

Our Lady of Guadalupe School
40374 Fremont Blvd.
Fremont, CA 94538

Principal: Sister Janice Therese Wellington, O.P.

Date of Reopening: January 4, 2021

Date of Submission: November 23, 2020

School Type: Preschool - 8th grade

Grade Levels to be Reopened: 6-8th Grade

Covid Liaison: Elizabeth Harmuth, Vice Principal
eharmuth@cndo.org
510-657-1674

Our Lady of Guadalupe School
Reopening Plan 2020-2021

This COVID-19 School Reopening Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issued on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, our school has posted a COVID-19 Safety Plan (CSP) - referenced as the COVID-19 School Reopening Plan - on the homepage of our school's website. Our COVID-19 School Reopening Plan includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this COVID-19 School Reopening Plan.

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 student at a time will be allowed in.
- The bathrooms will be cleaned and disinfected according to CDC guidance 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: 18 Students + 1 Teacher
7: 19 Students + 1 Teacher
8: 17 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 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 identify traffic flow in the classrooms. Taped floor markings 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, 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 directions 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, 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;
 - Baskets will be provided 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 frame of the door outside the bathroom to indicate how many children are in the bathroom (maximum is one child at a time per guidelines).

Recess/Lunch

Recess

K-8 10:15-10:45

Lunch

K-8 12:30-1:15

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 | K-3 | 2:00 |
| 3:00 | 4-8 | 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 staff must use face coverings in accordance with CDPH guidelines:

- CPDH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- Bandanas, gaiters and similar face coverings are not acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others.
- Masks with valves attached to them are not permitted, as the valves increase the number of respiratory droplets released into the air.
- Masks should fit snugly on the face while covering both the nose and mouth.

All guests, parents, and visitors will be required to wear a face-covering whenever on-campus or visiting the office. Faculty/staff will wear face coverings while on campus. 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 face coverings at all times:

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

Students in all grade levels TK-8 are required to wear face coverings at all times, while at school, unless exempted.

- 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.

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. Staff will do a self screening at home. **Parents are responsible for screening students at home.**

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.

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.)

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

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 outside 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.
- 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.
- 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 outside or the sinks in the classrooms.

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.

Positive COVID-19 Case

In the event of a positive case, the school will:

1. Schools must adhere to required reporting requirements and notify, as described below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case,
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
4. Arrange for cleaning and disinfection of the classroom and primary spaces where cases spent significant time. This does not need to be done until students and staff in the area have left for the day.

5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the 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(s) 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 any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is: Elizabeth Harmuth

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](#)

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable

groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.

3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

School Closure Determinations

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more 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 may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

Testing

Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their

medical provider. While waiting for results, the student or employee will not be able to return to school.

Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.

Asymptomatic testing: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.

Travel Requirements

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.
- Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.

Communication Plan

Open communication is key to our success and is important for keeping our school healthy. The 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, 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.

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](#)