

# *St. Dominic Savio School*

## *Student/Parent Covid-19*



### *Protocol and Procedures*

### *For Modified In-Person Instruction*

### *2021-2022*

*This Covid-19 guidelines and expectations is for use by St. Dominic Savio School (SDSS) parents, students, faculty, and staff exclusively for school-related functions. It is not to be used for commercial or other purposes.*

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### ***Mission Statement:***

*As members of the Salesian Family at St. Dominic Savio School, the reason for our existence is to be leading Christians and distinguished learners. We are nurtured through the Catholic traditions as we celebrate the gifts of everyone; we are committed individuals who will prosper as tomorrow's leaders. We share in "the saving mission of the Church" and are dedicated to building a strong foundation in our lives through the teaching of St. John Bosco of Reason, Religion, and Loving-Kindness.*

### ***Philosophy Statement:***

*We believe that St. Dominic Savio School contributes to the development of the whole student. As Salesian educators we recognize the individuality and diversity of each child; using their God-given talents to serve others.*

*Following in the footsteps of St. John Bosco and the Salesian Family, our purpose as Salesian educators is to form partnerships with our parents; in the home, church, playground and school., to facilitate the academic education of our students and prepare them to be the future of our Church.*

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## **Code of Christian Conduct Covering Students and Parents or Guardians**

The students' interest in receiving a quality, morally based education can best be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in any student/parent handbook of the school. These Christian principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. Bullying at ANY level, among parents, students, faculty, and staff is unacceptable. It has no place in a Catholic school, and will be dealt with accordingly in a swift manner.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct, in a place where a school employee is required to be in the course of his or her duties, materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, student, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students, or parents and at a place—which is on school premises or public sidewalks, streets, or other public ways, adjacent to school premises or at some other place, where the principal or teacher is required to be at, in connection with assigned school activities—risks the continuation of his or her child in the school. These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). This includes negative postings about the school, faculty, staff, or administration on Social media. Such action will result in a warning and may lead to dismissal. The school reserves the

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right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

## **INTRODUCTION**

The purpose of this agreement is to provide guidance, information, and protocol for starting the 2021-2022 school year with in-person instruction, as given by the current state of the California Public Health Department and the Archdiocese of Los Angeles. Please read the following information carefully as this document will provide the most salient information that you need to know to help protect the health and safety of students, staff and families.

As we continue to follow the guidance from the Archdiocese of Los Angeles, California Department of Education and public health officials, St. Dominic Savio School will seek to lower the risk of contagion from COVID-19. We recognize that we cannot make the risk zero, but shall 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 County public health orders continue to modify conditions; we are not exempt from this. We must prepare to adapt to new modifications as they are mandated by public health officials.***

***St. Dominic Savio School in collaboration with the Department of Catholic Schools will continue to update you on future modifications to local county health orders as they pertain to PK-12 schools.***

The following is the link to the Los Angeles County Department of Public Health: [Los Angeles County Department of Public Health](#)

We know that students learn best in person and Distance Learning is a temporary measure, not equivalent to the rigor of the academic, social, and spiritual positives of in-school instruction. We currently have four plans to offer our families:

1. Full, on-campus instruction in whole class (Regular model)
  - a. Students return to campus all grouped together by grade, placed in the same classroom with the same teacher. School day will be from 7:55 am - 3:15 pm with drop-off from 7:15 am - 7:55 am. **Gates will close at 7:55.** Late students will need to

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enter school through the office gate on Foster Road. **Pick-up will be by the church (curbside). Fridays 1:50 pm dismissal.**

2. Full, on-campus instruction using split classes on campus (Split Model); (Hyflex)
  - a. Students will be grouped into cohorts. Students will alternate between in-person instruction with the homeroom teacher. While Cohort 1 attends classes with the teacher, Cohort 2 will be in Parish Hall/Youth Center taking Electives: Spanish, PE, Typing, Coding, Homework assistance. Mondays and Wednesdays will be Cohort 1 from 8:00am - 3:00 pm and Cohort 2 will attend instruction on Tuesdays and Thursdays from 8:00 am - 3:00 pm. Drop off will be from 7:00-8:00 am, gates (Church Entrance) will close, late arrivals will need to enter through the office gate on Foster Road.
3. Partial, on-campus and partial, off-campus instruction (Hyflex Model)
  - a. Students will be placed in Cohorts. While Cohort 1 is at school, Monday/Wednesday, Cohort 2 will remain at home for remote learning. When Cohort 2 is at school, Tuesday/Thursday, Cohort 1 is at home for remote learning. Friday's will be used for disinfecting, lesson planning, 1-1 needed tutoring, small group instruction, parent support and faculty meetings. Drop off will be 7:00 - 8:00 am. Late arrivals will go through the office on Foster Rd. Families not ready to have their child return to in-person instruction will have the option to continue Distance Learning from home.
4. Full off Campus - Distance Learning - Students will follow teacher's schedules as classes will stream through Zoom. Virtual lessons, activities, and discussions will take place as each teacher will provide students with follow up assignments, quizzes, and daily schedules for each class period.

**Note:**

**All students will move to distance learning in the event the school will be closed due to COVID-19 after reopening. Students will Zoom streaming of classes will begin daily.**

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**Maintaining Healthy Operations: The following strategies are designed to maintain a healthy school environment.**

The school has designated administrative members to be part of the COVID-19 Compliance Team. This team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is the designated liaison to DPH in the event of an outbreak on campus.

Name	Title
Maria Watson	Principal, COVID-19 Compliance Lead/DPH Liaison
Gerardo Hilario	COVID-19 Compliance Staff Support
Carol Godoy	COVID-Compliance Parent Support
Carol Godoy	COVID-19 Compliance Parent and Student Support

**School Procedures/Protocols:**

***When entering school grounds through the front office (Foster Road) we asked that all visitors (students/adults/) respect the following guidelines:***

- Wear face covering (mask, shield, both)
- Stay 4-6 feet apart from other people when waiting in the office line.
- Not enter the school unless told otherwise by staff.
- Attend school business at the window. Do not enter the office.
- Tardies/Late students will need to be dropped off. Parents will need to wait for office staff confirmation that the Temperature Check/Wellness Check Form (WCF) is complete.

**Staying Home when Appropriate (School/Parents Responsibility):**

- Students who are sick or who have recently had close contact with a person with COVID-19 are to stay home (absenteeism adjusted per COVID-19). Parents must inform/email the school office/teacher regarding sick child(ren) or child(ren) who had close contact with a person with COVID-19.
- Adhere/follow school policy and protocols.

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- If feasible, conduct daily health checks (e.g., temperature screening and/or or [symptom checking](#)) of staff and students.
- Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC’s supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC’s [General Business FAQs](#) for screening staff.
- Students/parents should stay home if they have tested positive or are showing COVID-19 symptoms. (***Please refer to the section: Notify Health Officials and Close Contacts***)
- Students/adults who have recently had close contact with a person with COVID-19 should stay home and monitor their health. [10 things to do to manage COVID-19](#)
- You may return after you have been cleared by medical note of clearance. Refer to the link for additional information [What is a health screening?](#)

**Morning drop-off/Afternoon Pick-Up Schedule/Procedures**

Grade(s)	Arrival time	Afternoon Dismissal/ Pick-up Time Monday-Thursday	Afternoon Dismissal/ Pick-up Time Fridays
TK -2nd	7:30 - 7:50 am	2:15 - 2:30 pm	1:15pm
3rd - 5th	7:35 - 7:50 am	2:30 - 3:00 pm	1:30pm
6th - 8th	7:40 - 7:50 am	2:45 - 3:15 pm	1:45pm

**Procedure/Drop Off/Pick-Up:**

- All student will be screened daily for wellness check/monitor 6 feet distance:
  - TK-Kinder parents will need to park their cars and walk their child/ren to the wellness check table. Parents must wear a mask and maintain social distancing while temperature is being taken.
  - 1st-8th grade students will begin by entering the church parking lot (stay in cars) and proceed to form a line next to the church curve side to be drop-off only. Parents will need to wait for WCF/Temp. Check is completed. (**See Attached Map**)
  - Students who are cleared from the morning temperature check will walk to their designated classroom.

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**Additional measures in use to ensure physical distancing**

- Temperature checks at gates starting at 7:00 am
- Adults remain in vehicles
- Gates will close at 7:50am (**NO EXCEPTIONS**)
- **Parents/Students must enter through Foster Rd. for school office business.**
- **Tardies/Late - Must enter through Foster Rd. front office gate.**

**Morning Care - Face Masked Required at all times**

Students will line-up 3-6 feet apart:

- TK - K: will go inside the classroom
- 1st - 4th: outside classroom doors
- 5th - 8th: black top area (Basketball area)

**Afternoon Pick-up Procedures**

- Afternoon pick-up procedures will begin with:
  - TK - 2nd grades at 2:15 - 2:30 pm.
  - 3rd - 8th grades 2:30 - 3:15 pm
  - Family (Oldest Child) may be picked up at the same time with prior knowledge of office and teachers.
- Cars will drive through the parking lot and students will be placed in cars. (Fiesta Dismissal)
- **Name and grade signs are to be placed on the dashboard to make identification of students easier during pick up.**
- Masks must be worn by person(s) in a car.
- Person(s) picking up need to stay in the car - students will only be released at the cars no release of students will be allowed at the gate. There will be **no congregation** at the gate by the parking lot or school office.

**Raining Day Pick-Up**

Grade(s)	Arrival time	Afternoon Pick-up Time	Afternoon Dismissal/ Pick-up Time Fridays
TK -2nd	8:00 - 8:30 am	1:30 - 2:00 pm	1:15pm
3rd - 5th	7:30 - 8:00 am	2:30 - 3:00 pm	1:30pm
6th - 8th	7:00 - 7:30am	2:30 - 3:00pm	1:45pm
Oldest Sibling	8:00 - 8:30 am	2:45 - 3:00pm	

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## Recess/Snack Procedures

### CHECK TEMPERATURE BEFORE RECESS

Stable Groups/Grade(s)	Time	Play Areas
TK Use classroom restroom	9:00 - 9:20 am	Play Equipment (M/W) Black top/grass area (T/Th)
K-1-2 Kinder/1st use restroom area 1	9:20 - 9:40 am	K-Play Equipment (T/Th) Black top/grass area (M/W)
3-4-5 3rd use restroom area 1 4/5th use restroom area 2	9:45 - 10:05 am	Play Equipment (M/Th) At big circle black top area - (M/T) Black top (M/W)
6th use restroom area 1	10:10 - 10:30 am	lunch bench (area 1 MW - area 2/T/Th) lunch bench (area 1 T/Th - area 2 M/W)
7th - 8th use restroom area 2	10:10 - 10:30 am	Rotations (Field/Black Top Areas)
<p><b><u>INSTRUCTIONS</u></b></p> <ul style="list-style-type: none"> <li>○ Students will be placed in small groups to play with equipment belonging to each class</li> <li>○ Split recess- Rotation daily/weekly Rotation Area</li> <li>○ Blacktop - rotation between grades</li> <li>○ Rotations in-between 1st and 2nd wing rotation between grades</li> <li>○ Grass Area - Rotation between grades</li> <li>○ <b>TEACHER TAKE STUDENTS TO WASH HANDS AFTER RECESS</b></li> </ul>		

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## Lunch Procedures

**CHECK TEMPERATURE BEFORE GOING TO LUNCH**

Stable Groups/Grade(s)	Time	Play Areas
<b>TK-K</b> TK use classroom restroom Kinder use restroom Area 1	11:00-11:30 am Lunch Area/Scattered	Play Equipment (M/W) Black top/grass area (T/Th)
1st, 2nd, 3rd 1st/2nd use restroom area 1 3rd use restroom area 2	11:35 - 12:10 pm Lunch Area/Scattered	1-Black top/grass area (M/W) 2 - Play Equipment (M/Th) 3 - at big circle black top area - (M/T)
4th - 5th Use restroom area 2	12:10 - 12:45 Lunch Area/Scattered	4 - Black top (M/W) 5- field(T/Th) Lunch bench area 1 Lunch bench area 2
6th-8th Use restroom area 2	12:45-1:15 Lunch Area/Scattered	6 - lunch bench (area 1 T/Th - area 2 M/W) 7/8 - Rotations (Field/Black Top Area)
<p><b><u>INSTRUCTIONS</u></b></p> <ul style="list-style-type: none"> <li>● Eating at outside benched area 6 ft apart (<i>eating in classroom on rainy days</i>)</li> <li>● Additional staff added to ensure adequate supervision and breaks for all staff</li> <li>● Monitor restroom breaks with disinfecting between times</li> <li>● Outdoor faculty eating area (staggered)</li> <li>● When eating, the mask and shields will be removed. Below is a link about masks! <a href="#">About Face Covering</a></li> <li>● Teachers will eat in their rooms/teachers are responsible for being on time to pick up students from recess/lunch areas to avoid overcrowding in restroom and outside areas</li> <li>● <b>TEACHER TAKE STUDENTS TO WASH HANDS AFTER RECESS LUNCH</b> <ul style="list-style-type: none"> <li>○ Clean and disinfect equipments daily/place equipment outside classrooms</li> </ul> </li> </ul>		

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**After School Care:** (if applicable) these rooms may change due to the amount of students in each cohort.

- Cohort by grades
  - TK/ K/1 - TK room
  - 2/3/4 - Library
  - 5/6/7/8 - Daycare room
- Outside Benches - for afterschool snack
- Designated sports equipment for each group
- No shared supplies, games, foods, etc.

**Office Procedures- Students, Parents, Visitors**

- Entrance through front gate - Foster Rd
- All office matters will be conducted at Office window
  - There is a marked six foot waiting line
- Exit through the front gate on Foster Rd.
- Students failing COVID-19 symptoms check or running a fever will be held in the office next to the Technology Room. Their families will be called for immediate pick-up. They may enter at the drive-in gate and be greeted by the Administration.
  - [Exposure Fact-Sheet](#) (LADPH)
  - [What if I'm Sick Fact-Sheet](#) (LADPH)
  - Public Testing guidelines and information would be provided based on residential areas.
- Provision of N95 masks for Faculty/Staff are in the office (*Supplies are limited*)
- Adjustments to school fees:
  - See Financial Obligations Sheet for Expectations 2021-2022 (On SchoolSpeak) not posted on School Website.
  - payment may be made by ACH or credit card. Call the office for information

**Hand Hygiene and Respiratory Etiquette**

- Teach and reinforce handwashing with soap and water for at least 20 seconds and monitor frequency.
- Staff will teach/ remind students of the need to cover coughs and sneezes with a tissue or inside elbow protection. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% ethyl alcohol can be used (for staff and older children who can safely use hand sanitizer)
  - Hand sanitizing areas are available to students and faculty in each classroom.

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- Hand sanitizing areas are located at each entrance of the school grounds, office, and faculty break room.
- Soap and water are available in restrooms, faculty rooms and school offices.

### **Respiratory Etiquette/Cloth/Face Shields**

If your school is requiring or encouraging the use of [masks](#), think about the following actions. Consider asking what steps your school will take to minimize the potential for students to be singled out or teased for wearing or not wearing a mask. [Appropriate and consistent use of masks](#) may be challenging for some children. Wearing masks should be a priority when it is difficult for students to stay 6 feet apart from each other (e.g., during carpool drop off or pick up, when entering the building or standing in line at school, or while on the bus).

#### **Masks should not be worn by:**

- Children younger than 2 years old
- Anyone who has trouble breathing
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance

#### **Actions to take and points to consider:**

- Have multiple masks, so you can wash them daily and have back-ups ready. Choose masks that
  - Fit snugly but comfortably against the side of the face
  - Completely cover the nose and mouth
  - Are secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction
  - Can be washed and machine dried without damage or change to shape
- Label your child's masks clearly in a permanent marker so that they are not confused with those of other children. Place 1-5 on different face masks for teachers to see the masks have been changed daily.
- Practice with your child putting on and taking off masks without touching the cloth.
- Explain the importance of wearing a mask and how appropriately worn masks reduce the chances of getting and spreading COVID-19.
- Consider talking to your child about other people who may not be able to wear masks for medical reasons (e.g., asthma).
- As a family, model wearing masks, especially when you are in situations where physical distancing is difficult to maintain or impossible.
- If you have a young child, help build their comfort wearing a mask and become comfortable seeing others in masks.

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- Praise your child for wearing a mask correctly.
- Put a mask on stuffed animals.
- Draw a mask on a favorite book character.
- Show images of other children wearing masks.
- Allow your child to choose their mask that meets any dress requirements your school may have.
- Suggestions from the [American Academy of Pediatrics](#)
- [external icon](#)
- Consider providing your child with a container (e.g., labeled resealable bag) to bring to school to store their masks when not wearing it (e.g., when eating)
  - [What hygiene practices are needed to limit the spread of COVID-19 in early care and education?](#)

### **Adequate Supplies**

- The school will support healthy hygiene behaviors by providing hand soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, cloth covering/face shields/masks (as feasible), disposable gloves, and no-touch trash cans.
- Parents will supply the students with a face mask or face shield, or both. Clean face mask to be worn daily. The school has adequate supplies of face masks for employees.
- The school will supply each classroom with their own supplies daily.
- Cleaning products are effective against COVID-19.
- Custodial staff has been trained and equipped with personal protective equipment as required by CDC guidelines.
- Cleaning of each classroom using an electro-static sprayer will take place at the end of the day and Friday when students are not on-campus.

### **Signs and messages**

- Post signs in highly visible locations (school entrance, school grounds, restrooms, screening station, front office, isolation room) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
- Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems

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- Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#))

### **Maintaining Healthy Environments-Cleaning and Disinfection**

<b>Category</b>	<b>Frequency</b>
Frequent used workspace(i.e., classroom office	At the end of each day
Appliances ( i.e., Refrigerator, microwaves)	Daily - used by adults
Electronics Equipment (i.e., copy machines, shared computers/devices, printers, telephones	At the end of each day.
General Used Objects ( i.e., handles, light switches	4 times a day
Student and teacher Restrooms	Twice a day
Faucets and sinks	Twice a day
Common Areas (i.e. Outside benches, conference rooms, library,)	After each use
<b>After school - using hand-held electro-disinfectant humidifier</b> <ul style="list-style-type: none"> <li>○ Ensure safe and correct use and storage of cleaning and disinfection products.</li> <li>○ Staff should ensure that there is adequate ventilation when using cleaning products</li> </ul>	

### **Shared Objects: Discourage sharing of items that are difficult to clean or disinfect**

- Keep each child’s belongings separated from others’ and individually labeled in parent supplied containers. Containers are to be taken home daily/Thursday for cleaning and disinfecting.
- Avoid sharing electronic devices, toys, books, and other learning aids as much as possible.

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### **Ventilation**

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, by opening windows and doors and air purifiers in all classrooms.
- The school's HVAC is in working condition.
- Air filters have been replaced as of August/2020.
- Teaching outside as much as possible ensures less contamination.
- Air purifiers will be in each classroom.

### **Water Systems (CLOSED)**

- Students/staff are highly encouraged to bring their own water bottle. Water fountains will be out of use.

### **Modified Layouts**

- Space seatings/desks at least 3-6 feet apart
- Turn desks to face in the same direction or have students sit on only one side of tables, spaced apart.
- Markings (i.e., making or painters tape) on classroom floors to promote distancing and placement of desk
- Marked path for entrance and exit on to campus, classrooms, and restrooms.
- Increased ventilation (opening window and doors, weather permitting)
- Air purifier in all classrooms.
- Increased sanitation measures throughout the day with additional in-depth cleanings at the end of the school day or as needed.
- One way traffic in the classroom to have less contact in classrooms, restrooms, and inside classrooms.

### **Physical Barriers and Guides**

- TK - 2nd classrooms have plastic barriers on student's/teacher desks.
- 3rd - 8th grade teachers have plastic barriers on teachers' desks/ podiums.
- Teacher desk 3 - 6 feet from closest student desk
- Modified social distancing between student desks (3-6ft whichever is feasible)
- Utilize outdoor areas as frequently as possible (outdoor classroom)
- Temperature check prior to recess/lunch
- Plastic partitions between bathroom sinks and urinals
- Hands free hand sanitizer stations.
- Air purifiers in each classroom
- Signs/guides for creating "one-way traffic" in walkways
- Close communal use shared spaces such as playground area

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### **2021-2022 Adjustments to school fees**

- See Financial Obligations Sheet for Expectations 2021-2022
- Payment may be made by ACH or credit card. Call the office for information
- **Savio Lunch Program** - see schoolspeak for information

### **School Events/Mass**

- All events involving adults are cancelled
- We will livestream school events when possible
- We will coordinate with Fr. Mike to ensure the Sacraments are available for our students when it is feasible
  - This is dependent on state and local restrictions and guidelines
  - Parents will be notified when new school events will be scheduled in keeping with state and local guidelines.

### **Food Service - Not Applicable at this time.**

- St. Dominic Savio families will have the opportunity to purchase snacks and lunch from the Savio Lunch Program. See Schoolspeak for purchasing information.
- **No drop off of snacks/lunches will be allowed.**
- If food service is catered at any event, school pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the [safety of children with food allergies](#).
- We will not be hosting birthday celebrations at this time.

### **Visitors**

- Use of face coverings/shields is required of all visitors and all adults must be worn while on school grounds at all times. **SDSS will strongly reinforce/remind guidelines to all visitors and may be asked to stay off campus for the safety of students and staff.**
- Avoid congregating on school grounds (school yard, parking lot, near classrooms, etc.)
- Visitors/adults must report to the school office or call the school ahead of time if a student is to leave early. **(562) 866-3617**
- Limit any nonessential visitors, volunteers, and activities.

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## **Small Groups (Cohorts)**

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Physical Education classes will be outdoors.
- Limit mixing between groups if possible.
- Take daily attendance whether students are in-person.
- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible per CDC/LACDPH) guidelines.
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and school-wide parent meetings.
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities. **(Additional information to follow per CYO guidelines)**

## **School Exposure Plan**

### **Preparing for When Someone Gets Sick**

- All staff members know how to communicate with Administrators if they have symptoms.
  - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have **symptoms** of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with **health information sharing regulations for COVID-19** (e.g. see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA). Administration understands and will follow the Los Angeles Guidelines and CDC Guidelines for reporting.
  - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation). <http://publichealth.lacounty.gov/media/Coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf>
  - Sick staff members or students should not return until they have met CDC’s [criteria to discontinue home isolation](#)

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### **Surveillance Testing for Staff**

- SDSS will conduct surveillance testing, during which time 25% of the staff will be tested for COVID-19 every two weeks. Therefore, every 2 months, the entire staff will have been tested and the results of the test will be kept in a binder in the Principal's office. Positive surveillance testing results will be shared with the Department of Public Health. Employees will be given time to get tested. Testing is free at the Bellflower City Hall. This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

### **Isolate and Transport Those Who are Sick**

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- Establish procedures for safely isolating (staff/students) and contacting parents per ADLA parent-student handbook guidelines. If calling an ambulance, parents will be notified and the school will alert them that the person may have COVID-19 per ADLA guidelines

### **Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#).
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children.

### **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), Archdiocese of Los Angeles (ADLA), staff, and families

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immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)

- Maria Watson, administrator, is the contact person for the local health department. 562-866-3617
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

### **Plans for Full or Partial School Closure**

Should the school or community have a COVID-19 outbreak, the school will close depending on the level of outbreak (3 cases - one in different classrooms as stated in the protocol) If it is determined to do so, staff and administration will remain on campus to instruct their students remotely over Zoom. If it is determined unsafe for the staff and administration to physically be on campus, a full school closure will take place during which time all students and employees will work remotely.

### **Protections for Staff and Children at Higher Risk for Severe Illness form Covid**

The school will offer options for staff at higher risk and severe illness(including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk, when feasible.

The school will offer options for students at higher risk of severe illness that limit their exposure risk ( e.g., virtual learning opportunities)

- Students failing COVID-19 symptoms check or running a fever will be held in the office next to the Technology Room. Their families will be called for immediate pick-up. They may enter at the drive-in gate and be greeted by the Administration.
  - [Exposure Fact-Sheet](#) (LADPH)
  - [What if I'm Sick Fact-Sheet](#) (LADPH)
  - Public Testing guidelines and information would be provided based on residential areas.

### **Support Coping and Resilience**

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- National distress hotline:1-800-985-5990, or text TalkWithUsto 66746

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### **Other Essential Activities**

The need may arise for students and/or parents to visit campus to take care of essential business, such as picking up or dropping off materials, taking yearbook photos, or touring the campus. When such essential visits must occur, the ...should be by appointment to avoid any unnecessary gatherings and lines of people. Additionally, all social distancing protocols must be maintained, and masks must be worn at all times.

Below is the guidance regarding school visits from the Los Angeles County Department of Public Health:

- Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public restrooms to the extent feasible. Visitors are not permitted to interact with any cohorts.

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- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- National distress hotline: 1-800-985-5990, or text TalkWithUsto 66746

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A copy of this protocol is posted on the school's website:

- school website: <https://www.stdominicsaviobellflower.org>  
OR
- SchoolSpeak: <https://www.schoolspeak.com>

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**Signage is posted throughout the school reminding staff and students of policies concerning physical distancing, use of coverings, and importance of handwashing. Sample signage can be found on our school website. Signage are also posted at each public entrance of the school informing visitors regarding the protocols and warnings.**

The Department of Catholic Schools will continue to update you on future modifications to local county health orders as they pertain to PK-12 schools. However, it is imperative that schools regularly monitor county public health orders as well. The following are links to the three county public health departments in the Archdiocese of Los Angeles:

- Los Angeles County Department of Public Health  
<http://publichealth.lacounty.gov/media/Coronavirus/>
- Ventura County Department of Public Health  
<https://www.venturacountyrecovers.org>
- Santa Barbara Department of Public Health  
<https://publichealthsb.org/health-officer-orders/>
- Centers for Disease Control and Prevention (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- American Academy of Pediatrics  
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools>

### **COMMUNICATION TO THE CAMPUS COMMUNITY AND THE PUBLIC**

Information for all parents and students can be found within this document as well as posted to the public school website and the student information system, SchoolSpeak.

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
- Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.
- Who to contact at the school if a student has symptoms or may have been exposed.
- How to conduct a symptom check before a student leaves home.
- Required use of face coverings.
- Importance of student compliance with physical distancing and infection control policies.
- Changes in academic and extracurricular programming in order to avert risk.
- Changes in school meals in order to avert risk.
- School policies concerning parent visits to school and advisability of contact with the school remotely.
- Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.
- A copy of this protocol is posted at all public entrances to the school.

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- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

### **ENSURANCE OF EQUITABLE ACCESS TO CRITICAL SERVICES**

- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.
- All events involving adults are cancelled/livestreamed
- Service Hours are not currently required until further notice
- Liturgical and Mass Procedures
- Daily Prayer (virtual)
- Monday morning prayer and weekly announcements (virtual)
- Weekly Mass live streamed for students on Friday (12pm)
- This is dependent on state/local restrictions and guidelines

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. Maria Watson, Principal

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