

Return to Campus Guidelines
for
Good Shepherd Catholic School
148 So. Linden Drive
Beverly Hills



Based on Guidance from the Archdiocese of Los Angeles

for On-Campus Instruction for the

2020–2021 Academic Year

Updated November 6, 2020

Subject to updates as new information is received

This document outlines guidelines related to the reopening of our campus for in-person instruction for TK-2 under the waiver system. We reserve the right to make amendments at any time. While it is derived from our school's reopening plan aligned with public health guidance, this document is not intended to describe all safety protocols and procedures. You can access our full reopening plan as submitted to public health on our school [website](#).

The safety subcommittee of the Good Shepherd Catholic School board has met regularly since May 2020. The subcommittee serves in an advisory capacity, providing support and recommendations to the pastor and principal. The subcommittee continues to seek solutions that prioritize safety of students and staff while balancing the academic and social-emotional needs of our young learners.

Cohorts and Schedule

Cohorts:

According to LADPH County health orders under the Waiver system, we are required to maintain a stable cohort defined by no more than 12 students whereby students across different cohorts may not intermingle while on-site. Thus, each class TK-2 will be its own stable cohort and stay together for all activities including snack, recess and lunch, depending on the schedule.

Schedule:

Students in TK-2 will return to campus under a phased-in plan, allowing all stakeholders to adjust to the expectations set forth

COVID-19 Health Protocols at arrival

Entrance Protocols

We have created arrival protocols that will allow us to efficiently screen students and reduce large gatherings. Morning drop off carline will be from 8:45am to 9:00am.

- Parents are expected to screen their children for symptoms of COVID-19 before leaving for school.
- There will be no change to the parent carline drop off routine
- Grades TK-2nd grade will be carline drop off only.
- When students arrive, temperatures will be taken with a touchless thermometer. All temperatures must register below 100.4 (as stated in Department of Public Health Guidelines). All students with a temperature above 100.4 will not come on campus and will be sent home.
- Before any student is permitted to enter the school, parents will be required to self-attest to not having symptoms of COVID-19. The short health questionnaire will be administered via ParentSquare. Instructions on how to access are provided in Appendix A. Parents are required to answer the health questionnaire each morning before drop off. If you or anyone in your household is exhibiting signs or symptoms of COVID-19, please consult your primary provider and stay home. If you or anyone in your household had an unexpected exposure and was notified by health officials to quarantine as a result of the exposure, then you will be expected to remain in online learning for the duration of your quarantine.
- Following drop off, students will proceed directly to their classrooms. Faculty and staff will be present to assist students and prevent congregating in hallways
- All students will be required to have face coverings before entering the school. Students who do not have face coverings at drop off will not be permitted on campus.

Faculty and Staff Arrival

- All faculty and staff are expected to monitor their own health condition at home before reporting to work. This includes a temperature check.
- All temperatures must register below 100.4 (as stated in Department of Public Health Guidelines). Any faculty or staff member with a temperature above 100.4 should not come to campus.

- Before any faculty or staff is permitted to enter the school, she/he will be required to self-attest to not having symptoms of COVID-19. The short health questionnaire will be administered via ParentSquare. Faculty and staff are required to answer the health questionnaire each morning.
- All faculty and staff will be expected to maintain social distancing protocols at all times when entering campus.
- Faculty and staff must wear a cloth face coverings before entering campus
- Any faculty or staff that falls ill during the school day will be immediately sent home and advised to seek medical care.
- To determine when faculty or staff may return to work on-site following an illness, we will implement the LADPH Decisions Pathway Framework that can be found here: [See attachment](#)

Dismissal Protocols

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

- No changes will be made to the dismissal protocols for parents. As usual, please use PikMyKid to check in at arrival.
- At dismissal once the parents check in, students will proceed from their classrooms directly to the parents in carline. Faculty and staff will be present to assist students and prevent congregating in hallways.
- In Los Angeles, Public Health has issued an order requiring all to wear face coverings when they leave their homes and will be near other people. Thus, all parents should be wearing face coverings at dismissal.

Health Surveillance, PPE and Supplies

Staff COVID Testing

Faculty and staff will have access to testing through use of their health insurance and will be provided time to attend testing.

Student COVID Testing

At this time, it is not possible for us to conduct regular testing for students.

PPE and Supplies

Adequate supplies for ample cleaning and protection have been procured. Protective equipment will be in stock within compliance of CDPH guidance for students and staff for each classification and duty.

- Signage detailing handwashing
- Signage promoting social distance and directional flow throughout the building
- Soap, disinfectant and cleaning supplies
- Hand sanitizer with at least 60 percent alcohol
- Single use paper towels
- Gloves
- No touch trash cans
- Cloth facial coverings and shields

Visitor Policy

Unfortunately, visitation to campus will be severely limited until further notice and will be scheduled at the discretion of the administration. Visitors will be limited to meeting outside (unless the nature of the visit requires them to be inside for any reason). Visitors in the classrooms will not be allowed until further notice. All visitors are required to wear facial coverings at all times while on school grounds, including while outdoors. Visitors will be expected to maintain physical distancing from all staff and students.

Face Coverings Policy

Students TK-2

The Los Angeles County Health Orders states that face coverings are required for all students on campus. within reason. The California Department of Public Health states that children over the age of 2 must wear face coverings while in public. We anticipate that for some students, wearing facial coverings consistently will be an issue of practicality, especially in the youngest age groups. Facial coverings for students must:

- Be safe for the child
- Fit properly over the nose and mouth
- Not present choking hazards
- Marked with student name
- Meet PPE regulations and standards
- NOT have a one-way valve

*We will do our best to help and encourage students to keep face coverings on throughout the day, especially for TK and K. The teachers and staff have developed procedures to help support the proper wearing of face coverings and hygienic storage during snack and lunch. Facial coverings can be removed only when eating. Students will be asked to purchase a lanyard to ensure the face mask remains on each student's person, and not fall to the table or ground.

Faculty and Staff

Faculty and Staff will be expected to wear facial coverings at all times throughout the day while on-site, with the exception of while eating. Facial coverings should follow all guidelines set by California Department of Public Health including, but not limited to:

- Fit properly over the nose and mouth
- NOT have a one-way valve

Limited Sharing of Furniture, Supplies, and Materials

We have devised a plan to minimize contact exposure. Students will be assigned a cubby, along with a desk and chair in the classroom. They will use the same desk and chair throughout the school day. Students cannot share any items. Each child's belongings will be separated and stored in individually labeled storage containers.

- Teachers will have a 'used' box for any items students may have borrowed from the teacher. Teachers will consistently wipe down high-use surfaces which may include their own technology, door handles, and desktops.
- Whenever possible and only if age appropriate, teachers will attempt to be paperless and ask students to submit assignments and work digitally.
- Students are encouraged to bring their own refillable water bottles, labeled, to be refilled throughout the day at our hydration stations. Students are not allowed to share water bottles, straws, cups, or food.

Physical Distancing Practices

Measures have been put in place to maintain physical distancing while on-site:

Classrooms

- Distance between staff and student desks will be 6 feet or more.
- Desks will face the same direction.
- Students desks will be separated by at least 4 feet with other forms of mitigation.
- Teachers will be encouraged to teach outside when feasible. Shaded areas will be provided as needed.
- When teaching indoors, to increase ventilation and air flow, teachers will be encouraged to open windows, shades, and doors
- Technology will be leveraged to maximize physical distancing while teaching and learning.

Hallways

- Hallways will be divided to allow six foot distancing and will be marked with arrows to indicate direction. Doors have been clearly marked as "enter" and "exit" to control traffic patterns.

Playgrounds/Outdoor Spaces

- During recess, activities that promote physical distancing are encouraged.
- In order to be compliant with the guidelines from the CDPH all recess and lunch times will be staggered so that students can maintain physical distance and ensure cohorts do not intermingle.
- Alternative lunchtimes or having students eat in their classrooms will be considered on rainy days.
- Students will have an opportunity to eat outside separated by physical distance, weather permitting.

Faculty and Staff Common Areas

- Common areas such as the "staff room" and the staff workroom will have a limit of 1 at a time in occupancy.
- Faculty and staff are required to wear cloth face coverings at all times while using common areas
- Faculty and staff will be reminded with signage to wash their hands for 20 seconds and to wipe down high touch surfaces (e.g. microwave, etc).

Health & Hygiene Practices

- Students and staff must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and wipe down high-use items and areas at regular intervals.
- Students and Staff will be directed to wash their hands for 20 seconds with soap, rubbing thoroughly after application and using paper towels to dry thoroughly.
- Staff will model and monitor frequent and proper handwashing.
- Handwashing breaks will be at the minimum:
 - before and after eating
 - after using the restroom
 - after outdoor play
- Hand sanitizing stations are located at the entry point of every room.
- Additionally, we have procured mobile hand sanitizing stations that will be at building entry points and placed where needed during other functions.

HVAC System

We have updated our HVAC systems to incorporate MERV-13 filters in compatible units with the ability to cycle in fresh filtered air from outdoors. In addition to increasing ventilation by propping doors and windows open, teachers may opt to circulate fresh filtered air throughout the day.

Cleaning and Disinfection

As we begin on-campus instruction, we have implemented a plan to ensure that campus continues to be thoroughly cleaned and disinfected. Commonly touched surfaces, such as doorknobs, keypads, handles, light switches, and railings, will be disinfected frequently throughout the day. The night custodial staff will wipe down surfaces and vacuum as well, bathrooms, classrooms and sinks will get special attention. All working surfaces and shared objects will be sanitized after each use. In addition, maintenance and custodial staff will do a thorough cleaning of every classroom daily. The chart below includes a reference guide for frequency of cleaning and disinfecting. All cleaning supplies used are in compliance with the list of approved disinfectants.

Campus Maintenance Procedures, Administrator Reference Guide	
Category	Frequency
Workspace (<i>i.e., classrooms, office</i>)	At the end of each use and day
Appliances (<i>i.e., refrigerators, microwaves</i>)	Daily
Electronic Equipment (<i>i.e., copy machines, shared computers/devices, printers, telephones</i>)	At the end of each use and day
General Used Objects (<i>i.e., handles, light switches</i>)	At least 4 times a day
Student and Teacher Restrooms	Twice a day
Faucets	Twice a day
Common Areas (<i>i.e., Cafeteria, Library, Conference Rooms</i>)	At the end of each use and day

Policy and Procedures for students who get sick during the school day

Symptom Monitoring

If a student experiences symptoms during the school day, the teachers and staff will follow the school plan for isolating and contacting the family.

Upon Screening...

- Students with a fever of 100.4 degrees or higher, who show coughing, fatigue or shortness of breath, or otherwise display other COVID-19 signs or symptoms will be isolated and sent home immediately.
- Students exhibiting symptoms will immediately be required to wait in our wellness area to facilitate isolation.
- Students will remain in our wellness area until they can be transported home or to a healthcare facility, as soon as possible.
- Parents will be contacted immediately to pick up their child(ren).
- Students who will need to self-quarantine will be able to access learning remotely.

Isolation

- Students who report not feeling well during the school day or who have a fever will be sent to the area outside the front office. This area was chosen since it is open to the outdoors, well ventilated and also well shaded for student comfort.
- The student will be cared for by a staff member with the appropriate PPE until he or she is picked up

Exposure Management Plan: Reporting and Responding to Positive Cases

- We are requesting that all families report to us if your child(ren) have tested positive or have received a diagnosis of COVID-19 so that we may take additional steps to protect the rest of the school community. We will work with Los Angeles Public Health, our COVID-19 Safety Task Force and the Archdiocese of LA to implement further exposure management plans and mitigation strategies as follows:
 - 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 and Los Angeles County Public Health Orders including required contact tracing efforts to mitigate risk of major outbreaks within the school community. In the event a person

diagnosed with COVID-19 is determined to have been in the building, the school may consider closing for a short time for cleaning, disinfection and quarantine.

- After a confirmed case is reported, certain safety protocols must be followed and the information about the case(s) must be appropriately shared with the Archdiocese to implement required contact tracing protocols. Community member data collected is confidential and will be maintained in accordance with privacy laws and regulations.
- Upon notification of a diagnosed COVID-19 positive case, we are required to implement the Los Angeles County Exposure Management Plan for schools which may be found [here](#).
- If we are notified that a student has COVID-19 and other members of the cohort have been exposed, the entire cohort will be sent home for distance learning for the entirety of the quarantine period.

Plan for Partial or Full Campus Closure

- As required by county health orders, we must have a contingency plan for full campus closure on a moment's notice. In the event that we are required by the county health department to close campus for some or all students, we are prepared to continue to support our students through distance learning instruction.

After School Activities and Sports

- At this time after school activities have been postponed. These activities will resume under the guidance of the Department of Public Health and the Center for Disease Control.



COVID-19 Health Screening Form

Quickly complete daily health checks from your phone or the web

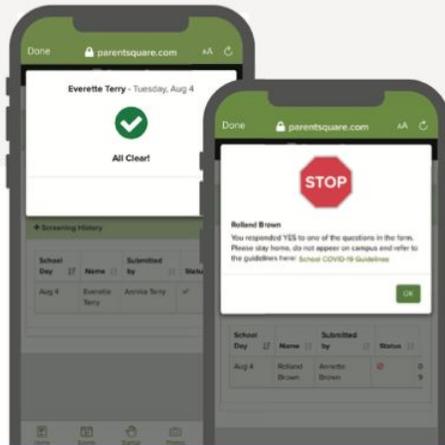
In order to streamline daily health check processes and reduce the spread of COVID-19 within the school and larger community, your school is launching ParentSquare's easy-to-use health reporting form for employees and students.

How to Submit a Screening:

1. You must be logged into ParentSquare to access the screening form. Activate your ParentSquare account by clicking the link in your invitation email or text. You can also download the free ParentSquare app for iOS or Android.
2. Once logged in on the web or mobile app, click the large orange "Submit Daily Screening" button to access the form.
3. Complete the form by answering "Yes" or "No" to all questions and providing a temperature reading (if required by your school).



4. After submitting the form, you'll be able to view a confirmation screen that will clear your student for on-campus learning if non-symptomatic.



Questions?

Visit ParentSquare's help articles (under the  icon once logged in) or contact your school office.

