

Saint Dominic School

St. Dominic School



faith † community † education

St. Dominic School ReOpening Plan

Starting the School Year Smart

2020-2021

The emergence of COVID-19 in the spring of 2020 has radically altered our day-to-day lives. At St. Dominic School we are committed to keeping our staff, students, and families safe. As such, we have developed the following measures to minimize the spread of COVID-19 to the fullest extent possible. This document outlines guidelines related to maintaining a clean, safe work environment and limiting the transmission of COVID-19. We reserve the right to make additions, amendments, and deletions at any time.

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Dear St. Dominic Families,

This plan was developed following the guidance of the Archdiocese of Los Angeles, California Department of Education and California Department of Public Health. The goal in reopening safely is to reduce the possibility for in-school transmission. In creating this plan, there is a focus on taking various mitigation strategies to reduce the risk of transmission of COVID-19. Outlined in the plan are a set of interventions that have been proven to be the most effective in the risk of transmission and assist in the safe transition of the faculty, staff and students of St. Dominic School.

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General Measures

The following provides a snapshot of changes that will be implemented to improve the overall safety and well being of our students and staff.

- Access to school building and campus is limited to students, staff, authorized guests and approved volunteers.
- Anyone entering the school building will be health screened (temperature checked, and will be prompted to fill out a brief health screening) and must wear face coverings.
- Parents may enter the school office but will not be permitted to any classrooms at this time.
- Limit use of shared objects and materials to the extent possible. When sharing is allowed, clean and disinfect between uses.
- Prohibit use of drinking fountains (except the brita refilling stations)
- Encourage students and staff to bring water in reusable containers
- Student belongings kept separated
- Student belongings sent home each day to be cleaned (TK & Kindergarten Classes)
- As much as possible, windows/classroom doors will be kept open to provide fresh air ventilation
- All student field trips and travel will be virtual until further notice
- All students will bring lunch to school in a disposable container on a daily basis.
- **Employees and students will receive training in the following safety areas:**
 - COVID-19 symptoms awareness. Reporting when you feel ill.
 - Enhanced safety practices (e.g. social distancing, hand washing, etc.)
 - Procedures for recess, using bathrooms, drop-off and pick-up

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- Wellness checks (Temp check, COVID-19 symptom identification)
- Be respectful/kind. Do not judge those who become ill with COVID-19.
- The school has added features to facilitate the COVID-19 protocols. See more detail below.
- Regular meetings with the school's Task Force Committee during the school year to monitor effectiveness of COVID-19 plans

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Cleaning and Disinfection

All students, staff and faculty of St. Dominic will participate in two trainings on proper hygiene, cleaning and physical distancing protocols while on campus prior to the official reopening of school.

Proper Hygiene

Students will be prompted to sanitize their hands upon entering the campus. They then will proceed to their classroom. Throughout the day, students and staff will have frequent opportunities to wash their hands:

Mandatory hand washing breaks or opportunities will occur at minimum every 2hrs or right after:

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

All St. Dominic Staff will model and monitor frequent and proper handwashing.

Cleaning and Disinfecting

Prior to reopening campus, St. Dominic will be completely cleaned and disinfected. Upon reopening, St. Dominic will be maintaining safety by continuously cleaning and disinfecting per the chart below. These cleaning steps are to protect students and staff and reduce the risk of the spread of infection.

All cleaning supplies must be in compliance with the approved disinfectants.

Campus Maintenance Procedures, Administrator Reference Guide	
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, shared computers/devices, printers, telephones)	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
Faucets	Twice a day
Common Areas (i.e., Cafeteria, Library, Conference Rooms)	At the end of each use and day

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Additionally, the school has purchased disinfectants that are EPA-registered products from List N (disinfectants for use against SARS-CoV-2). The school has also purchased a UV light for additional sanitizing. The custodian has reviewed the latest guidance for cleaning and disinfecting public places. Linked below:

https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf

In the classroom, all students will have their own items. For example, students will have their own pencils, crayons, markers, scissors and a bag of classroom manipulatives. All items will be stored in the students' desks. If items have been shared, they will be cleaned between uses and all students will be required to wash their hands.

Equipment Changes	Use
Touchless dispenser	Hand sanitizing
Portable Sinks	Hand washing
Disinfectant Sprayer	Cleaning
UV Light	Cleaning
Quarantine Room	Isolation
Touchless Thermometers	Temperature checks

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Cohorting

This section describes how students will be kept 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 the cohort

CDPH guidance states that, “Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable”. Schools must cohort students into smaller groups and keep them together to the extent possible.

In addition to limiting the spread of the coronavirus, the point of cohorting students is to make contact tracing easier in case a student or teacher tests positive for COVID-19. By cohorting students, schools might be able to limit the impact on in-person instruction by only quarantining the cohort, rather than the entire school. For elementary schools, self-contained grade levels make for natural cohort groupings. Elementary leaders may wish to consider whether an entire junior high makes up a cohort (typically grades 7 and 8); however, keep in mind that should a positive case be identified and quarantine be mandated by public health officials, it would affect that larger group of students.

Students will be placed in their grade level cohorts (TK,K,1,2,3,4,5 and 6). All students will remain with their grade level classmates and practice physical distancing. Lunch and Recess times will be staggered. Lunch tables and areas will be disinfected between cohorts. Cohorts of two will be allowed to attend recess at a time utilizing both the school grounds and church parking lot facility. Students will have sectioned off play areas to ensure physical distancing. Primary grades will have an Instructional Assistant that will allow for groups to be split into smaller groups for both learning and playtime. Specialty teachers may travel to and from classrooms to teach various cohorts or grade levels of students. In such cases, these educators should be particularly mindful of modeling and ensuring healthy hygiene practices.

If needed to maximize physical distancing, school grounds will couple as instructional grounds as well as playtime areas. We have created colored squares to mark students' play area and spaced each 6ft apart.

Entrance, Egress and Movement within the School

This section describes how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

There will be two entrances for St. Dominic Students:

- Saints Side (Maywood Ave) Grades TK, K, 7th and 8th
- Angels Side (Merton Ave/Wheelchair Ramp) Grades 1, 2, 3,4, 5, 6

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3rd grade may be housed in the library or an additional classroom

On the ground you will notice tape with arrows directing you which way to walk.

There will be signage reminding you of where to enter, proper hygiene and what restroom to use.

We do not have enclosed hallways or buildings (with exceptions of classrooms and the school office). Parents are not allowed to enter classrooms. Physical Distancing markers are placed on the ground six feet apart for parents and to use to line up. [St. Dominic School Map](#)

Drop off time is between 7:30 am and 8:00 am allowing for ample time to keep people physically distanced.

Face Coverings and Other Essential Protective Gear

This section describes how CDPH's face covering requirements will be satisfied and enforced.

CDPH guidance on face coverings for students uses flexible language and states that, "Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient". Thus, the general expectation is to teach and communicate that students should wear masks and keep them on to the degree that it makes sense in a given setting. We anticipate that for some students, wearing a mask consistently will be an issue of practicality. Students in early childhood and primary grade levels will likely have a hard time keeping face coverings on their face, as well as keeping them clean. In addition, students with asthma or other health challenges may not be able to wear a face covering. It is acceptable if the face coverings come off in a given setting so long as additional measures to maintain adequate physical distancing are in place. Face shields are also appropriate alternatives if a mask cannot be worn. Archdiocese of Los Angeles Starting the School Year Smart Department of Catholic Schools Revised: June 25, 2020

For staff, the CDPH guidelines use more specific language stating that, "All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection). Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction". Thus, staff are required to wear face coverings. Visitors and all other adults must wear face coverings on campus at all times.

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Students

Age	Face Covering Requirement
Under 2 years old	No
2 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>
3rd Grade - High School	Yes, unless exempt

Staff

For staff, CDPH guidelines state that, "All staff must use face coverings in accordance with CDPH guidelines unless California Division of Occupational Safety and Health Administration (Cal/OSHA) standards require respiratory protection" (p.8) It also states that, "In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom." Thus, all staff are required to wear face coverings.

Visitors

Visitors and all other adults must wear face coverings on campus at all times. Only one visitor will be allowed in the main office at a time.

Everyone entering campus must wear a facial covering. All students in grades TK- 6 must wear a facial covering. All desks and student worktables in the classrooms for grades TK-6 have a desk shield for added protection for students and teachers. Teachers and students also have face shields for added protection. Students will remove their facial coverings while eating or during physical education classes.

Students wash their hands with soap and water every time they change an activity. They will use hand sanitizer upon entering the classroom.

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If students forget their facial covering, the school will provide them with one. Students also have access to face shields. Students will also receive an additional face covering upon arrival daily per new guidance.

Drop Off and Pick Up Procedures

Drop Off

Families will form a car line beginning on Maywood Ave for Drop off. Drop offs will be staggered in 20 minute increments. All students will have assigned entry and exit ways according to where their classrooms are placed on Campus. "Saints and Angels Side" See Map: [St. Dominic School Map](#)

Pick Up

Families will form a car line beginning on Maywood Ave for Pick up. Pick up will be staggered in 20 minute increments. students will be called by class to exit according to where their classrooms are placed on Campus. "Saints and Angels Side" See Map: [St. Dominic School Map](#)

Health Screenings for Students and Staff

This section describes how students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Maintaining a Healthy Environment

Students

Health Screening (at home)

Parents are strongly advised to monitor for symptoms at home and must be reminded to keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours. Daily health checks will be performed on-site consisting of temperature check and health screening and students will be monitored for signs of illness throughout the day.

Health Checks (at school)

Before entering campus, all students (or guardians on behalf of students) must respond to a brief health screening via Parent Square. If a student (or guardian on behalf of the student) responds with an affirmative to any of the screening questions, he/she must not enter the school building. Screening will include questions concerning cough, shortness of breath, fever, and any

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other abnormal symptoms the student may be experiencing. *Archdiocese of Los Angeles Starting the School Year Smart Department of Catholic Schools Revised: June 25, 2020*

These questions will be laminated on a card for staff to use daily. We will have staggered arrival times including Saints and Angels wing (See Entrance Section) to ensure physical distancing.

Temperature Checks Before entering campus, all students must have their temperature checked via no-touch thermal scan thermometers. If a student has a fever, he/she must not enter the school building. Temperature checks should be included with health screenings (see prior statement).

Healthy Hygiene Practices

Students will be prompted to wash their hands upon entering the campus. They then will proceed to their classroom. Throughout the day, students and staff will have frequent opportunities to wash their hands:

Mandatory hand washing breaks or opportunities will occur at minimum every 2hrs or right after:

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

All St. Dominic Staff will model and monitor frequent and proper handwashing.

Staff

All staff will do a daily health check and complete the questionnaire via www.parentsquare.com that also includes a temperature check.

The school will always maintain sufficient protective equipment on hand to comply with the California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements.

The school will have a sufficient supply of Personal Protective Equipment (PPE) including hand sanitizers, soap, handwashing stations, tissues, paper towels, gloves masks and shields.

Identification and Tracing of Contacts

This section describes actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as 8 creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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The school will monitor faculty, staff and students throughout the day for signs of illness. Students, faculty and staff with a fever of 99.5 degree or higher, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home.

Any students, faculty or staff exhibiting symptoms will immediately be required to wear a face covering and will be placed in the quarantine room in isolation until they can be transported home or to a healthcare facility as soon as practicable.

When there is a confirmed case of COVID-19, the school Office Manager and principal will report to the **LACPHD** and support them in contact tracing including identifying students and staff who have been exposed. Following the **LACPHD** recommended protocol, the principal will communicate with exposed school community members using Parent Square, the school's student information system. 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.

Physical Distancing

This section describes how space and routines will be arranged to allow for physical distancing of students and staff

CDPH guidance on physical distancing states, "Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact". Distancing between the teacher desk and students must be at least six feet. Distancing between student desks should be six feet to the extent possible. If six feet is not possible, then the minimum distance must be no less than four Archdiocese of Los Angeles Starting the School Year Smart Department of Catholic Schools Revised: June 25, 2020 7 feet. Classrooms with less than six feet between desks must use other mitigation techniques such as partitions or screens between desks.

Additional functions of the classroom environment will include:

- Markings (i.e., masking or painters tape) on classroom floors to promote distancing
- Desk arrangements to minimize contact (i.e., configuration of desks in a checkerboard style and facing the same direction)
- Increased ventilation (i.e., opening windows and doors)

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Outside the Classroom

- Recess will be done in 15 minute increments with one class at a time
- Lunch will be eaten in the classroom to reduce commingling
- Specialists will transition into the classroom to eliminate shared spaces on campus.
- Each classroom will have a bathroom schedule. (Only 2 students at a time per state mandate a pupil per sink available)

Alterations to Campus

St. Dominic will make physical alterations to classroom desks, walkways/pathways, entry and exit spaces to support physical distancing. These are temporary alterations that include signage, taping pathways, clear plastic barriers.

PLANNING CHECKLISTS

Classroom Physical Design Checklist Our school has given consideration to...	Not Yet Started	In Progress	Completed/ Date
Create a map of classroom space and placement of desks, including orientation to instructional space(s)		X	
Post signage and install barriers to direct traffic around classroom space		X	
Place arrows and guidance on the floors so students have an understanding of spacing between one another		X	
Place physical barriers in classrooms (as needed)		X	
Establish cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch		X	
Require individual supplies for each student so there is not sharing (including safe storage of supplies)		X	
Stagger dismissal times and designate walkways to maintain distancing guidelines		X	
Stagger recess and restroom times		X	
Verify of window safety for ventilation		X	
Establish a water bottle policy to reduce/eliminate the use of water faucets		X	

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Staff Training and Family Education

Staff will be able to participate in two 90 minute training sessions for returning to campus.

Families will be provided with literature on COVID-19 protocols, procedures and best practices.

Staff will also be required to obtain a certificate for Safety Covid Compliance via

<http://publichealth.lacounty.gov/eh/covid19cert.htm>

<http://publichealth.lacounty.gov/>

Triggers for Switching to Distance Learning

WHEN A STAFF MEMBER, STUDENT, OR VISITOR BECOMES SICK OR PRESENTS SYMPTOMS

This section describes the criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

Our school would close if at least 5% of the student body and staff are diagnosed with Covid-19 within a 14-day period, according to the Department of Public Health guidance.

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

1. Contact LACPHD at 213-240-7941 and Contact the Archdiocese of Los Angeles.
2. Contact the family of students and get information about symptoms, length of time and when the results were determined.
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. Shut down for 24 hours to Disinfect and clean the classroom and spaces where the known case spent significant time.
7. The rest of the school will remain open.

B. When a student, teacher or staff has COVID-19 symptoms, answers yes to a health screening or has a temperature of 99.5 or above, we will implement the following steps:

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1. The individual will not be allowed on school grounds.
2. The individual or family contacts their healthcare provider immediately for a medical evaluation which may include testing. If the test is positive, we will follow steps listed in section A. If the test is negative, we will follow with steps D and E.
3. The cohort remains open.

C. When a student, staff or teacher has close contact (a person is within six feet from a confirmed positive case for longer than 15 minutes) with a confirmed case of COVID-19, we will implement the following steps:

1. The individual will be sent home for home quarantine.
2. The length of quarantine will be for 14 days from last exposure.
3. Recommend testing. (Testing does not shorten the 14-day quarantine period).
4. If any symptoms develop, the individual will contact a medical provider for evaluation.
5. The cohort remains open but will shut down for 24 hours to Disinfect and clean the classroom and spaces where the known case spent significant time.
6. The school will send community notification of a known close contact.

D. When a student, teacher or staff tests negative for COVID-19 after having COVID-19 symptoms, the school will implement the following steps:

1. The person may return to school three days after the symptoms resolve.
2. The cohort remains open.

E. When a student, teacher or staff that has had symptoms of COVID-19 for whom a medical provider diagnoses another cause of the symptoms, the school will implement the following steps:

1. The individual will need to provide a note from their medical provider with return to school instructions following the guidelines for the specific illness.
2. The cohort remains open.

Communication Plans

Describe how the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

The school principal, Tiffany Sawyer will communicate using the template letter from the Archdiocese of Los Angeles. We will communicate with the cohort and/or school community

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depending on the scenario if there has been a positive case among staff, students, or one of their household members.

Communication to all staff about the plan for returning to in-person instruction and all protocols for maintaining health and safety of all adults and students will be discussed prior to actual reopening.

- Preventive and precautionary measures with parents and community stakeholders in writing.
- Plans will be posted on the school website, social media, and other methods to communicate health and safety protocols and reminders in both English and Spanish, where necessary.
- St. Dominic will prepare a how to video on the changes to campus, navigating arrival and dismissal and sanitizing.

St. Dominic will review and update as necessary confidentiality and media release policies and procedures to reflect the new realities. Staff will be reminded of confidentiality policies, especially as it relates to student and faculty health status to ensure that this is not inadvertently released.

Mitigation Strategies

To create proper ventilation all doors and windows will be open.

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Public Health Department Contacts

LOS ANGELES COUNTY

Muntu Davis, MD, MPH
313 North Figueroa St. Suite 808
Los Angeles, CA 90012
MuDavis@ph.lacounty.gov
Office (213) 288-8769
FAX (213) 975- 9601