

COVID-19 Safety Plan for In-Person Instruction

St. Mary of the Assumption School

Santa Maria, CA

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Stable Group Structures

Describe 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 stable group.

Students are grouped into cohorts based on staff movement. Each grade has a teacher and an assistant, sometimes one that is shared, for instruction and supervision. The teachers and assistants are assigned to specific cohorts and do not cross into other grade levels. The cohorts are grouped as kindergarten, grades 1 and 2, grades 3 and 4, and grades 5 through 8 (due to a shared assistant). Each class uses a classroom as well as outdoor space for instruction. Students in grades 2-8 eat in their classrooms; students in grades K-1 eat outside at picnic table at individually assigned seats more than 6 feet apart from one another.

Grades K and 1 use their classrooms, one set of restrooms designated just for them, and outside space on the south campus with their own play area and picnic tables. Grades 2-4 use their classrooms, a designated set of picnic tables, and their own restrooms all on the north campus. Grades 5-8 are also located on the north campus, using their own classrooms, picnic tables, and restrooms.

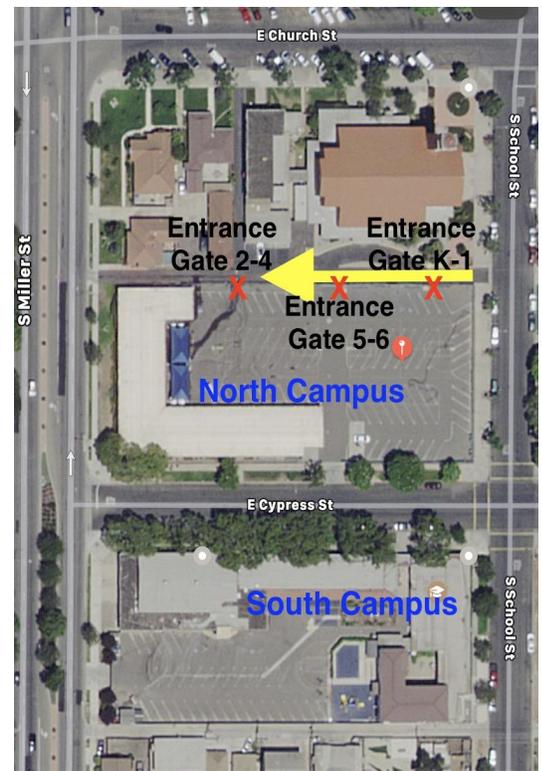
Entrance, Egress, and Movement within the School

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

All students are dropped off in the alley between the school and church. Three gates are open, where school staff check student temperatures as children arrive and are then admitted to the campus. The few students who live within walking distance check in at the school office to a health screening before being admitted to class.

At dismissal, parents form two lines heading west on the 400 block of E. Cypress Street, which is closed to thru traffic during the school day. Each family has a sign for their car with the family name and QR code. Staff members scan the QR code, which sends a message to the appropriate classrooms where students wait until requested through the dismissal system. Students then move to an outside dismissal line where they wait to be loaded into cars. No parents/adults will exit their vehicles.

During the day, classes are scheduled for the use of restrooms and outdoor space to stagger student movement. Social distancing signs and directions are posted on the campus.



Face Coverings and Other Essential Protective Gear

Describe how CDPH's face covering requirements will be satisfied and enforced.

All students and staff must wear either a disposable or cloth face mask that covers their nose and mouth. If someone forgets their mask or needs a replacement, a disposable one is provided. Anyone with a health condition that would prevent them from wearing a mask must bring a note from their physician and will then wear a face shield.

When required for instruction, teachers will wear face screens in accordance with *COVID-19 Industry Guidance: Schools and School-based Programs* from the CA Department of Public Health. The guidance states, "In limited situations where a face coverings 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."

Health Screenings for Students and Staff

Describe 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.

Staff members complete a daily health screening, including answering COVID-related health questions and taking their temperature, using an app which tracks their time on campus. Anyone with a temperature over 100°F will be sent home immediately.

Staff members are also surveillance screened on a rotating basis every two months. Teachers are tested one month; support staff are tested the next month. This schedule follows the guidance from the Santa Barbara County Public Health Department.

Staff who becomes ill during school hours is isolated. Staff will be sent home immediately.

Healthy Hygiene Practices

Describe the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

The door to every classroom has a hand sanitizer dispenser on it, so when the door is opened to admit students they are directed to sanitize before entering. A hand sanitizer station is located in the north campus picnic area. Grades K and 1 have sinks in their classrooms, and hand washing is taught and scheduled into everyone's day, especially at recess and lunch times. All students are taught and reminded to wash hands frequently for at least 20 seconds. Posters and signage are visible around the campus.

Hand sanitizer is also in every staff area and the school office, where staff and visitors/customers have access.

Identification and Tracing of Contact(s)

Describe 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 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.

In the event of a confirmed case among staff or students, the office manager and principal are responsible for gathering the necessary data for contact tracing. The school tracks who is on campus and for how long to assist in the potential need for contact tracing. Although parents do not enter the classrooms, guests coming to the office for assistance or to sign in/out a student are checked in through our visitor system. The purpose and duration of their visit is documented in the system, which creates a spreadsheet. Tracing of staff members is done through online check in and sign out forms, which include the ability to create a spreadsheet of dates and times each staff member was on campus.

Physical Distancing

Describe how space and routines will be arranged to allow for physical distancing of students and staff.

All facilities and procedures have been redesigned to ensure adequate physical distance is maintained. Where 6 feet of distance is not possible, students are seated 4 feet apart at desks with three-sided desk shields. Floor stickers below each seat remind students of the proper placement of their chairs and desks. Class sizes have been limited to accommodate this spacing. Some registered students zoom into live instruction to keep class sizes small.

Teachers instruct and practice procedures for lining up and moving through hallways and outside. Teachers have an 8 foot zone across the front of their room to allow for their movement and instruction while remaining at a distance from students.

Another room has been redesigned for a staff lounge to make multiple staff spaces (keeping cohorts separated) and to allow for more physical spacing.

In the school office, a plexiglass divider has been added to the front counter and signs inviting only one family at a time to enter are posted. Floor signs also remind visitors to keep the appropriate distance while waiting.

Staff Training and Family Education

Describe how staff will be trained and families will be educated on the application and enforcement of the plan.

Staff have been trained on current procedures at staff meetings, both in person and virtual, in July and August. Continued training takes place at staff meetings and in memos from the administration.

Family education began through informational videos August 6th, August 20th, and in ongoing daily video messages (<https://stmarysschoolsm.com/parent-information>), through a

handbook of policies (<https://stmarysschoolsm.com/st-marys-covid-19-handbook>), and through zoom meetings with teachers. Flyers and bulletin boards also provide reminders on campus. Families also sign a pledge for health and education (<https://stmarysschoolsm.com/family-pledge>). Information is available on the school website and in School Speak, the password protected student information system.

Testing of Staff

Describe how school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

All staff members are surveillance tested every two months on a rotating basis during the first week of each month. Teachers and administration are tested one month, and all support staff are tested the next month.

The school provides two options for testing. Staff members may use the free testing services available on the Central Coast by scheduling appointments at <https://lhi.care/start>, or they may get testing using their own doctor and insurance. A copy of the test results are turned in to school administration.

Testing of Students

Describe how school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how students will be tested periodically to detect asymptomatic infections.

If a student has any of the COVID-19 symptoms, answers yes to a health screening question, or has a temp of 100°F or above, then parents are provided with guidance about isolation and testing. All students that are on campus and develop symptoms are isolated in the sick area and sent home immediately. Parents may contact their healthcare provider for a medical evaluation which may include testing. The individual isolates for 10 days from the onset of symptoms. If a student has had close Contact with a confirmed COVID-19 case, the student will isolate for at least 10 days.

Student testing is not currently required by the Santa Barbara County Public Health Department. The school will provide options for testing if parents request assistance. They will be directed to use the free testing services available on the Central Coast by scheduling appointments at <https://lhi.care/start>, or they may get testing using their own doctor and insurance.

Identification and Reporting of Cases

At all times, reporting of confirmed positive and suspected cases in students, staff, and employees will be consistent with [Reporting Requirements](#).

When the school learns of a positive case (student or staff), school administration notifies the Santa Barbara Public Health Department and the Archdiocese of Los Angeles to review the case, create timelines, and determine the appropriate steps to ensure the health and safety of all members of the community.

The school uses multiple methods to communicate with parents, students, and community members. All members of a cohort with a confirmed case are notified by letter via email. Emails can be tracked, and the office can call any family who may not have seen the message. Staff members who may be in a different cohort but work in the same building will also receive a Notice of Potential Exposure to COVID-19 as required by California Assembly Bill 685 (Labor Code § 6409.6).

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 uses multiple methods to communicate with parents, students, and community members.

- SchoolSpeak: password-protected parent portal where information is posted; forms are available for parents; and emails are generated for individuals, classes, and whole school disbursement
- Seesaw: learning platform for grades K-4 where assignments and information are posted for students; also allows students to communicate with teachers
- Google Classroom: learning platform for grades 5-8 where assignments and information are posted for students; also allows students to communicate with teachers

Cleaning and Disinfection

Describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

The school's custodial staff has a facility cleaning schedule and checklist that includes cleaning high touch areas such as door handles, light switches, and railings at least twice daily; cleaning shared areas such as picnic tables and restrooms at least twice daily; and cleaning all classrooms daily. All indoor spaces are also disinfected with a ULV mister before students return to classrooms the next day. The custodian and janitor, along with their supervisor, have reviewed the CDC reopening guidelines for cleaning and disinfecting schools.

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

The school has purchased EPA-registered products from List N (disinfectants for use against SARS-CoV-2). The school custodial staff has been trained in best practices for both

cleaning and disinfecting. They have also reviewed the latest CDC and CAPHD guidance for cleaning and disinfecting public places. The school custodian also uses a ULV mister/sprayer in the bathrooms, classrooms, picnic tables, and play structures.

Category	Frequency
classrooms	student desks and chairs before transitions full room cleaning daily
workspaces (teachers' desks and office)	at the end of each use and daily
appliances (refrigerators, microwaves)	daily
electronic equipment (copy machines, printers, shared telephones)	at the end of each use and daily
high touch items (doorknobs, light switches, handles, railings)	at least three times per day
student restrooms	three times a day
staff restrooms	twice a day
picnic tables and benches	following each use and at end of day
administrative offices	common areas and equipment after use general cleaning daily

Students keep their materials at their desks or in individually assigned spaces. No equipment is shared; personal packets of PE equipment and classroom materials are provided for student use. School items are cleaned between uses; personal items are cleaned at home.

Public Health Department Contacts

[Santa Barbara County Public Health](#)

[CDC](#)

[CA Public Health](#)

[California Department of Education](#)

[Community Based Testing Appointment Registration](#) or call 888-634-1123

County Call Center: 883-688-5551

COVID-19 Call Center: 211