to date on travel restrictions.

### **Safety Steps and Prevention**

We will follow safety steps and guidelines outlined in these documents:

[Flowchart - Should I be in school today?](#) (Replace)

[What if I am Sick Factsheet](#) (LACDPH)

### **Handling a Positive Case of COVID-19**

Faculty, staff, and students will be monitored throughout the day for obvious signs of illness. Students, faculty, and staff with a fever of 100.4 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 removed from the classroom and wait in an isolation area located in the hall until they can be transported home or to a healthcare facility, as soon as possible.

The following plan will be put into place immediately upon notification to the school that any member of the school community (faculty, staff, student, or visitor) tests positive for, or has symptoms consistent with COVID-19:

1. Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation (with the wearing of a surgical mask) of the case if arrangements are needed for the person to return to their home.
2. Fact-sheets or other informational materials are to be given to the case (or appropriate family member/s if the case is a student) covering regulations governing self-isolation and links to sites with further information.
3. Initiate the School Exposure Management Plan
  - a. Identify person(s) exposed to case(s) at school
  - b. Immediate quarantine of exposed employees and/or students
  - c. Disinfect all areas the case(s) came in contact with as well as all common areas on campus, when necessary

If OLPH has a confirmed positive case of COVID-19, we will follow all additional county public health procedures and complete the ADLA COVID-19 Report Form and Instructions to report it to the Archdiocese. A cluster of cases (three or more cases within 14 days) must be reported to the Department of Public Health and may result in the closure of campus and return to distance learning for an appropriate period of time.

## **RETURN TO SCHOOL**

### **After a Positive Case of COVID-19**

As with other medical-related illnesses, anyone who has previously tested positive must provide a doctor's clearance to return to school/work.

### **After Self-Quarantine**

Any individual who has been assigned to self-quarantine must be symptom free for 14 days before returning to school.

We will follow the procedures outlined in the documents below:

[Exposure Fact Sheet](#) (LACDPH)

[Archdiocese of Los Angeles Exposure Management Plan](#)

[Exposure Management Plan](#) (LACDPH)

### **COVID-19 Compliance Team**

Dr. Douglas Rynerson (LACDPH Liaison) - Principal

Marci Mongan - Community Outreach

Eric Avalos - Maintenance

### **Documents Informing this Plan**

[Archdiocese of Los Angeles Starting the School Year Smart](#)

[CDPH Guidance for Schools](#)

[County of Los Angeles Public Health Reopening Protocols for K-12 Schools](#)

[County of Los Angeles Public Health Exposure Management Plan for K-12 Schools](#)

[CDC Considerations for Schools](#)

*This document will evolve as public health conditions change and modifications are provided by the Archdiocese of Los Angeles and the department of public health. Please anticipate updates as we work towards the start of school.*