

Immaculate Heart of Mary School 2021-2022 COVID-19 Guidelines and Protocols

*We respect the rights of the parents to make all decisions regarding their children.
Please contact Ms. Bautista to request any accommodations for your children.*

COVID-19 Compliance Team:

- The COVID-19 Compliance Team consists of the principal, school secretary, and staff members. The COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols, ensuring the staff and students receive education about COVID-19. Ms. Bautista, the school principal, serves as the liaison to the Department of Public Health in the event of an outbreak on campus.
- Should you have any questions about this document or be diagnosed with COVID-19 please contact someone on our compliance team: 323-663-4611

**All staff members have been trained in COVID-19 workplace protocols per Department of Health Recommendation.*

CLEANING AND DISINFECTING

Upon reopening, IHM is required to maintain safety by continuously cleaning and disinfecting per the chart below.

Cleaning & Disinfecting
WORKSPACE & ELECTRONIC EQUIPMENT:
<u>Staff during the day in each classroom & in each office:</u> Sanitize and disinfect generally used objects at least four times a day.
<u>Cleaning Company at the end of each day:</u> Sanitize, deep clean, and disinfect

APPLIANCES:

Cleaning Company at the end of the day: Sanitize, deep clean, and disinfect

WATER BOTTLE STATION BY THE OFFICE: ALL OTHER DRINKING FOUNTAINS (EXCEPT THIS ONE) ARE TAPED OFF AND ARE OFF LIMITS.

GENERAL USED OBJECTS (i.e., door handles, light switches, handrails, doorknobs):

Sanitize and disinfect generally used objects at least four times a day.

STUDENT AND TEACHER RESTROOMS & FAUCETS:

Staff member periodically throughout the day AND Cleaning Company at the end of each day:

Sanitize, deep clean, and disinfect

Common Areas (i.e. auditorium, Lunch tables, supply closets, hallways, stairs)

Staff member periodically throughout the day AND Cleaning Company at the end of each day:

Sanitize, deep clean, and disinfect

All classrooms will be disinfected as classes go out to their staggered recess and lunch times, as well as at the end of the school day. Each classroom and school office will have protective equipment and cleaning supplies for use and distribution as needed: extra masks, face shields, wipes for disinfecting, hand sanitizer, bleach spray, and paper towels.

All cleaning supplies will be in compliance with the approved disinfectants. Staff members, teachers, and our cleaning company have been trained in best practices for both cleaning and disinfecting. They have reviewed the latest guidance for cleaning and disinfecting public places.

In the classroom all students will have their own items. For example, students will have their own pencils, crayons, markers, scissors and a bag of classroom manipulatives. All items will be stored in the students' desks. If items have been shared, they will be cleaned between uses and all students will be required to wash their hands. Whenever possible, teachers will try to be "paperless" and submit assignments and work digitally to reduce contact exposure.

IHM will continue to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. They will teach and

reinforce use of cloth face coverings, masks, or face shields, as well as other social distancing protocols throughout the day.

Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application and using paper towels to dry hands thoroughly. Frequently scheduled mandatory hand sanitizing breaks or opportunities (especially for younger students) will occur at minimum:

- before and after eating
- after using the restroom
- after outdoor play

Staff are instructed to model and monitor frequent and proper handwashing. Handwashing is the preferred method for maintaining proper hygiene. There are restrooms and an extra sink upstairs, bathrooms downstairs, as well as two hand-washing stations outside. Approved hand sanitizers can be used as a substitute when hand-washing is not possible.

PPE EQUIPMENT

The school has secured PPE equipment for all students & staff members, such as face masks, hand sanitizer, wipes, no-touch thermal scan thermometers, disposable gloves, tissues, face shields, paper towels, soap, disinfectant, and cleaning supplies. All students are protected with desk partitions in each classroom.

SPECIFIC CHANGES AT THE SCHOOL LEVEL

- Closed Campus: NO non-essential people on campus.
- Cleaning Schedule: Increased sanitizing of high-touch areas (including bathrooms).
- Face Coverings: Everyone who enters the school grounds must wear face coverings on campus at all times (this includes the school yard). Parents should have on face coverings during all drop-offs and pickups, as well as when speaking through the front gate. Students may only remove their face coverings when eating.
 - Guidelines:
 - A face mask must be at least 2-ply cloth
 - Reusable masks should be taken home and cleaned daily
 - Any misplaced masks will be discarded after each day
 - Parents are responsible for teaching their children how to properly wear and care for their face masks
 - We require students to have at least two clean masks with them every day
- Students, parents, and staff must abide by health and safety guidelines: If students, parents, or staff do not abide by social distancing, mask-wearing, and other health and

safety guidelines to reduce the spread of COVID-19, disciplinary actions will be taken (i.e. asked to leave the premises).

- Those who are eligible for receiving the vaccine are highly encouraged to do so.

SPECIFIC CHANGES IN THE CLASSROOMS

- Social Distancing: Class activities will be structured to allow for as much social distancing as possible, including multiple recess and lunch periods, desk arrangements, desk partitions, etc.
- Multiple Recesses & Lunch Periods:
 - Recess/Lunch: Recess is a time for the students to leave the classrooms to enjoy the fresh air, use the restroom, wash their hands, and safely socialize with their friends from a distance. In addition, students will be able to engage in physical activities. Recess and lunch will be staggered. Students will eat and play in assigned play areas with only their own class. Staff will monitor that students are following proper protocols.
- Cleaning: high-touch areas will be wiped down several times a day. Disinfecting of students' work areas and classroom door handles, as well as other high-touch areas, will occur multiple times throughout the day.
- Ventilation: All doors and windows will be opened during the school day to provide proper ventilation and air circulation.
- Policies for safe shared use of electronic and instructional devices:
 - TK-1 will safely share devices:
 - iPads will be at their charging stations. They will be disinfected before and after use. Students will keep their personal headphones at their desks. They will also be disinfected with cleaning wipes before and after each use.
 - 2-8 will have one-to-one devices:
 - Assigned iPads will only be used by the individual student. Disinfecting of iPads will occur several times a day. iPads will be stored in the charging area and students can only access the cart one at a time.

SPECIFIC CHANGES AT DROP-OFF & PICK-UP

- Access to School Building:
 - Any non-essential personnel will be asked to refrain from entering school grounds. Majority of business can take place outside of the school grounds (i.e. Meetings can take place via Zoom, email, or phone. Payments can be made through SMART Tuition or 7-11 if making cash payments.)
 - Teachers & staff: will self-assess prior to entering the school grounds.

- Students: may only enter the school building after proper health checks THROUGH THE SCHOOL YARD DURING DROP-OFF or THROUGH THE FRONT GATES IF LATE OR WALK TO SCHOOL (social distancing).
- Drop Off:
 - Staggered times (get dropped off at the times of the YOUNGEST child):
 - 7:45-8:00: TK-2
 - 8:00-8:15: 3-5
 - 8:15-8:30: 6-8
 - All car drop-off must occur in the school yard. Cars enter through the Santa Monica gate, go through cones that will guide them through the yard, first three cars drop off kids (kids vacate on their own or parents can help quickly AFTER health screening), and exit through Alexandria gate. Parents are not permitted to stop or socialize on school grounds. Staff will perform temperature checks. If their temperature is 100.4 degrees Fahrenheit or above, they will be asked to leave. Health questions will also be asked at this time.
 - Students who walk must enter through the office after proper health and temperature checks. Parents may not enter with them. Doors should be locked at all times to ensure that they are buzzed in within social distance intervals.
 - If their temperature is below 100.4, students may enter the school premises and go to the classroom with masks, where their teachers will be.
- Morning Assembly: Morning announcements will be done in the classroom through the PA system.
- Dismissal: We will also have a staggered schedule for pick-up. Students will be picked up through a car line at the times indicated below. Parents and students will not be permitted to stop, gather, and socialize. Students who are walking leave through the front gate.
 - Staggered times (get picked up at the times of the YOUNGEST child):
 - 2:15-2:30: TK-2
 - 2:30-2:45: 3-5
 - 2:45-3:00 6-8
- Early Leave: When leaving early, parents must wait outside the front gate and use the intercom to ask the office for early pick-up. The student will go out the front doors where parents are waiting. The parent will scan the QR code at the gate and complete the quick form to electronically sign the student out.
- Tardies: When arriving late, only students will be allowed to walk through the front doors (after proper health and temperature checks). Parents must remain outside. The office will make note on SchoolSpeak of the tardy.

CHANGES AT HOME

- Lunch drop off is highly discouraged - Mmm Mmm Catering will provide lunch service this school year. Only water bottle usage is permitted as water fountain usage is off

limits. Students should bring a water bottle to school daily. There is a water bottle dispenser by the front office if they need to refill their water bottles.

- Parents will be strongly advised to monitor for symptoms at home and will be reminded to keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours. If anyone in the household has been in contact with anyone who tested positive or who has had COVID-19 symptoms, parents should take precaution and just keep their child at home for at least 10 days, including 72 hours fever free.
- Parents must notify school staff if they, their child, or any other household member tests positive for COVID-19. In such a situation, the student may not return to school until they are allowed to exit self-isolation or self-quarantine under the County Health Orders, as well as send the negative test result to the school office.
- Employees and students should have at least two clean face coverings each day.

HEALTH POLICIES FROM THE CDC

- Parents are responsible for screening themselves and their child at home for symptoms of COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell. Staff members are also responsible for screening themselves.
- Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 10 days, including at least 72 hours without a fever and improvement of other symptoms.
- Children will not be allowed to attend school if they or any household members have a fever of 100.4°F or above, or display other symptoms of COVID-19, as listed above. Children cannot return for at least 10 days, including 72 hours fever free. Students may be allowed to return sooner with a doctor's note unless the student is required to self-quarantine under the County's Public health order.
- Students, faculty, and staff with a fever of 100.4°F or above, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be separated from the cohort and put into the isolation room (former music room). Parent/guardian will be called immediately and student will be sent home. Parent/guardian will pick-up student through the school yard to reduce exposure to others.
- Parents must notify school if they, their child, or any other household member tests positive for COVID-19. In such a situation, the student may not return to school until they are allowed to exit self-isolation or self-quarantine under the County Health Orders.
- School staff will adhere to the same health guidelines as described for the students, including daily health screenings and a return-to-work policy that includes 10 days of isolation and being fever-free for at least 72 hours.

- State and County Public Health directives are updated frequently, and there will most likely be changes; we will make families, students, and staff aware of any adjustments as they change.
- Students, parents, and staff must abide by health and safety guidelines. If students, parents, or staff do not abide by social distancing, mask-wearing, and other health and safety guidelines to reduce the spread of COVID-19, disciplinary actions will be taken (i.e. asked to leave the premises).

COVID-19 CONTACT TRACING

- The school will monitor faculty, staff and students throughout the day for signs of illness. Students, faculty and staff with a fever of 100.4°F or above, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home.
- Any students, faculty or staff exhibiting symptoms will be placed in the music room in isolation until they can be transported home or to a healthcare facility as soon as practicable.
- When there is a confirmed case of COVID-19, the principal will report to the LADPH and Archdiocese of Los Angeles, who will support them in contact tracing, including identifying students and staff who have been exposed. Following the LADPH recommended protocol, the principal will communicate with exposed school community members using Schoolspeak, the school's Student Information System. Immediate quarantine of exposed employees and/or students will take place, as well as assurance of access to testing for all exposed individuals within the school as the basis for further control measures. The school will follow DPH guidance on "Decision Pathways" for persons who screen positive for symptoms prior to school entry or while at school: <http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>. School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.
 - A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
 - A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected

COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

- When there is a confirmed case, it is important that those infected follow these LA County Public Health protocols:
 - [http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/#:~:text=If%20you%20had%20symptoms%20and,medicine%20that%20reduces%20fevers\)%%20and](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/#:~:text=If%20you%20had%20symptoms%20and,medicine%20that%20reduces%20fevers)%%20and)
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-Case-Reporting-Directive.aspx>
- Disinfecting and sanitizing of all areas affected will begin promptly after a confirmed case.
 - Immediately following an exposure, the CDC recommends closing off areas used by the ill person and waiting 24 hours or as long as possible before beginning to clean and disinfect, opening doors and windows to improve air circulation.
 - After cleaning off any obvious dirt from the area, the cleaning crew will disinfect shared spaces using diluted household bleach, alcohol solutions with at least 70 percent alcohol, or household disinfectants effective against the coronavirus. Cleaning crews will wear gloves and wash their hands immediately after removing the protective gear.
- Students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 should be rapidly tested and must stay at home while waiting for test results. Students will have asynchronous work to complete at home and staff will be replaced with a substitute teacher until they have quarantined and negative results are provided back to the school.
- In the instance that our school experiences 3 or more positive cases of COVID-19 in a 14-day period, the compliance team will report it to the Department of Health by emailing ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. We may need to, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a partial or full campus closure. If this is the case, teachers will readily switch back to distance learning.

COVID-19 STAFF SCREENING PLAN

- Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible.
- If staff thinks they may be experiencing COVID-19 symptoms or have been exposed to someone who tested positive for COVID-19, they must call their primary care provider to schedule a COVID-19 test. COVID-19 symptoms include: fever, cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell. Negative test results will need to be provided after returning to work.