

Our Lady of the Rosary School



COVID-19 Addendum to the Family Handbook

Waiver to Return to In- Person Instruction

2020- 2021

Revised 11/4/2020

Fully Accredited By:

Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC)

"The Best Faith-Filled Education & Academic Excellence for Every Student"

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The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus.

Return to Campus

As we began the year in distance learning, our faculty and staff were busy preparing our campus for the eventual return to in-person instruction. On [November 2020] our school applied through the county for a waiver to allow in-person instruction for grades TK -2. On [insert date], the county approved the request. We are excited to share that our campus will reopen for in-person instruction on [insert date] for students in grade TK-2. While we wish that we were able to welcome back all our students, due to the waiver guidelines, students in 3rd - 8th grade will remain in distance learning. However, the teachers will continue to provide an excellent instructional environment and prepare for when we can welcome them back to campus.

Re-Opening Safety Measures

Once we are permitted to return to in-person instruction, we want to ensure that we do it in the safest way possible. The purpose of this document is to indicate the various safety measures that will be put into place in response to the COVID-19 Pandemic. The measures outlined in this document are intended to keep all students and staff on campus as safe as possible while providing a quality Catholic education.

The following measures are subject to change and update as needed per the guidance of ADLA and County Public health officials. Should such changes take place, families will be notified by the school administration. [Consideration for K-12 schools: Readiness and Planning Tool Link](#)

Academic Planning

Our Lady of the Rosary School's faculty and staff are committed to providing a quality academic environment for its students. Since we cannot fully open the school will implement the Hybrid model for instruction. The Hybrid Learning Model where 100% of students are learning, and 50% are in school because of the need for a restrictive environment due to social distancing requirements. Hybrid learning is a way of combining traditional classroom experience and digital course delivery that emphasizes using the best option for each learning objective.

Steps taken to modify IEPs and 504 plans to ensure students safety. The school has also applied for specialized support services for high need students. Currently the school has less than 10% of students who qualified for this service. The school has reached out to the parents that their child may come on campus and put into a cohort so that their given the proper support to complete their assignments. The school will follow the guidelines in regard to cohorts, face mask, social distance, and the disinfecting areas being used by students.

Office Schedule The office will be open from 7:45 am to 3:30 pm Monday through Friday.

Visitors Guidelines

Anyone other than Postal Carriers, UPS, or Federal Express must adhere to the following guidelines:

Visitors should prescreen by taking their temperature at home before coming to Our Lady of the Rosary School. Visitors need to call Our Lady of the Rosary School office to make an appointment for any in person matter and answer some health screening questions. We encourage visitors to handle matters remotely. Visitors upon arriving at the office will have their temperature checked. Visitors and all other adults must always wear face coverings. The office will provide a face covering for anyone that has forgotten or lost their mask.

Exception

Material Pick-Up Day, Special Events, Family Emergency

No phone call is necessary, but please screen yourself.

Always wear a mask. Wash your hands before taking and dropping off materials. Practice social distancing if there is a line at the pick-up spot.

Schedules

The school schedule, once we reopen, will be modified to allow for social distancing. The goal is to minimize contact with others to the extent possible in a school setting.

On-Campus Schedule for Grades TK to 2

We will offer in-person instruction for students in grades TK-2. Based on the guidance from public health, students will be grouped in cohorts by grade-level to allow for social distancing.

Distance Learning Option for TK to 2

We will continue to offer distance learning for on-campus TK-2 grade students that may opt to not return to campus or may be required to stay at home due to illness or quarantine. We will utilize research-based blended learning instructional models to simultaneously support students on-campus and at-home. The models may vary based on teacher and grade-level, but include station rotation (students “rotate” through stations on a fixed schedule) and flipped classroom (students access pre recorded videos for the model/lecture and teachers use class time for teacher-guided practice and projects.

Distance Learning for Grades 3 and 8

Due to waiver guidelines, students in grades 3 and 8 will remain in distance learning. We are committed to continuing to provide a robust distance learning program for these students.

Attendance

Student attendance will continue to be taken daily.

- For students **on-campus**:
 - Attendance will be taken by the teacher and recorded in the school student information system SchoolSpeak.
 - If your child is scheduled to be on-campus and will be out for any reason, please call the office by 9:00 am to report the absence.
 - If your child needs to be at home for an extended period due to quarantine, the student will participate in instruction through distance learning. It is your responsibility to communicate and coordinate this with the child's teacher(s). If your child needs to be at home for an extended period due to illness, please coordinate with the administration and teacher.
- For students **at-home** (whether due to cohorting or distance learning):
 - Attendance will be taken at the beginning and end of each virtual class session. There also needs to be some evidence of completed student work to be marked “present” for the day.
 - Teachers will record attendance by for each virtual session and record it in the school student information system. An email will be sent to parents to notify them of the absence for the session.
 - If your child is unable to participate in the day's at-home learning due to illness or other reasons, notify the school's office and teacher so we can document the reason of the absence on the child's record.

Communication

We will continue to primarily communicate through two systems:

- SchoolSpeak - Our Student Information System (SIS) is used to manage student records of the school and communication with families.
- Google Classroom, Seesaw and Class Dojo - Each classroom will continue to use a Learning Management System (LMS) to communicate and

organize student learning. Teachers will communicate with students through this platform

- For students **on-campus**, assignments will be accessed using the LMS under teacher direction and guidance.
- For students **at-home**, weekly assignment schedules will be posted on Google Classroom, Seesaw and Class Dojo by the teacher.
- Parents are asked to communicate with teachers via email for formal concerns and for clarification through messages on Class Dojo. Parents can also make phone or video conferencing appointments. Please remember that the teachers' priority is time with the students. Now that most of our teachers will be engaged in on-campus instruction, they will likely not be able to respond during school hours. However, teachers will respond as soon as possible, but within 24 hours.
- The school administration will continue to provide a weekly newsletter of upcoming events by the end of each week. School information/forms will be posted on SchoolSpeak and Class Dojo.

Technology and Device Use

All students, whether on-campus or at-home, are expected to follow our Acceptable Use and Responsibility Policy that was signed as part of the beginning of year paperwork. The [Archdiocesan Acceptable Use and Responsibility Policy \(linked here\)](#)

- **On-campus** students will continue to utilize technology to engage in learning. Following health and safety guidelines, students will need to clean their devices with a disinfecting wipe. If your child was issued a school device, he/she is expected to bring it to school daily. It is the student's responsibility to charge the device each afternoon/evening at home and bring it to school fully charged. It is helpful to turn off the device after charging to minimize the drain on the battery.
- We recommend that students purchase their own portable charger and an iPad stand.

The Plan includes, but is not limited to the following elements:

COVID-19 Health & Wellness Protocols

To minimize the risk of COVID-19 transmission on our campus and comply with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and support.

At-Home Health Screenings

Parents are strongly advised to monitor for symptoms at home and be reminded to keep sick children at home until they are symptom free including but not limited to fever, cough, runny nose, vomiting, sore throat, chills, shortness of

breath, body aches, diarrhea, headaches, etc. Children who are sick must remain home until they are fever/vomit free for a minimum of 24 hours without any medication. (Temperature should be below 100.4 degrees Fahrenheit.) Parents/guardians are asked to be cautious for the safety of all. [Daily Home Screening for Students Link](#)

At-School Screenings

Before entering campus, all students and teachers/staff will be required to engage in symptom screening and temperature check with a no-touch thermometer. All students will respond to a brief health screening protocol. The screening will include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing. Daily health checks will be performed on-site. The teachers will monitor for signs of illness throughout the day. [The school will use a Daily Screening for Students Checklist and the Checklist for Planning In-person Class provided by the Screening Students for Symptoms CDC link.](#)

The Health Screening Questionnaire

1. Do you have trouble breathing?
2. Are you or any of your siblings coughing, vomiting, or have fever?
3. Have you or anyone in your house traveled anywhere recently?
4. Have you come in contact with anyone who has been diagnosed with COVID-19 in the last 14 days?
5. Have you or your siblings received any medicine on the last day?

Arrival/dismissal

We have created arrival protocols that will allow us to efficiently screen students and reduce large gatherings.

1. The use of the car line will enable the parents to drive through and drop off/pickup their children at a location where they can be watched as they walk to their classrooms. Drop offs/pickups are divided into zones to minimize contact. Zone: drop off TK-4th Zone 2: 5th -6th
2. Students walk to the classroom and line 6 feet apart from each other. Each classroom teacher will take their students' temperature, ask screening questions, provide sanitizer, and then students that are clear will go directly into their classroom.

If a child has a temperature, the teachers will radio the school office, and the child will go directly to the isolation room.

Arrival Schedule

Grade	Drop off Time
TK	8:00 am to 8: 15 am
K	8:00 am to 8: 15 am
1 st	8:00 am to 8: 15 am
2 nd	8:00 am to 8: 15 am

Dismissal Schedule

We have created dismissal protocols that will allow us to dismiss students and reduce large gatherings efficiently.

1. Parents will drive-thru and pick up their children like the way that they were dropped off.
2. Parents will place their family name on the dashboard of their car during pick up.
3. The supporting staff will radio the teachers to notify which students needs to go to the carpool lane.

Grade	Pick up Time
TK	2:45 pm to 3:00 pm
K	2:45 pm to 3:00 pm
1 st	2:45 pm to 3:00 pm
2 nd	2:45 pm to 3:00 pm

Cohorting

How students will remain in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of their cohort.

Our Lady of the Rosary School will have students remain in their grade level with the same teacher for grades TK to 2nd throughout the school day to reduce infection possibilities. Desks are facing one direction and six feet apart. Students will store books and supplies in their backpack. When necessary, students will engage in physical activity six feet apart.

Our large campus, over one city block, allows for multiple play areas for each cohort. Each cohort will be assigned a specific play area on campus so that

cohorts do not mix. Equipment will be assigned to each cohort. They will not share equipment with other cohorts. They will remain in their designated cohort area during recess and lunch to minimize contact. Lunch tables will be disinfected after each use. Students will remain with their own cohort during recess and lunch playtime. All staff and faculty will help with yard and lunch supervision.

Recess

The students will be allowed to eat their snacks, while maintaining social distancing. Students will play and eat outside. Students will wear masks when playing, but they may remove them when eating. On rainy days, students will eat in their classroom. Snacks will be provided by their parents.

Lunch

The different eating times will enable us to easily social distance and allow for the students to be comfortable while eating and talking. Students will play and eat outside. Students will wear masks when playing, but they may remove them when eating. Lunch will be provided by their parents and put in a lunch box.

Scheduled restroom breaks for mandatory handwashing, recess, and lunchtimes.

Grade	Primary Restroom Breaks and Hand Washing			
TK	9:30 am	11:30 am	12:15 pm	2:00 pm
K	9:35 am	11:35 am	12:20 pm	2:05 pm
1 st	10:00 am	12:00 pm	12:45 pm	2: 10 pm
2 nd	10:05 am	12:05 pm	12:50 pm	2: 15 pm

Grade	Wash Hands & Eat Snack	Recess & Wash Hands	Playground Area in the Field
TK	9:30 am	9:45 am -9:50 am	Area #1 Jungle Gym
K	9:35 am	9:45 am -9:55 am	Area #2 Soccer
1 st	10:00 am	10:15 am- 10:20 am	Area #2 Soccer
2 nd	10:05 am	10:15 am -10:25 am	Area #3 Baseball

Grade	Wash Hands & Eat Lunch	Recess & Wash Hands	Playground Area in the Field
TK	11:30 am	11:00- 12:15pm	Area #1 Jungle Gym

K	11:35 am	11:00- 12:20 pm	Area #2 Soccer
1 st	12:00 pm	12:30- 12:45 pm	Area #2 Soccer
2 nd	12:05 pm	12:30- 12:50 pm	Area #3 Baseball

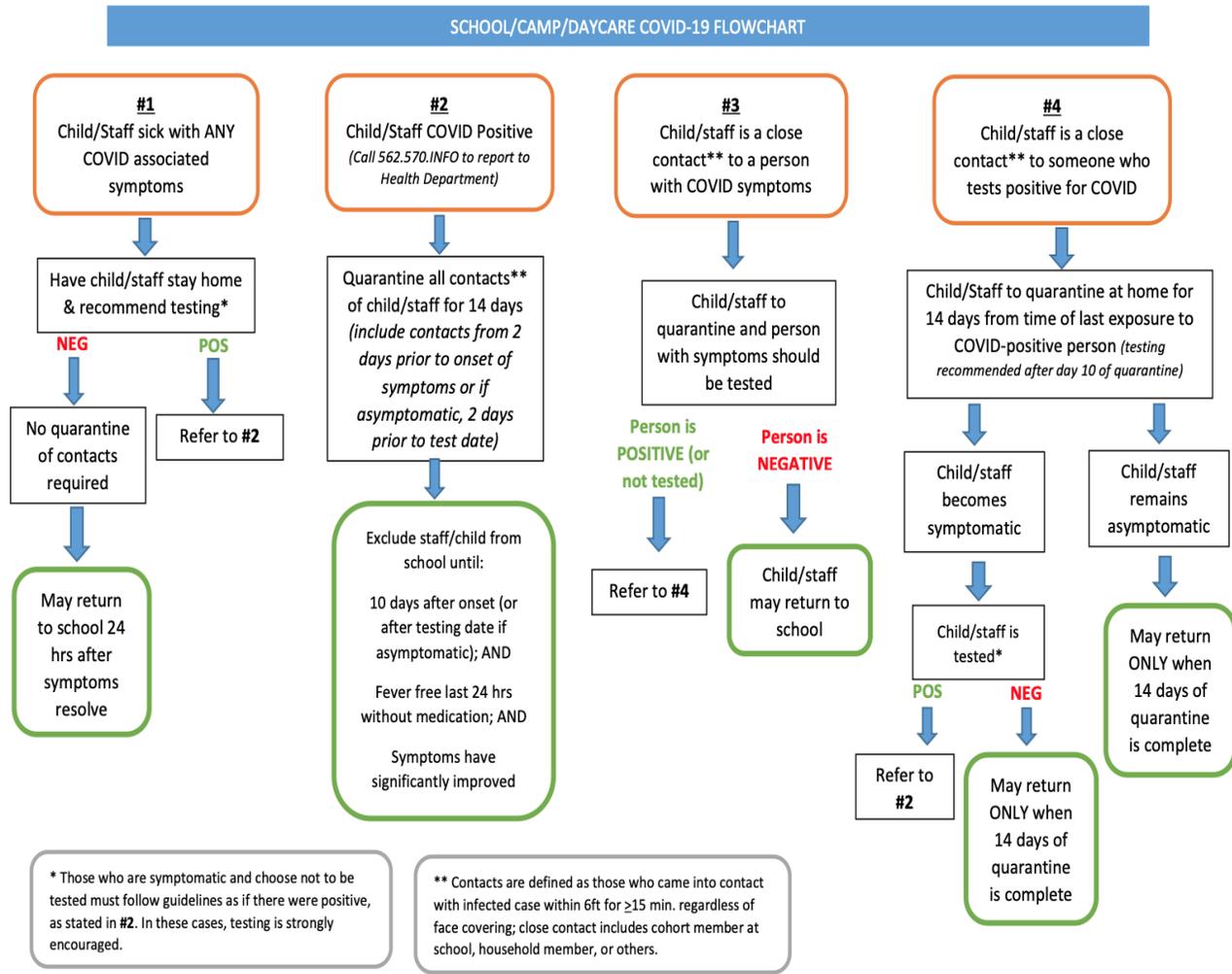
The school has developed several strategies to prepare for when someone gets sick.

Symptom Monitoring

If a student experiences symptoms during the school day, the teachers and staff will follow the school plan to isolate and contact the family.

The administration will monitor faculty, staff, and students throughout the day for signs of illness. Students, faculty, and staff with a fever of 100.4 degrees or higher, who show coughing, fatigue, or shortness of breath, or display other COVID-19 symptoms will be sent home.

Any students, faculty, or staff exhibiting symptoms will immediately be required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as possible. The Holy Spirit room is designated as the isolation room. Families will be directed to the [community-related exposures link](#) on information about the next steps to get their child the appropriate care they need. The student/staff member will be confined to the Isolation Room until they can be transported home or to a healthcare facility as soon as practicable. The person will be sent home as quickly as possible and the area that the person came in contact with will be cleaned and disinfected after the 24-hour wait time that has been established by the CDC. We will follow established guidelines for triaging students in the office, recognizing that not all symptoms are COVID-19 related. Parents/Guardians will be advised that students are not to return until they have met CDC criteria to discontinue home isolation, if identified as positive for COVID-19. If a positive case is verified, a member of the school's COVID Compliance Team will follow all county public health procedures and notify the [County of Los Angeles Department of Public Health](#) and Los Angeles Archdiocese immediately and complete the [ADLA COVID-19 Report Form & Instructions](#) to report to the Archdiocese.



Updated 10/13/2020



Reporting Positive Cases

If we have a confirmed case of COVID-19 in our school community, we will adhere to the reporting protocols set forth by the CDPH.

Handling a Positive Case of COVID-19

As stated above, anyone who displays COVID-19 symptoms will be sent home immediately and all areas that the person was in or near will be disinfected. If a positive case is verified, a member of the school's COVID Compliance Team will follow all county public health procedures and notify the County of Los Angeles Department of Public Health and Los Angeles Archdiocese immediately and complete the ADLA COVID-19 Report Form & Instructions to report to the Archdiocese.

Our Lady of the Rosary School will follow the protocols and guidelines from the archdiocese, including notifying public health officials and quarantining

students and staff, as necessary and support them in contact tracing including identifying students/staff who have been exposed. The principal will communicate with exposed school community members using SchoolSpeak, the school's Student Information System. All affected areas will be thoroughly cleaned and disinfected. In the instance that our school experiences multiple positive cases of COVID-19 in a 14-day period, we may need to, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a partial or full campus closure

Covid-19 Compliance Team

Name	Title
Vanessa Rivas	COVID-19 Compliance Lead DPH Liaison
Viridian Vargas	COVID-19 Compliance Staff Support
Maribel Deleon	COVID-19 Compliance Parent and Student Support

Covid-19 Compliance Team is responsible for: establishing and enforcing all COVID-19 safety protocols. Ensuring that staff and students receive information about COVID-19 and serving as a liaison to the Department of Public Health in the event of an outbreak on campus.

As stated above, isolation will occur in the Holy Spirit Room when students exhibit symptoms. All affected areas will be thoroughly cleaned and disinfected. Our Lady of the Rosary School will follow the local public health agency's specific protocols and sample communications.

The School will Isolate Those Who are Sick

Students and staff should not come to school, and they should notify school officials 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.

The school will 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.

The school will designate the Holy Spirit Room as the isolation room or area to separate students who have been exposed to COVID-19 symptoms but do not have symptoms.

Responding to Positive Cases Protocol

After a confirmed case is reported, specific safety protocols must be

followed, and the information about the case(s) will be appropriately shared with the school community.

A. When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, we will implement the following steps:

1. Contact LACDPH Community Health Nurse/Disease Control and report it.
2. Isolate the case and exclude from the school until criteria for a return have been met.
3. Send the school community notification of a known COVID-19 case.
4. Identify contacts, quarantine, and exclude exposed contacts (i.e., likely the entire cohort) for 14 days after the last case was present in the school while infectious.
5. Recommend testing of contacts and prioritize symptomatic contacts. (Testing does not shorten the 14-day quarantine period).
6. Disinfect and clean the classroom and spaces where the known case spent significant time. Waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
7. The rest of the school will remain open depending on the cases.

Notify Health Officials and Close Contacts

In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)

The school will 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.

Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

Plan for Full or Partial School Closure

Should a COVID-19 outbreak occur in the school or community, the school will close depending on the level of outbreak. If it is determined safe to do so, the school 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.

For Partial School Closures

If a student tests positive, the positive student will be put in the isolation room. The rest of that cohort will remain together and transfer to an area outside or in a classroom that is not being used. The affected cohort will wait in the new classroom/area until they can be picked up and begin quarantine. We will close off the area used by the person with COVID-19 for a significant amount of time. If possible, wait up to 24 hours before beginning cleaning and disinfection. If it is determined that no other cohorts are affected, in person learning will continue for them.

For Full School Closures

If there are three or more cases of flu, cold, or other symptoms relating to COVID-19 the school will notify the Department of Public Health for advice on how to safely proceed with in-person learning. It may be determined by the department of public health if a full closure is needed.

Surveillance Testing for Staff

The school 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 for COVID-19. A digital schedule of testing dates has been created and the results of the test are kept in a binder in the office. Positive surveillance testing results will be shared with the Department of Public Health.

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

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. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.

The following FAQs build on the Interim Guidance for Businesses and Employers and Guidance for Critical Infrastructure Workers.

Clean and Disinfect

Our Lady of the Rosary has acquired sufficient cleaning and disinfecting materials to allow for cleaning of common areas and surfaces throughout the day.

Category	Frequency
Workspace (i.e. classrooms, office)	At the end of each use and day
Appliances (i.e. refrigerators, microwaves)	Daily

Electronic Equipment (i.e. copy machines, share computers/ devices, printers)	At the end of each use and day
General Used Objects (i.e. handles, light switches)	At least 4 times a day
Student and Teacher Restrooms	Twice a day
Common Area (i.e. Faculty Room, Parish Hall,)	At the end of each use and day
Front Office	At the end of each use and day
Lobbies Entry area	Twice a day

Commonly touched surfaces, such as doorknobs and railings, will be disinfected frequently throughout the day.

All working surfaces and shared objects will be sanitized after each use.

Custodial staff will do a thorough cleaning of every classroom daily.

Teachers and staff will disinfect classroom common areas and objects throughout the school day.

The chart above includes a reference guide for the frequency of cleaning and disinfecting. All cleaning supplies comply with the lists of approved disinfectants.

The school will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting.

The school will clean and disinfect immediately if an area is contaminated by a student confirmed with COVID-19. If a student tests positive, the students in the cohort will remain together in their classroom until they can be picked up and begin quarantine.

Hybrid/ HyFlex Learning Model

The school will instruct in a hybrid model, during which time the students in Cohort 1 will work remotely two days a week while the students in Cohort 2 are learning in person. The following two days, Cohort 1 will learn in person while Cohort 2 is learning virtually

In person class sizes will not exceed 12 students and 2 adults. Classrooms are equipped with new HVAC systems to allow for proper air ventilation. Large windows in class will remain open, weather permitting.

Parents who choose to keep their child at home will be offered a virtual learning model.

The school will assign days for each cohort. The arrival and drop-off times are assigned by locations of the cohort.

Hybrid / Hyflex Schedule Grades TK-8				
Grade	Day and Time	Qty of Students	Remote Qty Students	Teacher
TK	8:00 am to 3:00 pm	12	0	Ms. Fletes
K	8:00 am to 3:00 pm	12	3	Ms. Diaz
1st	M/Tu 8:00 am to 3:00 pm	9	9	Ms. Llamas
1st	Th/Fr 8:00 am to 3:00 pm	9	9	Ms. Llamas
2 nd	M/Tu 8:00 am to 3:00 pm	8	7	Mrs. Garcia
2 nd	Th/Fr 8:00 am to 3:00 pm	8	7	Mrs. Garcia

Gatherings, Visitors, and Field Trips

The school will 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.

The school will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

The school will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

The school will pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities.

Use of school facilities for non-school purposes (community meetings or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.

Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.

Recognize Signs and Symptoms

The school will conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students.

Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a preselected isolation space where they can remain while arrangements are made for their return home.

These checks will be done in person upon the employees' arrival.

Visitors are not permitted to come in contact with other students or parts of the school. Visitors are only permitted in the school office.

Face Mask Covering

The use of cloth face coverings and shields will be an important measure in helping to keep students and staff safe while on campus. The Our Lady of the Rosary School staff will take time to educate students on the appropriateness of face coverings, but the need for reinforcement at home is crucial to our success. As parents/guardians are the primary educators of their children, we want to ensure that we are in this partnership together. Additionally, because of the personal nature of face coverings, each family is responsible for procuring face coverings for their child(ren), and for making sure the face covering is cleaned regularly. Students in grades TK-8 must wear a mask. Face Shields are optional to wear on top of the face mask. The CDC does not currently recommend use of face shields as a substitute for masks.

Mask Covering Protocols

The teachers and staff have developed procedures to help support the proper wearing of face coverings and hygienic storage during snack and lunch.

Staff and students must always wear cloth face coverings while on the school grounds. Face shields may be worn in addition to the cloth face covering.

Those wearing the cloth face covering must refrain from touching the face covering and must wash their hands frequently.

Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.

The California Department of Public Health (CDPH) states that face coverings are required for all persons on campus, within reason.

Age	Face Covering Requirement	
Under two years old	No	
Two years old – 2nd grade	Strongly Encouraged <i>Face coverings are strongly encouraged if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.</i>	For LA County – Yes, unless exempt <i>All students over age two are required to wear cloth face coverings while on school property except while eating, drinking, or carrying out other activities that preclude the use of face coverings.</i>
3rd grade – High School	Yes, unless exempt	

Links below for:

- [proper use of face coverings](#)
- [removal of face coverings](#)
- [washing of cloth face coverings](#)
- [Learn about symptoms and what to do if you are sick](#)
- [Guidance for care of children with symptoms of Covid-19](#)

Hand Hygiene

Staff and students must wash their hands with soap and water for at least 20 seconds throughout the day. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and children who can safely use hand sanitizer). [Promoting Hygiene at school Link](#)

Frequently scheduled mandatory handwashing breaks or opportunities (especially for younger students) will occur at minimum:

- before and after eating
- after using the restroom
- after outdoor play
- before and after any group activity.

Students and staff have been trained to frequently wash their hands, practice proper hygiene, and keep social distancing. The school has installed hand washing stations throughout the school.

With handwashing the preferred method for maintaining proper hygiene and safety, staff will model and monitor handwashing and social distancing protocol.

Schedule for Handwashing

Grade	Primary Restroom Breaks and Hand Washing			
TK	9:30 am	11:30 am	12:15 pm	2:00 pm
K	9:35 am	11:35 am	12:20 pm	2:05 pm
1 st	10:00 am	12:00 pm	12:45 pm	2:10 pm
2 nd	10:05 am	12:05 pm	12:50 pm	2:15 pm

Hand sanitizer effective against COVID-19 is available to students, staff, and visitors.

Bottles will be at the following locations (check all that apply).

- Front office
- All classrooms
- Hand washing stations
- Faculty Room
- Library, Daycare Room, Holy Spirit Room
- Building entrance/s, exit/s
- Available outside in designated areas

Respiratory Etiquette

Staff and students must practice safe coughing and sneezing etiquette. Students and staff should sneeze or cough into their elbow to prevent spread. Students and staff can also cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Layouts and Student Spacing

- The school will space seating/desks at least 6 feet apart.
- The desks will be turned to face in the same direction (rather than facing each other), or we will have students sit on only one side of tables, spaced apart.

Physical Barriers and Guides

Our Lady of the Rosary School made alterations to classrooms, hallways, restrooms, and other shared spaces to maintain six feet between students and staff whenever possible. Classrooms will keep windows and doors open to allow for fresh air circulation. Also, teachers will utilize outdoor spaces whenever possible. Our Lady of the Rosary School will have students remain in their grade level with the same teacher for grades TK to 2 throughout the school day to reduce infection possibilities. In grades 3-8, the teachers will rotate, and the students will remain in their classrooms. An alert will be given to teachers to wipe down their classrooms. Desks are facing one direction and six feet apart. Students will use their backpacks/crate to store books and supplies. Parents will be asked to purchase portable desk shields from the school for added protection for

teachers and students. At the end of each cohort day, students will take the barriers home for cleaning. Teachers will also have students clean their desk shields at school to make sure thorough cleaning was done of barriers.

Students will engage in physical activity six feet apart, and they will not share equipment in their designated areas during recess and lunch. Teachers with the same lunch and recess will give each other breaks. During recess and lunch, activities that provide for physical distancing are encouraged. However, the use of playground equipment will be limited. Students will bring their own items to play with individually during recess and breaks. The school logo has been spray-painted six feet apart throughout the campus, including the playground. Students will know that they are six feet apart if they are standing on the spots.

- The school will provide physical distancing guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).
- Each group is assigned a color to help teachers and staff monitor cohorts and prevent mixing of cohorts.
- Establish one-way circulation in hallways, classrooms, and school facilities.
- Assign staff to monitor that physical distancing is observed during school arrival and departure and among students during breaks.

Adequate Supplies

The school will provide adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, no-touch infrared thermometers, and no-touch trash cans. Each employee is assigned their own tools, supplies, equipment, and defined workspace such as their classroom. Support staff will also have designated workspaces.

Shared Objects

Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between use.

- The school will discourage sharing of items that are difficult to clean or disinfect.
- We will keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- The school will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

- The school will avoid sharing electronic devices, toys, books, and other games or learning aids as much as possible.
- Whenever possible, the school will try to be “paperless” and submit assignments and work digitally to reduce contact exposure.

Extra-Curricular Activities

As of now they are limiting after school activities. For now, there can be no after school sports program. We will try to make other activities work with social distancing in place when it is safe to do so.

Common Sense and Adaptability

The guidelines found in the Addendum to the Family Handbook are intended for the sole purpose of keeping our students, staff, and families as safe as possible during the year. The school is more likely to provide uninterrupted face-to-face instruction, if together, we can provide and maintain a safe school environment. This means home and school working together.

Any of the above is subject to change depending upon increased infections in the broader community, and the recommendations from public health officials and the ADLA. The hope, of course, is to be less restrictive over time, when the public health situation improves.

Communication Plans

The COVID-19 Task Force/Principal will communicate using the template letter for the Los Angeles Department of Public Health. We will communicate with the cohort/school community depending on the scenario if there has been a positive case among staff, students, or one of their household members.

Public Health Department Contacts

Los Angeles Public Health Department: (213) 240-8117

Center for Disease Control (CDC): (800) 232-4636

COVID-19 Call Center: 211

For schools and childcare centers

see: <http://publichealth.lacounty.gov/ip/schoolchildcare.htm>.

Guidance for all locations is available from county health departments:

[Los Angeles County Department of Public Health](#)

Copies of this Protocol have been distributed to all employees and community members through the school website.