

# SAINT ROSE OF LIMA CATHOLIC SCHOOL

— SIMI VALLEY, CALIFORNIA —

OFFICE: 805-526-5304 FAX: 526-0939 EMAIL: OFFICE@SRLS.ORG

October 2020

Dear St. Rose of Lima Families,

In following the guidance from the Archdiocese of Los Angeles, California Department of Education, and public health officials, St. Rose of Lima Catholic School seeks to lower the risk of viral contagion from COVID-19, while promoting the development of our students academically, emotionally, socially, and, most importantly, spiritually. We recognize that we cannot completely eliminate that risk, but we can make every effort to pursue prudent measures on campus to minimize the spread of COVID-19 and other diseases. We are eager to partner with our families in order to ensure that we can safely pursue on-campus instruction.

The Department of Catholic Schools has issued guidelines outlining ways to modify our school environment and procedures to meet the directives set forth by state and local officials. We are currently working to make the necessary adjustments at our school by following the guidelines, so we are able to safely pursue on-campus instruction. We were granted the waiver to open for in-person full-time instruction, five days a week for our Kindergarten to 6th grade students & now are able to invite our 7th & 8th grade students back to in-person instruction on Wednesday, October 21, 2020.

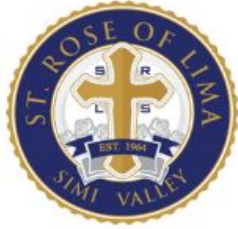
We believe the benefits of in-person school support the social, emotional, physical, spiritual and academic development of our students. We also understand the situation can change daily and will continue to monitor and make necessary adjustments for the safety and well-being of all students and our families. 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.

Below, we have outlined the measures and precautions we are planning to ensure we can provide a safe environment for students, staff, and families and reduce the potential spread of the virus. The faculty and staff will be trained on all of the procedures and protocols as well as recognizing symptoms of student illness.

## **COVID-19 Health & Safety Plan for Re-Opening**

### **Familial Adjustments**

- Students and adults with a fever (99.5 or higher) should not come to campus for 72 hours.
- Students failing the symptom check during the school day must be picked up immediately. They will be isolated from other students and staff to limit exposure.
- Families are encouraged to practice social distancing, mask-wearing, and all other appropriate and recommended behaviors. Doing so enables our school to remain open, keep our students and their families safe, and allow us to learn and grow in a more optimal environment. Because repeated disregard of these expectations may jeopardize our community, the administration of the school and parish may choose to take appropriate measures towards their individuals to ensure the safety of our community.
- Lastly, we encourage our families to set a positive and spiritual example for our students! If you have concerns, please bring them to our administration, rather than vent in front of your children. By working together in communion, we can ensure the best possible outcome for all.



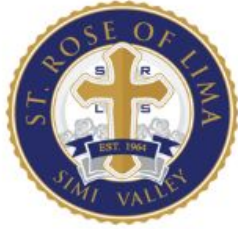
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## **Campus Adjustments - Health Screenings**

1. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.
2. Parents are expected to regularly check their student's health and must conduct a brief health screening prior to coming to campus. Parents will complete and submit a health screening through Google forms for each student prior to arriving on campus.
3. Important: Do not bring your child to campus if they are exhibiting any signs of illness.
  - a. Parents are required to monitor their children closely and not bring them to school if the answer to any of the following questions is yes:
    - i. Do you live with anyone or have had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
    - ii. Do you or anyone in your household have fever, chills, loss of taste or smell, vomiting and or diarrhea?
    - iii. Do you or your children have any other signs of communicable illness such as a cold or flu?
    - iv. Has your children received any fever reducing medications (Tylenol or Motrin) in the last 12 hours?
  - b. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.
4. Drop-Off – Health Screening & Temperature Check
  - a. Symptom check at gate – Brief Health Screening & Temperature Check
    - i. The carline will be the designated location utilized for drop off with a brief health screening and temperature check conducted for each student.
    - ii. Students can arrive, utilizing the carline, as early as 7:30 AM for drop off. Classes will not begin until 8:15 AM each day to provide ample time for students to arrive safely.
  - b. All students and staff will be monitored throughout the day for signs of illness
    - i. We will complete a mid-day temperature check for all students.
    - ii. Students or staff who have fever or exhibit other symptoms will be isolated and required to be sent home
5. End of the Day Pick-Up - Staggered Schedule
  - a. The current waiver will only allow our school to open for in-person instruction for students in Kindergarten - 6th Grade
    - i. If we're approved to open with the waiver, dismissal groups will be as follows:
      1. Kindergarten - 3rd Grade (Monday-Thursday 2:30-2:45 PM; Friday 12:15-12:30 PM)
      2. Grades 4 - 6 (Monday-Thursday 2:45-3:00 PM; Friday 12:30-12:45 PM)
    - ii. **\*Now that we are able to have all students return to campus, including 7th and 8th graders, the groupings will be as followed:**
      1. **Kindergarten - 4th Grade (Monday-Thursday 2:30-2:45 PM; Friday 12:15-12:30 PM)**
      2. **Grades 5 - 8 (Monday-Thursday 2:45-3:00 PM; Friday 12:30-12:45 PM)**
    - iii. For families with students in both dismissal groupings: older siblings will be called for dismissal when the younger student is getting picked up
6. Procedures & Routines - Adjustments Within the Classroom & Throughout the School
  - a. Contactless mailbox communication – A contactless faculty and staff only mail system will be utilized to provide communication between the office and classrooms; students will not be involved in this process.
  - b. Limited Visitors - no informal observations; no parents will be allowed on campus for the foreseeable future



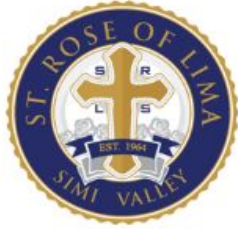
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- c. Remote Distance Learning – for students who will not be returning for in-person instruction, the viewing of instruction, directions, and information will be live via *Zoom*
    - i. Distance Learning students will have support from teachers and/or aides at specified times during the day
  - d. Technology & Supplies - Students in all grade levels will have their own items (iPad, textbooks, supplies) & instructional materials
  - e. Classrooms – All procedures will be established and posted in the appropriate areas for the following:
    - i. Movement around the classroom and out-of-seat activities
    - ii. Device/backpack/lunchbox/etc. storage
  - f. Handwashing
    - i. Teachers will encourage proper handwashing
    - ii. Hand sanitizers will be mounted at each door and available throughout campus
    - iii. Additional time will be scheduled into the day for routine hand-washing
    - iv. Additional outdoor hand washing stations may be added to limit bathroom traffic
  - g. Drinking Fountains – No drinking fountains will be open and available for use. Students are encouraged to bring a reusable water bottle, students will only be able to utilize the no-touch refillable component.
  - h. Bathrooms - Each student has been issued a “Panther Pass” that they will utilize for when they use the restroom. There will be a pocket chart with slots available outside the restroom door to indicate and regulate how many students can be inside at one time. If all slots are filled in the pocket chart, the student will wait outside the restroom on the designated marker until another student leaves in order to to be able enter.**
7. Sanitization of common surfaces (switches, handles, desk surfaces)
- a. The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis; as well as multiple times a day for high use items and areas.
  - b. St. Rose will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved “N” list and train workers on appropriate use, safety guidelines and protocols.
  - c. St. Rose will provide proper PPE to custodial staff and other employees who clean and disinfect.
    - i. Students will clean their own desks before leaving at the end of the school day while being supervised by their teacher.

Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use and day
Appliances (i.e., refrigerators, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e., handles, light switches)	At least 4 times a day
Student and Teacher Restrooms and Faucets	Twice a day
Common Areas (i.e., Hall, Library, Additional Rooms/Classrooms)	At the end of each use and day
Playground Equipment and Other Supplies	At the end of each use and day



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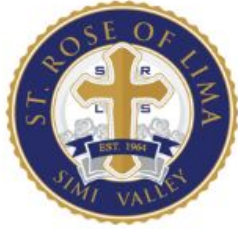
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## 8. Face Coverings

- a. Faculty, staff, and volunteers will be required to wear face coverings to/from campus and throughout the duration of their time on site
- b. After consultation with the faculty and staff to ensure we can protect, to the greatest extent possible, all individuals on campus- all students in grades Kindergarten - 8th grade - will be required to wear face coverings/masks at all times.
- c. For students in Grades Kindergarten - 2nd grade - A face shield may be an acceptable alternative to a face mask for children in this cohort who cannot wear a mask properly and can submit a waiver of approval from a medical professional.
- d. Students must wear their face coverings coming to and from school, moving to areas of the campus such as hand-washing or using the restroom, and movement throughout their classrooms and during play outside.
  - i. Students may remove their face covering when eating.
- e. Face coverings are most essential in settings where physical distancing cannot easily be maintained.
  - i. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- f. Supervised times will be provided for outdoor “mask breaks” during the course of the day to provide students the opportunity to remove their masks. Especially during these times, strict social distancing of at least six feet apart will be enforced.
- g. When students are participating in structured play, especially during their PE activities, they will be socially distanced at least 6 feet apart and will be able to remove their mask to participate, but will have their mask easily accessible to put on following the completion of the activity.

## 9. Maximizing Physical Distancing Whenever Possible

- a. Teacher desk at least 6 feet from the closest student desk
  - i. Modified physical distancing between student desks in grid style format. Individual desks will face the front of the classroom and will be six feet apart. In addition, desks will have plastic dividers to keep students safe with their individual learning area.
- b. Utilize outdoor areas as frequently as possible
- c. Hallways will be marked with tape to support physical distancing and encourage “lanes” for students to walk in each direction. Students will line up six feet apart from each other, and where appropriate tape will be put down in the classrooms to guide them.
- d. Grade levels will be in their own individual cohorts to help minimize contact and help with contact tracing
- e. Junior High teachers will rotate – middle school students will remain in their homeroom classes
  - i. \*The only time 7th & 8th Grade will utilize another classroom is for the split math levels. The students in accelerated math will utilize room 7 with the designated teacher. The students will be assigned a desk, spaced at least 6 feet apart, and have a plastic divider available. The room will be disinfected after students leave the room.
  - ii. Junior high will have cubbies available for each student inside their homeroom classroom that will be utilized if necessary
  - iii. Outside lockers will not be used until further notice
- f. Specials (Physical Education, Music, Art & Spanish) will travel, utilize outdoor areas when possible or teach remotely to the class through a virtual setting
- g. Whole-school assemblies and field trips will not occur until further notice

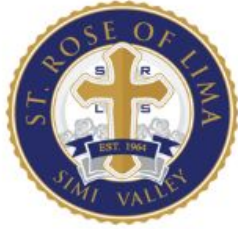


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- h. Ventilation – Classrooms and throughout the school, we will encourage ventilation by opening windows and doors when appropriate.
10. Recess/Lunch Procedures
  - a. When we initially return to instruction on campus - all students will eat in their classrooms to ensure they can remove their mask properly and not be facing other individuals - minimizing the risk of any spread
    - i. The goal is to ensure we train the students to understand the expectations of removing their masks and eating without directly being in front of another student
  - b. When we do begin eating outdoors with physical distancing measures in place (markings on tables and students spaced out) and students have been instructed and practiced the expectations of removing their masks - a professional electrostatic sprayer will be used between grade levels for cleaning and sanitation of eating areas
  - c. We will have staggered/split recess and lunches with designated areas for each grade level
  - d. There will be limited use of sports equipment. Any equipment used will be designated per student and/or grade level
  - e. *Choicelunch* has modified food distribution to reduce touching of lunch items. If ordering *Choicelunch*, all items must be pre-selected and will be available in a lunch bag which will be delivered to the classroom
  - f. Parents are asked to send snacks and lunch with their children. To limit individuals on campus throughout the day, we are asking that no snacks and lunches are delivered to the office.
11. Afterschool Care
  - a. Must pre-register so we can plan, there will be no drop-ins allowed at this time
  - b. Spread out in grade levels
  - c. Utilize outdoor areas as often as possible
  - d. Designated sports equipment
12. Extracurriculars
  - a. Athletics - follow guidance of local sports groups and health officials
  - b. Outside organizations & after-school activities – likewise
  - c. \*At this time, we will only offer virtual opportunities for athletics or other extracurriculars. When the guidelines allow we will inform you of the changes and what we can offer.
13. Office Procedures
  - a. Only one person waiting in the office at a time
    - i. Marked six foot waiting line
  - b. Families are asked to return items, payments, etc. back with students or by phone to make appointments
  - c. \*To minimize contact and spread of any illness, there is a specific room in the office that will be available to isolate children who have fever or exhibit other symptoms that will be required to be picked up. Parents will be contacted immediately.
14. Events
  - a. All events involving adults and large gatherings are cancelled and will be livestreamed until further notice
    - i. Service Hours Lowered for this year due to limitations of events and volunteer opportunities
  - b. Morning Prayer & Assembly
    - i. Utilize zoom to engage our community each week
15. School Masses & Faith Opportunities
  - a. Adjustments will be made for attending/viewing weekly school masses – details of this have not been finalized.
    - i. An example of what we could do to participate in the Eucharistic Celebration: If safe and



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approved, one or two classes may be able to attend each week **outdoor**, while the remaining students will watch a livestream in their classrooms. The classes would then rotate who attends each week.

- b. We will encourage and plan opportunities within each class for prayer services and faith-filled opportunities.

## 16. In the Event of An Illness

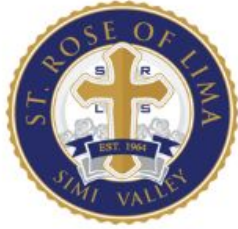
- a. If students feel ill or exhibit symptoms throughout the school day, they will be isolated from the classroom and will stay in the office health room until they are picked up by their parents. The student who is sick will not be allowed back in the classroom. Parents must pick up students as soon as possible, but no longer than 30 minutes after they have been notified. If the student is complaining of or exhibiting symptoms of COVID-19, the school will provide resources for the family to take a COVID-19 test and consult with their physician. If a student becomes ill during after school care, the same protocol will occur. The student will be isolated away from other students. Parents must pick the student up immediately. If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home immediately, and a member of the office staff will substitute.
  - i. 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.

## 17. Procedures for Symptoms/Exposure/Positive Cases

- a. Staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.
  - i. According to the CDC, the key symptoms to look for are a temperature of 99.5 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever. School staff screening individuals who show any of these symptoms will also recommend these individuals get testing for COVID-19.
  - ii. Students, staff, and volunteers/visitors who test negative can return to school 3 days after symptoms resolve.
- b. 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 quarantine at home for two weeks, shifting to distance learning during that time.
  - i. 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.
- c. If someone in the school (staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan.
  - i. All guidelines for informing DCS and any health department officials will be followed.
  - ii. Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
- d. Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

## 18. Testing of Staff and Students

- a. To ensure the safety of students and staff, surveillance testing will be implemented. The school will facilitate staff testing periodically, as testing capacity permits and as practicable.



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- i. All staff will be tested within 7 days of the first day of school on campus
    - ii. The staff will be given a list of local test sites and the administration will follow up with staff to document testing information
    - iii. Each staff member will be tested every 2 months
  - b. When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider, or a state-operated, or community testing site. The State of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff.
    - i. If a student does not have a primary care doctor or there is difficulty accessing the testing we will call VCPH at (805) 981-5101 and a PHN (public health nurse) can help facilitate the testing.
19. Consideration for Partial or Full School Closure
  - a. In the instance that Saint Rose of Lima experiences multiple positive cases in a 14-day period, we may need to, in consultation with the Archdiocese and local health officials, consider a partial or full school closure.
20. Staff Training & Parent Education
  - a. The reopening plan for St. Rose of Lima Catholic School was first published and shared with faculty, staff & families in July 2020. The faculty and staff continue to be trained in the details of this reopening plan as we planned for the school year and re-opening for in-person instruction in August 2020. As this plan is updated and modified, all members of the community will be notified and trained accordingly. The most recent updates were published on August 24, 2020. A parent meeting was held to go over details of the plan, hear feedback and input as well as answer questions to the school community. We will continue to share all information for our families to ensure we can help to mitigate and reduce the spread of Covid-19.
21. School Liaisons
  - a. The individuals who will communicate directly with VCPH with questions, concerns, etc. will be the following:
    - i. Mrs. Molly Harding, Principal
    - ii. Mrs. Karen Shea, Administrative Assistant

We understand that even with the procedures and modifications we are planning, there are still families, for both medical and/or personal reasons, who may not feel comfortable returning for in-person instruction if we are approved to do so. We will continue to provide the option for remote learning so we can still support your child and family during this time.

God bless,

Mrs. Molly J. Harding, Principal