

St. Elisabeth School  
Covid -19 Safety Plan  
2020 - 2021



# Cleaning and Disinfection

Shared surfaces and spaces will be regularly cleaned and disinfected.

- Disinfecting wipes will be available in every classroom, the office, restrooms, break rooms and any other shared spaces.
- Classrooms, including desks and other high touch surfaces, will be cleaned at the end of every school day.
- Anything that is shared in the classrooms will be cleaned throughout the day by the classroom teachers.
- Student restrooms, staff restrooms, the office, the staff break room, and other shared spaces will be cleaned and disinfected daily.

# Personal Protective Equipment (PPE), Face Coverings, and Other Supplies

Students, staff, parents, and visitors will be required to wear face coverings and other PPE at all times while on school grounds.

- Face coverings will be required for all parents, visitors, staff and all students.
- Students in grades Preschool (over age of 2) through Grade 8 will be required to wear a mask while on campus except while eating or napping for preschoolers.
- If a student refuses to wear a mask, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering. Students excluded on this basis are offered other educational opportunities through distance learning.
- A cloth face covering, or face shield is removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it is placed in a clean paper bag (marked with the student's name and date) until it is put on again.

- Parents dropping off and picking up their students or entering the school must wear a face covering.
- Parents and visitors must provide their own face mask.
- Students and staff will be required to provide their own face masks.
  - Students must wear a different, clean, well - fitting mask, everyday.
  - Students may be required to leave a backup mask in the classroom or in their backpack.
  - Extra disposable masks will be available in the classrooms.
- The office was provided with plexiglass barriers by the school.
- Hand sanitizer, disinfecting wipes, thermometers, hand sanitizing stations, paper towels, soap, and other cleaning supplies will be provided by the school and will be readily available.

## Healthy Hygiene and Social Distancing Practices

Recommended personal hygiene and social distancing protocols will be followed by all staff, students, and visitors on school grounds.

- In the classrooms students will be seated 6 feet apart from each other.
  - Floors will be marked so desks are kept 6 feet apart throughout the day.
- Students will have their own personal supplies and they will not be allowed to share.
- Students and staff will maintain social distancing in outside areas.
  - Tape or reminder aids that mark where students stand in line to enter classrooms, restrooms (when capacity is reached inside), at entrances to the school, and at other crowded areas to help students with social distancing requirements will be in outside areas.
  - A walking “circulation flow” so students are not crossing paths while moving in hallways will be developed.
  - Areas where recess is held in specific separated and designated groups will be marked.
- All students and staff will be required to use hand sanitizer or wash their hands regularly throughout the day.

- Hand sanitizer will be available in all classrooms and hand sanitizer stations will be available in designated areas throughout the school grounds.
- Students will wash their hands in the student restrooms.
- There will be non- touch soap and paper towel dispensers available in the restrooms.
- There will be mandatory hand washing before and after eating, using the restroom, outdoor play and any group activity.

## Grade Level Groups

All students and staff will be in self-contained, grade level groups. They will remain with their group the whole day. Snack, lunch, recess, and hand washing times will be staggered. Groups will never be in the same areas at the same time and will not come into contact with each other. No after school care will be available.

- Early Childhood Groups
  - Preschool - 3 students/ 1 teacher
  - Transitional Kinder - 5 students/ 1 teacher
  - Kinder - 8 students/ 1 teacher
- Primary Groups
  - First Grade - 12 students/ 1 teacher
  - Second Grade - 11 students/ 1 teacher
- Intermediate Groups
  - Third Grade - 12 students/1 teacher
  - Fourth Grade - 7 students/1 teacher
  - Fifth/Sixth Grade - 13 students/1 teacher
- Junior High Groups
  - Seventh Grade - 5 students/1 teacher
  - Eighth Grade - 10 students/ 1 teacher

## Arrival and Dismissal Procedures

When dropping off and picking up students, parents will wear a face covering and will remain in their vehicles at all times. All grade level groups will have

designated arrival and dismissal areas. Arrival and dismissal times will be staggered for early childhood groups.

- Early Childhood groups (Pre - K, TK, and K) will enter and exit via Kittridge through the old school building at their designated times.
- Primary groups ( First and Second Grade) will enter and exit via their classroom backdoors on Tobias at their designated times.
- Intermediate groups (Third, Fourth, and Fifth/Sixth Grades) will enter and exit via the main entrance on Tobias at their assigned times.
- Junior high groups ( Seventh and Eighth Grades) will enter and exit via the Kittridge gate at their assigned times.

Group	Arrival	Dismissal	Early Dismissal	Entrance/ Exit
Junior High (7th and 8th)	7:45 am	2:20 pm	12:00 pm	Kittridge
Intermediate (3rd, 4th, 5th/6th)	7:45 am	2:20 pm	12:00 pm	Main Entrance on Tobias
Primary (1st and 2nd)	7:45 am	2:20 pm	12:00 pm	Classroom back doors on Tobias
K	7:55 am	2:10 pm	11:50 am	Kittridge through old school building
TK	8:05 am	2:00 pm	11:40 am	Kittridge through old school building
PreK	8:15 am	1:50 pm	11:30 am	Kittridge through old school building

# Health Screenings for Students and Staff

Students and staff should self screen at home before arriving at school. Students and staff will also be screened daily for symptoms of COVID including fever of 100.4 F or above, cough, difficulty breathing, new loss of taste or smell, muscle pain, fatigue or sore throat.

- All employees will be screened before entering the building. Temperatures must be recorded on a log sheet. Anyone who displays any symptoms should be sent home and not allowed to enter.
- Students and staff that display potential symptoms of COVID - 19 will be isolated and sent home.
  - Students and staff must be symptom free for 24 hours without medication in order to return to campus.
  - If symptoms persist it's recommended that students and staff make an appointment to see their primary care physician or schedule COVID testing. A doctor's note, or a negative test result ,will be required to come back to school.

## Testing for Students and Staff

If a student or staff show symptoms of COVID or are exposed to someone that has tested positive for COVID they should notify the office and call their primary care provider to schedule a COVID test. They should remain in isolation until they receive their results and notify the office

- Schools ensure that staff are tested asymptotically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits. Testing frequency includes all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.

## Identification and Tracing of Contacts

Our school principal, Sr. Angelie Inoferio, will be responsible for establishing and enforcing safety protocols and serve as a liaison to the Department of Public Health in case of any confirmed cases in the school.

- If a student or staff is exposed to someone who has tested positive for COVID they should notify the office and quarantine for 14 days. Testing is recommended, but a negative test result will not shorten the quarantine. Students and staff will be allowed to return after completing their quarantine.
- If a student or staff tests positive they should quarantine for 14 days. They will be allowed to return after quarantine and with a negative COVID test result or a doctor's clearance.
- If a student or staff tests positive the whole grade level group will be quarantined for 14 days. This may be modified according to public health guidelines.
- The principal notifies the local health officer of any known case of COVID-19 among any student or employee who was present on a school campus within the 10 days preceding a positive test for COVID-19.

Specifically, school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school name at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at the school.
- The full name, address, and telephone number of the person making the report.
- This information is reported to the local health officer by telephone within twenty-four hours from the time an individual school is first made aware of a new case.
- This reporting continues until this directive is modified or rescinded.
- Information reported to the local health officer pursuant to this directive will not be disclosed except:

(1) to the California Department of Public Health;

(2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent

the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19;

(3) if required by state or federal law;

(4) with the written consent of the individual to whom the information pertains or the legal representative of any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone, will not be allowed to come on campus until the results of a COVID-19 test are complete.

- An employee shares his or her results with the Diocesan Health Officer and Superintendent. The principal is notified if the employee is safe to return.
- Parents must have a letter from a qualified physician stating that the child is safe to return to school or present a negative test result. That letter/test result must be shared with the school principal before the child is allowed back to school.

## Communication, Staff Training and Family Education

- Parents must have received, signed and returned an agreement form for all safety protocols.
- Parents must be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2. 2 (see attached).
- Online offerings in all grades must be communicated to all parents as an option with specifics for how to participate in classes virtually.
- All school meetings, other than faculty meetings, should continue using the Zoom platform.
- All gatherings of large groups are prohibited, including whole school Masses and assemblies.
- All student field trips will be virtual until further notice.



- Ensure that all drop-off and pick-up instructions for parents/guardians are followed.
- No in person school tours – considered non-essential and increase risk of transmission.
- Ensure a school-wide communication system that allows staff and families to self-report symptoms and receive prompt notifications of exposure, exclusions and closures is in good working order.
- All employees, including substitutes, must be trained on safety protocols prior to starting.
- Staff members must be provided with the list of COVID-19 symptoms and instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.
- All employees will be trained on proper use, removal and washing of cloth face coverings.
- All employees will be trained on the confidentiality surrounding health recording and reporting.
- Preparedness training is provided if someone gets COVID-19 or in the event of a shut down.

## School Closure Determination

Individual school closure is based on the number of cases:

- Within a 14-day period, it has occurred in 25% or more of 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 has determined school closure is warranted for other reasons, including results from public health investigation cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staffs are cases are positive within a 14-day period, depending on the size and physical layout of the school.
- The Local Health Officer has determined school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department