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## **Our Lady of Refuge School** **Reopening Plan 2020-2021 School Year**

### **“Hy-Flex” Learning**

Under this plan, students in grades TK-2 may return to campus for limited, in-person learning. Cohorts of each grade will be no more than 12, plus up to 2 supervising adults (teachers, teachers aid, volunteer, etc.) responsible for the group as a whole.

Health and safety precautions and procedures will be in place, masks will be required for all people on campus, and social distancing measures will be followed. All learning will take place on campus, with the ability for distance learning to continue. If families are not comfortable returning to school, if someone at school becomes sick or tests positive, or if families need to quarantine for other reasons, students will be able to participate in distance learning from home.

### **“Hy-Flex” Learning Overview**

As soon as we are cleared by the state and the Archdiocese of Los Angeles, Our Lady of Refuge School is prepared to safely return to on-campus learning, given the below procedures, guidelines, and modifications. Families who are not comfortable with their child(ren) returning to school may continue to follow our distance learning model. Both in person and distance learning will be from Monday - Thursday from 7:50 - 2:30. Friday will be designated as an asynchronous day of learning for all students.

### **Daily Health Checks**

All faculty, staff, and students must undergo a health check daily before entering the building. This health check includes a temperature check and a health screening, consisting of basic health and wellness questions. Faculty and staff will self-assess and screen themselves upon arriving at school, and faculty, staff, and parents will assist in health screening all students before entering the school. An entry screening form will be completed and kept on file per the Long Beach Department of Health and Human Services. Any member of the Our Lady of Refuge community who has a temperature of 99.5 or above, or who answers yes to any of the screening questions, will not be able to stay at school. If parents have dropped off already, the student will be isolated in the office courtyard until his/her parent is able to pick him/her up.



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### **Immunizations & Vaccinations**

The state of California has not changed its requirements for childhood immunizations. As a result, Our Lady of Refuge School must continue to require vaccination records from parents or guardians. In addition, the Long Beach Department of Health and Human services requires a Flu Vaccination Plan. Our Lady of Refuge school has communicated the importance of the flu vaccination plan to include providing vaccine education, promotion, and has documentation of completed, current vaccination with the goal of influenza immunization for all students and staff unless contraindicated by documented medical exemption for flu vaccine, prior to or at the beginning of the flu season (typically starts November 1). The influenza immunization is highly encouraged for all faculty and staff, and students before returning to campus for in person instruction.

### **Morning Drop Off**

Morning drop off will take place between 7:50 - 8:25 AM to provide time for health checks. This will be similar to our typical morning drop off. All cars will enter through the Stearns gate and pull forward into one of three designated parking spaces. Students will receive their daily health check prior to exiting the vehicle. Students will then walk to their assigned classroom for morning announcements. We ask that parents safely depart from campus through the Los Coyotes Diagonal gate. Once the three designated learning zones are clear, the next three vehicles will be permitted to drive into the school parking lot.

### **Morning Care (Once allowed to mix cohorts)**

The availability of morning care will be determined based on the need of the school community that will be returning to campus. Also, this will be determined by the ability to mix cohorts. Morning care will take place in the school cafeteria to ensure social distancing. Temperature checks and health screenings will be conducted by Mrs. Franco before students may enter. Chairs will be spaced out at least 6 feet apart, and students will sit with their family members. If a student does show signs or symptoms of sickness, they will be isolated in the school office courtyard and they will be sent home.

### **Tardies & Early Leave**

Students who arrive after 8:25 are considered tardy. Families who are tardy must be buzzed into the school parking lot at the East Los Coyotes Walking Gate. Tardy students will then check in at the tardy table for a health and safety check prior to entering the classroom

When leaving early, parents must park on East Los Coyotes Diagonal and call the school. The office staff will gather the student(s) and escort them to the walk-in gate. Parents will then sign them out for school records. Students who leave campus early for any reason will not be able to return to campus and can



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complete all lessons virtually. We encourage all families to be mindful when schedule appointments that may interfere with student learning.

**Office**

The office will be physically closed to individuals other than faculty and students to limit exposure to office staff. Payments to the office can be sent through students or given to the principal during pick up and drop off. Receipts will be given to students the next school day to take home. Appointments with the office and principal can be scheduled and done virtually.

**Use of Facial Coverings**

All faculty, staff, and students must be wearing a facial covering at all times while on campus, whether inside or outside, except when eating or drinking. All students and family members must wear a mask when entering or exiting campus. In class, the use of facial coverings will be as follows:

- TK-2: students and teachers wear face shields during phonetic practice so that teachers and students may model and practice phonetic sounds, during all other times students wear face masks
- 3-6: students and teachers wear face masks

Students may remove their face covering when eating. Each student's mask will be clipped to a school provided lanyard to be worn around their neck. This will allow for students to safely remove their mask and keep them from being lost or cross contaminated. Teachers will teach students and model the proper wearing of face masks, as well as the appropriate time that it can be removed. Teachers will reinforce this by making corrections if masks are worn incorrectly or removed at inappropriate times, as well as by modeling that when a face mask is temporarily removed. Please wash and replace face coverings daily.

**Maintaining a Physical Distance Throughout Campus**

In order to learn in a safe environment, students, faculty, and staff must practice social distancing throughout campus. For grades Kindergarten-6, individual desks will be used for all students. Desks must all face the front of the classroom, and be spaced four to six feet apart. Tape will be put down on the ground marking the six feet distance of desks to guide students should their desks shift or move slightly during use, so that they can return them to the proper distance. Desks also will have clear, plastic partitions to keep students safe. In transitional kindergarten, the amount of students at each table will be limited and clear, plastic partitions will be used. Teacher desks will be at least six feet apart from student desks, and any extraneous furniture will be removed from the classrooms to keep an open space. Students will line up six feet apart from each other, and markings will be on the ground to guide them. Sharing of school materials, items, and equipment will be limited as much as possible to minimize contact. Each child's school materials and belongings will be separated, stored in a bag or box that is labeled with the student's name, and stored in the student's desk, cubby, or backpack. Each child will



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only use his or her materials that were brought from home or provided by the teacher. Educational materials in the classroom (i.e. art supplies, manipulatives) will be separated out for each student, stored in a bag or box that is labeled with the student’s name, and stored in the student’s desk, cubby, or backpack. When the sharing of materials or devices is not practicable, the use of that material or device will be limited, and the materials will be cleaned and disinfected between uses. For outdoor play, each cohort will have their own set of play materials that they will use and that will be cleaned after each use.

**Restrooms**

Student restrooms will be cohorted based on the classroom location on campus.

<b><u>Grades</u></b>	<b><u>Restrooms</u></b>
Transitional Kinder & Kinder	Classroom Restrooms
1st - 4th	Restrooms next to the school office
5th - 8th Grade	Restrooms next to the cafeteria

The number of students allowed in the restrooms at a given time will be limited to the number of sinks in the restroom. Restrooms will have interactive signage to ensure a safe number of students using the restroom outside of scheduled restroom time. Restrooms in the office have been designated for faculty and staff use only.

**Student Cohorts**

To reduce the mixing of students, students will be placed in cohorts and will remain together as much as possible while on campus. The cohorts will be as follows: Transitional Kindergarten, Kindergarten, first grade, second grade, third grade fourth grade, fifth grade and middle school. Cohorts will remain together for instruction, recess, lunch, and special classes. In middle school, the teachers will rotate classrooms rather than the students to limit movement. Departmentalized classes, such as middle school, spanish and music, will take place in the cohort’s classroom. Within the cohorts, desks must all face the front of the classroom, and be spaced six feet apart. Teacher desks will be at least six feet apart from student desks as well. Tape will be put down on the ground marking the six feet distance of desks to guide students should their desks shift or move slightly during use, so that they can return them to the proper distance.

**Recess and Lunch**

Recess and lunch will be staggered to limit the number of students in the space at a given time. Students will remain in their cohorts for recess and lunch. During recess, the play area will be separated by cones



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and activity, and one cohort will play in each area. These areas will rotate daily. Each cohort will have their own set of play materials that they will use and that will be cleaned after each use. At lunch, students will sit outside in the lunch area with their cohorts, and each table will be limited to four students, with designated seating, in which students are not facing each other. Students who bring their own lunches to school daily, will keep them in their backpacks or cubbies, and will bring them to lunch. Students may opt to use Choicelunch as an option for school lunch. Lunches delivered from outside sources will not be accepted on campus.

**Recess Schedule**

<b><u>Grade</u></b>	<b><u>Location</u></b>	<b><u>Time</u></b>
Transitional Kinder	Transitional Kindergarten Playground	TBD
Kindergarten	School Office Courtyard	TBD
1st Grade	School Black Top	TBD
2nd Grade	School Black Top	TBD

**Lunch Schedule & Recess**

<b><u>Grade</u></b>	<b><u>Location</u></b>	<b><u>Time</u></b>
Transitional Kinder	Transitional Kindergarten Playground	TBD
Kindergarten	School Office Courtyard	TBD
1st Grade	Cafeteria/ Black Top	TBD
2nd Grade	Cafeteria/ Black Top	TBD

**Dismissal**

Students will remain in their classrooms during dismissal to avoid cohorts mixing and maintain a social distance. Mr. Green will be outside for the carline and will use walkie talkies to call families down as their car arrives. All parents and families picking up students must remain in their cars, with the exception of transitional kindergarten parents. Transitional kindergarten parents will pick up their students from the transitional kindergarten classroom. To expedite the dismissal process, dismissal will be staggered accordingly:



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- 2:30 pm Families with last name A-G
- 2:40 pm Families with last name H-N
- 2:50 pm Families with last name O-Z

Students who have not been picked up at 3:00 will be checked in to daycare. Only students who have signed up for daycare in advance will be able to stay.

**Daycare (Once we are cleared for mix cohorts)**

Students will remain in their cohorts during daycare to reduce the mixing of students. We are unable to offer day care as a drop in service. All Families must opt in to daycare for the whole year.

Location of daycare will be based on grade level. All students must be signed out from each space.

<b><u>Grades</u></b>	<b><u>Location</u></b>
TK-3	Auditorium
4-8	Cafeteria

- *3:00-3:30 Snack*
  - Snack will take place at the lunch tables. Students will sit with their cohort and the tables will be limited to four students per table
- *3:30-4:30: Homework or Playtime*
  - TK- 3rd Grade Playtime
  - 4th - 8th Grade Homework
  - Parents who pick up during this time can check students out from the students location
- *4:30-5:30: Homework or Playtime*
  - TK- 3rd Grade Homework
  - 4th - 8th Grade Recess
  - Parents who pick up during this time can check students out from their students designated area
- *5:30-6:00: Clean Up/Dismissal*
  - Clean up will involve wiping down and putting away the tables and chairs in both spaces.
  - Parents who pick up during this time can check students out from their students designated area.

**Cleaning and Sanitizing**



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Increased cleaning and sanitizing will take place in order to ensure the safety of the Our Lady of Refuge School environment. Our Lady of Refuge School has partnered with Cintas to ensure the use of products approved for the use against COVID-19 on the Environmental Protection Agency (EPA)-approved “N” list and train workers on appropriate use, safety guidelines, and protocols. Proper PPE will be provided to custodial staff and teachers who clean and disinfect. All cleaning supplies will be stored in locations where students will not have access. Frequently-touched surfaces at the school will be cleaned and disinfected as follows:

- Student desks: wiped with child-safe disinfectant wipes at the end of each day, under the supervision of a teacher
- Workspaces (i.e. teacher desks, all chairs, classrooms, office): Cleaned with disinfectant spray at the end of each use and day
- Electronic equipment (i.e. copy machines, shared computers/devices, printers, telephones): Cleaned with disinfectant wipes at the end of each use and day
- General Used High-Touch Objects (i.e., handles, light switches): Cleaned with disinfectant wipes at beginning of day, before recess, before lunch, and at the end of the day)
- Student and Teacher Restrooms and Faucets: Cleaned with disinfectant spray twice a day
- Common areas: Cleaned with disinfectant spray at the end of each day
- Playground Equipment: Cleaned with disinfectant spray at the end of each use
- Lunch tables: Cleaned with disinfectant spray at the end of each use

Each classroom has disinfectant wipes, spray, and hand sanitizer that is checked regularly for need of refills. Windows and classroom doors will be propped open to reduce the touching of surfaces and to increase ventilation indoor

**Ensuring Proper Hygiene**

Handwashing is the preferred method for maintaining proper hygiene. 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 their hands thoroughly. Teachers will educate students in their classes about these proper handwashing techniques, and there will be signs with visuals posted at all classroom sinks and in the student restrooms. Approved hand sanitizers can be used as a substitute when hand washing is not possible. Each classroom entry has approved hand sanitizer. Where possible, staff and students will utilize the sinks in their classroom, in addition to the sinks in the restrooms, to wash their hands at increased intervals, including the following designated times:

- Before and after eating



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- After using the restroom
- After outdoor play
- Before and after any group activity

**In the Event of Illness**

If students feel ill or exhibit symptoms throughout the school day, they will be given a surgical mask and isolated from the classroom and will stay in the Office courtyard until they are picked up by their parents. In the case of inclement weather, the school library will be used as the isolation space. The student who is sick will not be allowed back in the classroom. Parents must pick up students as soon as possible, but no longer than 30 minutes after they have been notified. If the student is complaining of or exhibiting symptoms of COVID-19, the school will provide resources for the family to take a COVID-19 test. The table will be sanitized using disinfectant spray after the student is picked up. If a student becomes ill during daycare, the student will be taken to the office. The student will be isolated away from other students. Parents must pick the student up immediately. If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home immediately and a member of the office staff will substitute. As recommended by the CDC: The area that was visited by the ill person will be closed off. We will open outside doors and windows and use ventilating fans to increase air circulation in the area. We will wait 24 hours or as long as practical before beginning cleaning and disinfection.

**Procedures for Symptoms/Exposure/Positive Cases**

Staff, students, or other adults on campus who display potential symptoms of COVID-19 will be isolated immediately and sent home. According to the CDC, the key symptoms to look for are a temperature of 99.5 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever. School staff screening individuals who display any of these symptoms will also recommend that these individuals get tested for COVID-19. Students, staff, and other adults on campus who test negative can return to school 3 days after symptoms resolve.

**Reporting to the Archdiocese of Los Angeles**

If a student or faculty member is exposed to or has close contact with someone who is COVID-19 positive, they must follow home quarantine procedures and participate in distance learning. He or she may return to school once they quarantine for 14 days from the last date of exposure. It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately. The administration is required to report any confirmed cases of COVID-19 within our school community (faculty and students or parents who have been on school grounds) to the Department of Catholic Schools using the forms provided by the Archdiocese. Our Lady of Refuge school will maintain confidentiality as required by state and local laws. If there is a



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confirmed case in our community, contact tracing will take place through our cohorting, and particular cohorts may be asked to move to distance learning for 14 days depending on counsel from the ADLA and public health officials. Strict confidentiality will be kept in reporting cases and in communication with the school. If a student or faculty member tests positive for COVID-19, he or she must follow home isolation procedures and may participate in school through distance learning. Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met the CDC criteria to discontinue home isolation, including at least 24 hours fever-free without the use of fever-reducing medications, improved symptoms, and at least 10 days since symptoms first appeared.

**Reporting to Long Beach Department of Health and Human Services (LBDHHS)**

On Friday of each week Mr. Green will submit a Weekly Exposure Form, updating the Long Beach Department of Health and Human Services of any positive cases, any exposures, any hospitalizations, or deaths on campus, due to COVID-19.

**If the school has 1-2 cases:** When someone at Our Lady of Refuge School tests positive for COVID- 19, Mr. Green or Ms. Brunetto will contact the Long Beach Department of Health and Human Services (LBDHHS). To report one or two cases, call 562.570.INFO.

**If the school has 3 or more cases:** To report a cluster (3 or more cases within 14 days) Mr. Green Or Ms. Brunetto will call the Long Beach Health Department at 562.570.4302.

**Testing of Staff and Students**

Each staff member must be tested every month, based on the following Friday Schedule. The staff will be given time during their contracted hours to be tested. The state of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff.

<b><u>Staff Being Tested</u></b>	<b><u>Testing Date</u></b>
Office Staff, TK, 2nd, 4th, 6th, 8th	1st & 2nd Friday
Kindergarten, 1st, 3rd, 5th, 7th	3rd & 4th Friday
Facility Staff, After Care Staff	Once every 2 month period



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When a student exhibits symptoms of COVID-19, the student will be sent home and testing will be recommended. School employees or students who need testing should either go to their health care provider or a state-operated or community-operated testing site. If a student does not have a primary care doctor or there is difficulty accessing the testing we will call Los Angeles Department of Public Health at (213) 974-1234 and Long Beach Health Department at 562.570.4302. They will then look into sending a public health nurse to help facilitate testing.

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

In the instance that Our Lady of Refuge experiences 3 or more positive cases in a 14-day period, we may need to, in consultation with the Archdiocese and local health officials, consider a partial or full school closure. Donald Green, school principal, and Jennifer Brunetto, Office Administrator, will be responsible for communicating with the Los Angeles Department of Public Health in the event of positive cases and/or school closure.

### **Staff Training and Family Education**

The reopening plan for Our Lady of Refuge School was first published to the faculty and staff on October of 9th 2020 at an all faculty and staff webinar. In consultation with faculty and staff, this reopening plan was published to families on October 15th, 2020. The faculty and staff continue to be trained in the details of this reopening plan as they plan for the school year. A school webinar took place on October 15th, 2020. During this webinar, this reopening plan was explained in detail to families, and all questions and concerns were answered and addressed. Both Webinars were recorded to share with families after the meeting. Families have access to the reopening plan and will be notified when updates and/or modifications are made. Before returning to school, families will be educated and trained in the procedures and modifications through a parent webinar, which will include a presentation by the principal. Attendance at this webinar will be mandatory for all families choosing to return to on-campus learning and all faculty and staff, and will include training and education on the following topics:

- Enhanced sanitation practices, including teaching students to clean their desks
- Physical distancing guidelines and their importance, including teaching students guidelines
- Proper use, removal, washing of face coverings, and how to teach students these practices
- Health screening practices (for at home and arrival to school)
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work/school if staff members/students have symptoms, or if they or someone they live with has been diagnosed with COVID-19
- Our Lady of Refuge School's plan and procedures to follow when children or adults become sick at school



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- The School Office Administration has on file record of completion of Contact Tracing training course through John Hopkins University

**Maintaining Healthy Operations**

Our Lady of Refuge School considers all of the recommendations proposed in the Los Angeles Department of Public Health “LADPH” *Reopening Protocols for K-12 Schools*, and Long Beach Department of Health and Human Services “LBDHHS” Reopening requirements including the following:

- Monitoring staff and student absenteeism and having a roster of trained back-up staff where available
- Monitoring the types of illnesses and symptoms among Our Lady of Refuge student and staff absenteeism
- Maintaining communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by the Family Educational Rights and Privacy Act (FERPA) and state law related to the privacy of educational records
- Designating two staff liaisons who are responsible for communicating with LADPH and LBDHHS in the event of a positive case or for questions/concerns:
  - Mr. Donald Green, *School Principal*
  - Ms. Jennifer Brunetto, *Office Administrator*

**Review, Updates, and Revisions to Reopening Plan**

The Our Lady of Refuge Reopening Plan is available for all staff, families, and community members to reference on the school website ([www.olrs.org](http://www.olrs.org)) This plan will be reviewed, updated, and revised as needed when guidance, requirement, and recommendations from LADPH and LBDHHS change or are updated. In the event of any updates or revisions to this plan, the updated plan will be sent out to staff and families, and will be updated on the school’s website.

Resources:

[LA County Reopening Protocols](#)

[Long Beach County Covid Resources for Schools](#)

[Entry Screening Form](#) - for Faculty, staff, and volunteers coming to campus