



# **Our Mother of Good Counsel School**

**4622 Ambrose Ave Los Angeles, CA 90027**

## **COVID-19 Health and Safety Plan**

**2021-2022**

**\*Updated 9/20/21**



## COVID-19 HEALTH AND SAFETY PLAN FOR REOPENING

OMGC School follows guidance from the Archdiocese of Los Angeles, California Department of Education, and the Los Angeles County Health Department. We are eager to partner with our families to ensure that we can safely pursue on-campus instruction.

We believe the benefits of in-person schooling support our students' social, emotional, physical, spiritual, and academic development. We also understand the situation can change daily and we will continue to monitor and make necessary adjustments for all students and our families' safety and well-being. Please know that students and families who do not wish to return to in-person instruction at this time will still be able to participate in remote/distance learning.

The purpose of this document is to guide in-person instruction during the 2021-2022 school year when allowed. It provides appropriate measures and precautions required in getting students safely on campus and keeping them safe. Planning to reopen the campus will require diligent planning efforts and attention to detail on all shareholders.

The administration is committed to ensuring sufficient PPE material is available to students and staff. Each staff member has been provided PPE equipment (masks, face shields, etc.). Each homeroom has been provided additional student masks, disposable masks, hand sanitizer, and cleaning supplies. Additional PPE supplies are available in the office if needed.

## HEALTH SCREENINGS FOR STUDENTS AND STAFF

Surveillance testing will be implemented to ensure the safety of students and staff. All staff will complete a daily health and temperature check using our app Fever Free. The school will facilitate staff testing periodically, as testing capacity and practicality permit. All staff will be tested 48 hours prior to returning to campus instruction. Bi-weekly testing will be required of staff and students. The administration will follow up with staff and students to document testing results.

Parents will do a daily health check of their child at home. Parents will complete the home screening using **Fever Free**. Parents are required to keep their child at home if the child is displaying any symptoms of illness. The child must stay home until he/she is symptom-free (without medication) for 24 hours.. Daily health checks will be performed at school, consisting of temperature checks and health screening questions. Students will be monitored for signs of illness throughout the day.



## FACE COVERINGS

### Staff

For staff, the CDPH guidelines state that "All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection" (p. 8). It also states that "In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face-covering outside of the classroom" (p. 8). Thus, all staff is required to wear face coverings.

### Students

All students will be required to wear face masks while indoors.

Students must wear their face mask coming to and from school, moving to campus areas such as handwashing or using the restroom, and moving throughout their classrooms. Students may remove their face mask when eating. Face masks are most essential in settings where physical distancing cannot easily be maintained. If students forget their face masks, the school will provide them with one.

### General Guidance

- ξ A face mask must be at least 2-ply cloth
- ξ Reusable masks should be taken home and cleaned daily
- ξ Any misplaced masks will be discarded after each day
- ξ Parents are responsible for teaching their children how to properly wear and care for their face masks
- ξ We require students to have at least two (2) clean masks with them every day

### Visitors

Visitors and all other adults must wear face masks while indoors.

## PHYSICAL / SOCIAL DISTANCING

### Physical Distancing Outside the Classroom

OMGC School will encourage physical distancing when possible.

Recess: Recess is a time for the students to leave the classrooms to enjoy the fresh air, use the restroom, wash their hands, and socialize with their friends. In addition, students will be able to engage in physical activities.



Lunch: Students will eat lunch outdoors.

## **Physical Distancing in the Classroom**

OMGC School will maximize physical distancing whenever possible. The teacher's desk will be at least six (6) feet from the closest student desk. When possible, student desks will be spaced six (6) feet from one another. Teachers will use increased spacing between desks or arrange seating at tables in an alternating fashion to maximize students' spacing. Desks will be placed in a way that minimizes face-to-face contact. The installed HVAC systems in the classrooms were designed for a class size of 30 students with 15 cubic feet a minute of fresh air for each student. That gives a total of 450 CFM of fresh outside air in each classroom.

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

Students and staff will be trained and reminded frequently on proper hygiene, cleaning and physical distancing protocols.

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.

Frequently scheduled mandatory handwashing breaks or opportunities (especially for younger students) will occur at minimum:

- ξ before and after eating
- ξ after using the restroom
- ξ after outdoor play
- ξ anytime a child coughs and sneezes

The restrooms will be cleaned and disinfected at designated times throughout the day.

Hand sanitizers will be available at each door and throughout campus. Drinking fountains are only for filling bottles. Students are encouraged to bring reusable water bottles.

## **Cleaning and Disinfecting**

OMGC School's campus will be thoroughly cleaned and disinfected to meet public health requirements and keep high use areas clean throughout the day. These cleaning steps are to protect students and staff and reduce the risk of the spread of infection. All cleaning supplies will comply with the approved disinfectants.

## **Campus Maintenance Procedures, Administrator Reference Guide**



## Category Frequency

Workspace (i.e., classrooms, office) At the end of each use and daily

Appliances (i.e., refrigerators, microwaves) Daily

Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones) Daily

General Used Objects (i.e., handles, light switches)  
Student and Teacher Restrooms Daily  
Daily

Faucets/Soap Dispensers/Towel Dispensers Twice a day

Common Areas (i.e., Lunch Tables, Conference Rooms) At the end of each use and day

All classrooms will be cleaned as classes go out to their staggered recess and lunch times as well as at the end of the school day. As a class goes outside, staff will go into the classrooms to wipe down each desk, all tables, doorknobs, sinks, and other high touch surfaces.

## LIMIT SHARING

OMGC School will do the following to limit sharing:

- ξ Keep each child's belongings separated and in individually labeled storage containers ξ
- Ensure belongings are taken home each day to be cleaned



- ξ Ensure adequate supplies to minimize the sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit the use of supplies and equipment to one group of children at a time and clean and disinfect between uses
- ξ Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable
- ξ Whenever possible, OMGC School will try to be "paperless" and submit assignments and work digitally to reduce contact exposure
- ξ Students will not share food

## **COVID-19 Compliance Team**

The COVID-19 Compliance Team consists of the principal, school secretary, and staff members. The COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols, ensuring the staff and students receive education about COVID-19, and serve as a liaison to the Department of Public Health in the event of an outbreak on campus.

## **COVID-19 PROTOCOLS**

The following procedure is to be used if a student or employee is identified as COVID-19 positive or suspected positive, based on symptoms or close contact with a medical diagnosis of COVID-19.

The 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 display other COVID-19 symptoms will be sent home. Students will be isolated from the classroom and stay in the office health room (library) until their parents pick them up. The student who is sick will not be allowed back in the classroom. Parents must pick up students as soon as possible, but no longer than 30 minutes after being notified. The school will provide resources for the family to take a COVID-19 test and consult with their physician.

As recommended by the CDC: The area that was visited by the ill person will be closed off. We will open outside doors and windows and use ventilating fans to increase air circulation in the area. We will wait 24 hours, or as long as practical, before beginning cleaning and disinfection.

### **Procedures for COVID-19 Symptoms/Exposure/Positive Cases**

It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately. The principal and school secretary will report to the Los Angeles County Department and support them in contact tracing, including identifying students and staff exposed. Following the Los Angeles County Department of Public Health (CDPH) recommended protocol, the principal will communicate with exposed school community members using Gradelink, the school's student information system.



If a student or staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or staff member must follow current LA County quarantine requirements.

If someone in the school (staff or student) tests positive for COVID-19, close contacts will be notified. All guidelines for informing the Department of Catholic Schools and health department officials will be followed. Parents will receive a formal letter informing them that someone in the school has tested positive for COVID-19; however, due to FERPA/ HIPAA regulations, families will not be informed of that person's identity.

Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met LACDPH criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved, and at least ten days since symptoms first appeared.

In the instance that our school experiences three or more positive cases of COVID-19 in a 14-day period, we will contact the Department of Public Health via email at ACDC Education@ph.lacounty.gov and call (888) 397-3993 or (213) 240-7821. We will, in consultation with the Los Angeles Department of Public Health and the Archdiocese of Los Angeles, follow their guidelines concerning a partial or full campus closure.

## **STAFF TRAINING AND FAMILY EDUCATION**

The staff has been receiving training and education through staff meetings and updates on the CDPH guidelines. Staff will receive training again about our plans before reopening and revisit plans frequently during our weekly staff meetings.

Signs are displayed around campus, especially in highly visible areas. The signs promote everyday protective measures like physical distancing, handwashing, and mask-wearing. The school has also shared with staff and families the resources from the Los Angeles County Public Health and the CDC about what COVID-19 is and how it is transmitted and ongoing reminders on topics such as wearing facial masks and hand hygiene, etc.



## COMMUNICATION PLANS

The COVID-19 Compliance Team and Principal will communicate using the template letter from the Los Angeles Department of Public Health. We will communicate with the cohort and/or school community depending on the scenario if there has been a positive case among staff, students, or one of their household members.