

Our Lady of Guadalupe School  
Reopening Plan 2020-2021

The health and safety of the students, staff, and families of Our Lady of Guadalupe School are our highest priorities. We have developed our school's return to in-person instruction plans based on guidance from local and state public health officials. This healthy and safety plan will be updated as the situation and county health orders evolve.

At the end of this document we have listed a number of different resources that we have used in our planning and preparation.

### **Cleaning and Disinfection**

Our school will adhere to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc.

Prior to returning to in-person instruction, the school will receive a deep cleaning. This entire building will be disinfected, including classrooms, using a commercial cleaning service. Electrostatic spraying method using the "N" level of sanitizing chemical per the CDC requirements completed as part of this process. This is the highest level of cleaning, combining the cleaning and disinfecting into one product.

Daily janitorial service will occur on school days after school hours to ensure that each day will start with newly sanitized classrooms and common areas. There will be daily cleaning and disinfecting of high touch hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.

### ***Bathrooms***

- Only one cohort at a time will use the bathrooms; only two students at a time will be allowed in.
- Center washbasins will be closed off so that social distancing can be maintained.
- After recess, lunch, after school and after Extended Care the bathrooms will be disinfected, closed and locked for ½ an hour, and then reopened for student use. The office bathroom will be available if needed when the general student bathrooms are locked.
- The bathrooms will have their usual cleaning when all the students have left the school.

### ***Classroom Protocols***

- Every child will be provided with their own plastic shoe box to keep their own materials such as pens, pencils, markers, erasers, personal size hand sanitizer, personal size tissue packs, etc.

- Each student is asked to bring in a bottle of hand sanitizer and a personal size one. Teachers will refill their personal one with the bottle students bring in.
  - Should a child need supplies, the teacher will get it from the common supply using gloves and give it to them.
  - Each student will be assigned a Chromebook or iPad.
  - Use of Mac desktops will be limited to one group of students at a time and cleaned and disinfected between uses.
  - Increased ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.
  - Utilizing non-classroom space for instruction (including regular use of outdoor space, Parish Center, Parish Hall), to allow greater distancing between students.

### ***Cleaning and maintenance***

- Regular cleaning and disinfecting of frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, bathroom surfaces (toilets, countertops, faucets), and playground equipment) will be done, pursuant to CDC guidance.
- Fresh outdoor air is introduced as much as possible, by opening windows and keeping classroom doors open.

### **Small, Stable, Cohorting**

All students will remain with their own classes, a stable cohort, throughout the school day. Each stable cohort represents a group of students and staff members that will stay together through the course of a day to eliminate or limit the mixing of students and staff in classes or congregate settings. The number of students per cohort is based on room size and configuration to maintain physical distancing requirements between students and between adults and students.

- Each class/cohort is considered a social bubble or “family.”
- Each “family” will social distance from other “families” to assure safety.
- Desks have been placed 5-6 feet apart and arranged all facing forward to minimize face-to-face contact.
- From the American Academy of Pediatrics: “If a teacher remains solely with one cohort/bubble physical distancing will be less crucial to adhere to at all times. We know that for younger children, keeping a physical distance from them will be difficult, which is one reason the more stable bubble in the younger grades is more important to implement.”

Our cohort sizes by class are as follows:

MAC K.1: 20 Students + 1 Teacher + 1 Instructional Assistance

MAC 2.3: 18 Students + 1 Teacher + 1 Instructional Assistance

4: 29 Students + 1 Teacher + 1 Instructional Assistance; two cohorts

- 5: 16 Students + 1 Teacher
- 6: 19 Students + 1 Teacher

These cohorts will not physically interact with each other to minimize exposure. Lunch and recesses will be staggered and classes (cohorts) will not share play areas or play equipment.

### **Physical Distancing**

Physical distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminating contact with others whenever possible. Student desks will be placed five (5) to six (6) feet apart or more to promote physical distancing where practicable. Markings on classroom floors will identify traffic flow in the classrooms. Taped floor markings will identify walking directions throughout the campus in order to maintain physical distancing requirements. Nonessential, informal meetups, and ad-hoc gatherings will be avoided. We will also stagger lunchtimes and recesses and other transition times as needed.

### **Entrance, Egress, and Movement Within the School**

For the safety of the children and staff, as well as our families, parent volunteers will be strictly limited and parent presence on campus will be extremely limited.

Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will limit visitors to those visits essential for the school's operations and limit the duration of time a visitor shall be on campus.

No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the school principal.

All families must follow the carpool cones for drop-off/pick-up protocols. Parents will not be permitted to enter the building during drop-off or pick-up. Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from their carpool vehicle to the school building, and vice versa. All students will remain in their cohort during the drop off and pick up period of the day.

Six feet of spacing markings will be placed throughout the campus to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate (e.g., during lunch, arrival and dismissal, restrooms, locker rooms, etc.).

Outside food delivery (e.g. Parent Food Delivery, Door Dash, Uber Eats, etc.) will not be permitted.

Signage will be posted in high visibility areas (entrances, parking lot, playground, classrooms, hallways and bathrooms) to remind students and staff:

- When and where face coverings are required
- Appropriate use of face coverings
- Physical distancing expectations
- Traffic flow
- Proper techniques for handwashing
- Covering of coughs and sneezes and other prevention measures
- At entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

### ***Arrival Procedures***

- After a verbal verification of the “At-Home Health Screening,” a touchless temperature screening will be conducted as students exit the car or walk onto the grounds while wearing masks.
- Students will line up on the social distancing markers to wash their hands at the washing stations, go to their classrooms immediately and not congregate outside the building.
- Students will walk in the middle of the hallway as indicated by the markings on the floor.
- Students enter the designated “entrance” door; exit out the secondary classroom door.
- Students remain at their desk until the teacher advises them to put their items away.
  - Students will keep their backpacks at desks for grades 5-8;
  - Cubbies will be built in grades K-4 for their backpacks;
  - Each student will have a plastic box at his or her desk for personal items such as hand sanitizer, tissues, extra mask, pencils, pens, crayons, etc.

### ***Bathroom Procedures***

- When children need to use the bathroom, they will use their personal “magnetic paint stick” and place it on the metal sheet outside the bathroom to indicate how many children are in the bathroom (maximum is two children at a time per guidelines).

### ***Recess/Lunch***

#### ***Recess***

**K-3** 10:10-10:30  
**4-6** 10:35-10:55

#### ***Lunch***

**K-3** 12:00-12:45, play then eat  
**4-6** 12:30-1:15, eat then play

### ***Dismissal Procedures and Guidelines***

Please arrive on time and follow this pick-up schedule:

<u>M, T, Th, Fri.</u>		<u>Wednesday</u>
2:50	<b>K-3</b>	1:50
3:00	<b>4-6</b>	2:00

- Parents/Caregivers are required to wear face masks during pick-up.
- Parents/Caregivers arriving early will wait inside their vehicles until their child is out of the building.
- Parents/Caregivers with two or more children in different grade levels with different time schedules may wait by the benches provided they practice 6 feet apart social distancing.
- Parents/caregivers will pick up their child/children and return to their vehicles.

### **Face Coverings and Other Essential Protective Gear**

All guests, parents, and visitors will be required to wear a face-covering whenever on-campus or visiting the office. Faculty/staff will wear cloth face coverings while on campus, except while eating or drinking and when physical distancing is possible. A cloth covering around the neck can be worn under the face shield as needed. Face coverings will be provided to students and staff who lose their face coverings or forget to bring them to school. Everyone will be required to wear cloth face coverings when 6 feet physical distancing is not feasible:

- while arriving and departing from school campus;
- in any area outside of the classroom (except when eating, drinking, or engaging in physical activity)

Masks should fit snugly on the face while covering both the nose and mouth. Please note the following:

- Surgical masks may be used, but fabric masks are encouraged.
- Bandannas and neck gaiters are not acceptable options as masks.
- N95 masks are not recommended for general use on campus.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.

### ***Mask wearing***

- Every student will need to wear a mask to school each day and abide by mask wearing guidelines.
- Every student needs to have a second mask, stored in a Ziplock bag, labeled with the child's name and left at school.
- Face shields with cloth extensions that can be tucked into the shirt collar will be acceptable for any student choosing to use one.
- Parents/Caregivers are required to wear face masks during pick-up.
- Teachers and staff are required to wear face coverings.

There will be an extra supply of masks available for students, staff, and parents if needed.

Current guidelines regarding mask wearing, inside the classroom, within the school for elementary age children continues to evolve. We are monitoring the guidelines and will follow-up with additional information as it unfolds.

### **Health Screenings for Students and Staff**

Our school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms before coming to school. A list of COVID-19 symptoms and a self-checker is available on the [Center for Disease Control \(CDC\) website](#).

Students and staff will receive temperature checks each morning with a non-contact digital thermometer before entering campus.

Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

**Staff will do a self screening at home.**

**Parents are responsible for screening students at home.**

Does your child have any of the following symptoms that are not attributable to another condition. For a student new to the school, please ask about symptoms in the past three days (72 hours):

- A cough
- Shortness of breath or difficulty breathing
- A fever of 100.4°F or higher or a sense of having a fever
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/running nose – not related to seasonal allergies
- Unusual fatigue

If any of the above symptoms are affirmed, **Yes - STAY HOME**

- Have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.

**Yes – STAY HOME**

- Within the last 14 days have you been diagnosed with COVID-19 or had a test

confirming you have the virus?

**Yes – STAY HOME**

- ❑ Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

**Yes – STAY HOME**

Please let us know of any potential exposure immediately. This includes:

- being a household with an individual with a suspected or confirmed case COVID-19;
- being within six feet of the ill individual for more than ten minutes during the time period between two days prior to when the individual's symptoms appeared and the last time the individual was on the school campus.
- After a verbal verification of the "At-Home Health Screening," a touchless temperature screening will be conducted as students exit the car or walk onto the grounds while wearing masks.
- After a verbal verification of the "At-Home Health Screening," a touchless temperature screening will be conducted as teachers walk into the school while wearing masks.
- Students and staff will also conduct self-checks for symptoms throughout the day. Those who develop signs and symptoms of COVID-19 will immediately be sent to the secondary Resource room and will be sent home.

Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well will not be permitted on our campus.

All parents, guardians, students and employees must immediately notify the school principal if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

### **Healthy Hygiene Practices**

Students will move with their cohort at scheduled times for bathroom visits and high touch areas in the restrooms will be disinfected after use. Teachers and staff will accompany students to and from their designated locations to ensure cohorts remain secure.

Teachers will reinforce with students the importance of using tissues to wipe their nose and to cough/sneeze inside a tissue or in their elbow. Teachers, staff and students will also be reminded daily to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Students and staff will be required to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Teachers and staff will model and practice proper handwashing with students as needed. Where soap and water are not readily available, staff and students are to use hand sanitizer with at least 60% alcohol. Children under the age of 9 will be supervised by an adult whenever using hand sanitizer.

Students will wash their hands with soap and water for at least 20 seconds upon arrival to school and throughout the day. Students will have their personal hand sanitizer at their desks. Hand sanitizers will be available in the classrooms and offices.

- End of recess and lunch: all students will have the time to wash their hands, using the wash stations under the awning or the sinks in the classrooms.
- Only one class bubble will be permitted in the playground at a time; daily rotations will be set up.
- The playground will be disinfected at the end of recess and lunch.
- Each class/cohort will use their own play equipment; physical activities that require less contact with surfaces and allow for greater physical distancing will be implemented.
- Children will eat in the classrooms
- Pizza lunch days: individually plated pizza meals will be delivered to the classrooms.
- ChoiceLunch boxed/bagged lunches will be delivered to the classrooms.
- Home lunches: In order to ensure that minimal non-essential visitors come to campus, parents are asked not to deliver lunches to their children, but have their children bring the lunch to school.
- Lunch deliveries will not be accepted (no Uber eats, etc.)
- End of lunch: all students will have the time to wash their hands, using the wash stations under the awning or the sinks in the classrooms.

If a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, our school will implement the following steps:

- In consultation with the local public health department, our staff will ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based will be closed off for use until the area is cleaned and disinfected.
- We will wait at least 24 hours before cleaning and disinfecting.
- If 24 hours is not feasible, we will wait at least two hours and as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual will also be cleaned and disinfected.



- Implement communication plans for exposure at school which includes outreach to students, parents, teachers, staff and the community.

### **Identification and Tracing of Contacts**

Our school will follow Cal-OSHA reporting and recording instructions for all employees as well as reporting any positive Covid-19 cases to the corresponding County Health Department. Our school will cooperate with state and local health departments' contact tracing protocols. Our designated COVID-19 Contact Tracers are: S. Janice Therese Wellington, O.P., Elizabeth Harmuth and Shannon Bellison. They will follow county recommendations for contact tracing. Information on contact tracing can be found here: [COVID-19 Contact Tracing](#)

The contact tracing process will immediately commence if and when a COVID-19 positive case occurs. Our contact tracers will assist public health departments in knowing who may have had contact at a school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors, including date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school; and
- Maintaining confidentiality as required by federal and state laws and regulations.

If an employee tests positive for COVID-19 or has come in close contact with someone who tested positive, s/he will inform the school's designated COVID-19 Contact Tracers, who in turn notify Alameda County Health Officials using this form: [Notification to ACPHD](#)

Our school will also notify others who have been in "close contact" with the affected individual. Close contact" is defined by the CDC as being within six feet for a period of at least 15 minutes, although this standard is not absolute.

If anyone in a staff member's, or student's, family, or someone they have been within 6 ft of for more than 15 minutes, and is exhibiting distinctive symptoms of COVID-19 (fever above 100, shortness of breath, loss of taste or smell, cough), the staff member or student will be required to stay home for 72 hours for observation or until a negative COVID-19 test is produced.

Co-workers who may have had contact with a person who tested positive for COVID-19, will be informed by our school and it will be recommended they get COVID-19 testing and self-isolate.

Instructions on isolation and quarantine procedures for Alameda County can be found at:

[Home Quarantine Guidance for Close Contacts to COVID-19](#)

[Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

In accordance with an individual's right to medical privacy, our school will never disclose an infected person's name. An affected employee will be asked to follow his/her medical provider's instructions and the recommended quarantine/isolation instructions per the corresponding County Health Department prior to returning to the school campus. Similar protocols will be followed for students.

## **Physical Distancing**

- Students will line up on the social distancing markers to wash their hands at the washing stations, go to their classrooms immediately and not congregate outside the building.
- Students will walk in the middle of the hallway as indicated by the markings on the floor.
- Students enter the designated “entrance” door; exit out the secondary classroom door.
- Students remain at their desk (5-6’ from others desks) until the teacher advises them to put their items away.
- Desks have been placed 5-6 feet apart and arranged all facing forward to minimize face-to-face contact.

## **Staff Training and Family Education**

All faculty/staff will be required to participate in a training session regarding the requirements and practices contained in this document, including education on the prevention and spread of COVID-19. During this training, clear expectations will be communicated to staff including: (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting of the school premises, including classrooms, bathrooms and common areas.

Protected time will be allocated at each week’s faculty/staff meeting to ensure everyone is aware of updates and changes to our COVID response procedures and safety protocols, as needed. Ongoing training will also be provided as new COVID-19 updates are made available.

All school families will be provided a copy of this document, as well as CDC’s publication, [How to Protect Yourself and Others - COVID-19](#).

The Administration will stay up-to-date on all new findings and will disseminate information to the families via email and video conferencing as necessary.

Teachers will educate students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19 and physical distancing.

## **Testing of Staff**

COVID-19 testing is a key strategy in reopening schools safely. A minimum of 25% of our staff will be tested every two weeks, ensuring that 100% of our staff will be tested once within a two-month period, throughout the school year. A master schedule will be created to monitor testing status for everyone on staff.

Our school has arranged with Unilab Corporation dba Quest Diagnostic to provide testing services to all faculty and staff in accordance with the County requirements. There will be a 3 day turn-around for the testing results.

### **Staff/Students with Positive Test Result**

Any student or staff member with a positive COVID-19 diagnosis will be required to isolate at home until 10 days have passed since symptoms appeared and at least 24 hours have passed without a fever and their symptoms have improved.

Employees/students with a positive test result and symptoms who are directed to care for themselves at home may discontinue home isolation when at least 24 hours have passed since recovery. Recovery is defined as no fever without the aid of fever reducing medication as well as improvement in respiratory symptoms (e.g. cough, shortness of breath), and at least 10 days have passed since their symptoms first appeared. Alameda County's instructions on isolation and quarantine procedures can be found at:

- [Home Quarantine Guidance for Close Contacts to COVID-19](#)
- [Home Isolation Instructions for People COVID19 and People Awaiting COVID-19 Test Results](#)

### **Communication Plan**

Open communication is key to our success and is important for keeping our school healthy. The weekly school newsletter will include a health/safety section that will house ongoing reminders for personal protection equipment, removing personal belongings and the importance of washing hands and good hygiene.

Employees who had "close contact" with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines "close contact" as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of "close contact" is not absolute and can vary depending on the circumstances. The staff notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Staff](#)

The parents or guardians of students who had "close contact" with a person confirmed or suspected of having COVID-19 will be notified. The CDC defines "close contact" as being within six feet for a period of at least 15 minutes from two days before the testing until meeting the criteria for discontinuation of home isolation. However, this standard of "close contact" is not absolute and can vary depending on the circumstances. The parent/guardian notification letter will be based on the template provided by Alameda County: [Alameda County Template Letter to Parents/Guardians](#)

Our school will adhere to CDC, CHD, ACPHD, FERPA and HIPAA guidelines when communicating with staff and families about confirmed positive cases and high-risk exposures at the school (consistent with privacy requirements). These communications will be made via email

using School Messenger, Constant Contact, and/or the Class Dojo app. Schoolwide meetings will also be called for schoolwide exposure and cohort meetings will be held for isolated cohort exposure.

### **Triggers for Switching to Distance Learning**

Our school will follow the metrics established by the California Department of Public Health for closing again and returning to distance learning due to COVID-19. These metrics are as follows:

- If 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- 5% positive testing rate of total students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.

The state, county and/or the Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

### **Key Constituent Consultation**

School Board Members were very involved with developing the re-opening document and the waiver application was shared with them on September 14, 2020. The updated reopening document was shared with them on Thursday, September 17, 2020. All are supportive of plans to reopen.

The parent community received the draft of the reopening document on July 15, 2020. The families are aware of the waiver. The final reopening plan was shared with the families on September 18, 2020.

All staff received the draft re-opening document in July 2020. Staff was kept abreast of updates through email and video chat communication. Staff members were consulted September 9-10, 2020 and the updated reopening document was shared on Thursday, September 17, 2020. All staff are supportive of plans to reopen the school with students present on campus.

Resources:

CDC: Back to School Strategies and Tips

- [Reopening with COVID-19: Promote Healthy Behaviors](#)
- [Maintaining Healthy Operations](#)

Social Distancing Videos

- [Sesame Street: Practicing Social Distancing with Abby and Rudy](#) (2 min)
- [Social Distancing - A Kid-Friendly Explanation Using BrainPop's Make-a-Movie](#) (3 min)

- [Social Distancing Song - 5 Steps on Social Distancing](#) (2 min)
- [Social Distancing - Spanish](#) (2 min)

### ***Mask Wearing***

- [We Wear Masks - A Social Story about the Coronavirus](#) (2min)
- [Wear a Mask Song for Kids](#) (3min)
- [Mask Up Video](#) - Spanish (30 seconds)

CDC: Back to School Strategies and Tips

- [Symptoms of Coronavirus Disease 2019](#)
- [I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?](#)

Hand Washing Videos from the CDC

- [Happy Handwashing Song](#) (30 seconds)
- [Wash Your Hands-Child Video](#) (30 seconds)
- [What you need to know about handwashing](#) (2 minutes)
  - [En Español, En français](#)