

RETURN-TO-SCHOOL PLAN

TK-8

IN RESPONSE TO COVID-19



Dolores Mission School
170 S. Gless Street
Los Angeles, CA 90033

INTRODUCTION

The following plan has been developed following the guidance from the Archdiocese of Los Angeles, California Department of Education, and public health officials. Dolores Mission School seeks to lower the risk of viral contagion from COVID-19, while promoting the development of our students academically, emotionally, socially, and spiritually. We recognize that it is our responsibility to make every effort to pursue prudent measures on campus to minimize the spread of COVID-19 and other diseases. Our parent, student, and parish strong partnerships will allow us to follow these protocols to ensure a safe return to on-campus instruction for cohorts of students in grades Tk-8.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS

✓ Covid-19 Compliance Team

Our Covid-19 Compliance Team is responsible for enforcing all community members to follow COVID-19 safety protocols and ensuring that staff and students receive continuous training about Covid-19, our specific guidelines, and procedures to follow these guidelines.

| Name | Title | Contact Information |
|------------------|--------------------------|--|
| Evangeline Garay | Principal | 323-881-0001 egaray@dolores-mission.org |
| Adriana Zamora | Instructional Aide | azamora@dolores-mission.org |
| Patricia Barba | Administrative Assistant | 323-881-0001 pbarba@dolores-mission.org |

Evangeline Garay, Principal, will be the team member designated as a liaison to the Los Angeles Department of Public Health, LADPH, in the event of an outbreak on campus.

✓ Steps to follow Upon Notification of Positive Test

Dolores Mission School will be following Los Angeles County Public Health [Decision Pathways](#) to guide our immediate steps upon notification to school officials that any member of the community (faculty, staff, student, or visitor) tests positive for, or has symptoms consistent with COVID-19. Community members can report cases to our school by phone at 323-261-5750 or use our [online COVID-19 Case Reporting Form](#). Our school will report all cases and exposures to ADLA using the [Covid-19 ArchLA Reporting Form](#) and LADPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#).

1. If an employee, student, or visitor becomes ill on campus/district, he/she will immediately report to the school's designated **isolation room which is in "Office 1" located in the teacher's lounge on the second floor**. This room is also close to an exit that is not regularly used and can provide more privacy for the individual and our compliance team.
2. Once the employee, student, or volunteer arrives at the isolation room, immediately provide them with a face shield and gloves if they don't have it. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

Note Key Terms

Contact: A contact in this application is referred to a person who is less than 6 feet from a case for less than 15 minutes. In some school situations, it may be difficult to determine whether an individual is a contact. In this case, an entire

cohort, classroom, or other group may need to be considered exposed, especially when individuals have spent time together indoors.

Cohort: *A cohort is a consistent group of fixed members that stay together for all courses and activities during the school day. This group will limit contact with other persons or cohorts.*

3. Complete **Reporting Form** Immediately to Submit to Report to Department of Public Health and Department of Catholic Schools.
 4. Contact the local health authority and seek advice regarding transportation and location based on given symptoms. The liaison will be the primary contact for the Department of public health, but in case of their absence, any member of the compliance team will assist.
 - ❑ The compliance team and others attending the suspected infected person, should also wear a protective mask and gloves while working with the individual in isolation.
 - ❑ The compliance team will direct the individual to leave work or will call the legal guardian of the student to be picked up. We will provide [Factsheets \(from CDC site\)](#) with materials for follow up before they go home.
 - ❑ The compliance team and administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
 - ❑ The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
 - ❑ The compliance team will ensure all further instructions given by the Department of public health are followed.
- ✓ **School Exposure Management Plan: Isolation and Identification of Contacts**

| Incident | Action | Communication |
|--|---|--|
| <p>A Covid - 19 Symptoms (e.g., fever, cough, loss of taste, smell, difficulty breathing.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Isolation room and send home <input type="checkbox"/> Recommend testing <input type="checkbox"/> School/class remain open | <ul style="list-style-type: none"> <input type="checkbox"/> Provide family factsheet <input type="checkbox"/> Discuss results of test <input type="checkbox"/> If tested positive, follow steps for Incident C. |
| <p>B Close contact with confirmed COVID-19 case</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Isolation room and send home <input type="checkbox"/> Quarantine for 14 days from last exposure <input type="checkbox"/> Recommend testing <input type="checkbox"/> School/class remain open | <ul style="list-style-type: none"> <input type="checkbox"/> Consider school community notifications of known contact. <input type="checkbox"/> Confidentiality will be maintained in this correspondence |
| <p>C Confirmed COVID-19 case infection</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Isolation room and send home if individual is at school. <input type="checkbox"/> Notify local public health department and report to district support team. <input type="checkbox"/> Isolate case and exclude from school for 14 days from symptom onset or test date. <input type="checkbox"/> Identify contacts, quarantine, and exclude exposed contacts from the school for 14 days after the last date the case was presented at the school while infectious. <input type="checkbox"/> If this individual has been close to a cohort, quarantine the whole cohort for 14 days <input type="checkbox"/> Disinfect and clean all classrooms and primary spaces where case spent significant time in. <input type="checkbox"/> Must provide doctor's note stating approval to return to school. <input type="checkbox"/> School remains open | <ul style="list-style-type: none"> <input type="checkbox"/> School community is notified of a positive case with steps taken to mitigate further transmission <input type="checkbox"/> Confidentiality will be maintained in this correspondence |
| <p>D Testing negative after symptoms</p> | <ul style="list-style-type: none"> <input type="checkbox"/> May return to school three days after symptoms resolve <input type="checkbox"/> Provide doctor's note stating approval to return to school. <input type="checkbox"/> School/classroom remain open | <ul style="list-style-type: none"> <input type="checkbox"/> Consider school community notifications of known contact. <input type="checkbox"/> Confidentiality will be maintained in this correspondence |

✓ **Control Measures**

Dolores Mission School will continue to monitor students, faculty, and staff throughout the day for signs of illness. Any individual with fever of 100 or displaying Covid-19 symptoms will be sent home immediately and isolated as stated in our Isolation and Identification Plan. Legal guardians will be instructed to pick up students or adults in our designated area outside the school. Our legal guardians will call our office to confirm their arrival and the suspected individual will be walked out to their transportation vehicle. Legal guardians will not be allowed to enter our campus.

✓ **Testing of Staff & Safety of Employees**

School staff are essential workers, and staff include all employees including teachers that may have contact with students or other staff. Dolores Mission school will provide staff time during working hours to schedule testing if needed. Our consistent site we have used has been White Memorial.

✓ **Response to Multiple Cases and Consideration of Partial or Full School Closure**

Dolores Mission School's Compliance Team will be contacting the Los Angeles Department of Public Health when 3 or more cases within 14 days have taken place at our school. The steps include:

1. submitting the report online at <http://www.redcap.link/lacdph.educationsector.covidreport> OR
2. completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to ACDCEducation@ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response

We will contact the Department via email at ACDC-Education@ph.lacounty.gov and call (888) 397-3993 or (213) 240 - 7821 for consultation in addition to the steps already taken based on our management plan. The county will support our school to determine if the cluster is an outbreak and properly respond. In addition, our compliance team will communicate with our Department of Catholic Schools in the Archdiocese of Los Angeles. In the event that the school experiences multiple positive cases in a 14-day period, the school through our consultation with LADPH and ADLA, will consider partial or full closure. Part of our contingency plan will include transitioning to 100% virtual learning when advised to do so. Please see the [COVID-19 and Reopening Framework from K-12 Schools in California](#) or the [LA County Reopening Protocols for K-12 Schools](#) for details.

✓ **Maintaining A Healthy Environment for All**

Personal Protective Equipment

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Face Masks

Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. The school will continue to review the [CDPH Guidance for Use of Face Coverings](#) for any applicable updates or additional health department guidance. Dolores Mission School will follow all required guidelines in its prevention plan with stated flexibility for younger children consistent with child development recommendations. However, any student with an age of 2 years old through 8th grade is required to wear a face mask. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and cannot use or tolerate cloth face coverings. All personnel working with a sick student will be given a medical grade mask to wear themselves and a medical grade mask for the students to wear (if it can be tolerated) until the student leaves the building.

It is acceptable for the face coverings to come off while on school property only when students are eating, drinking, or carrying out other activities that preclude use of face coverings. In addition, in those instances additional measures to maintain adequate physical distancing are in place.

General Guidance include

- A face mask must be 2-ply cloth. **Neck gaiters, triangle bandannas or masks with vents will not be allowed.**
- Masks should be taken home and cleaned daily.
- Any loss of masks will be discarded after each day.
- Teachers and Guardians will collaborate to teach the students how to properly wear and care for their face covering during the school day. However, guardians are responsible for continuing the reminders at home. We recommend that each student have two clean masks with them every day. Our school will provide disposable masks in case any masks are lost during the school day.

Staff

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 which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction only when this instruction is given.". Thus, staff are required to wear face coverings.

Visitors

Visitors and all other adults must wear face coverings on campus at all times. No exceptions will be made, therefore if a visitor has any conditions that prevent them from wearing a mask, schedule a zoom conference/meeting to contact the school.

Visitors on Campus



The safety of our staff and students remains the school's primary concern. We will encourage little to no visitation as often as possible. In order to reduce the risk, we feel that **no visitors on campus at this time** is the best and safest protocol. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, [All students and visitors must complete a questionnaire before entering campus.](#) Participation is important to help us take precautionary measures to protect you and everyone in the building.

Visitors in the office will be allowed by appointment ONLY

VISITOR SELF-SCREENING FORM / Self Declaration by Visitor will be completed

Gloves

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, Dolores Mission School will provide training on the following announcements on our morning announcements every day:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Our administrative team is committed to ensuring that sufficient PPE material is available for students and staff. Each classroom has been provided with PPE equipment (masks, face shields, cleaning supplies, etc.) Additional supplies are available when necessary and can be provided by our Compliance Team.

✓ **Daily Preventive Screening**

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. As stated previously, all employees are instructed to wash or replace their face coverings daily and as a team. Parents and faculty will ensure that children have a clean face covering. In addition to ensuring our classroom furniture permits a distance of 6 feet or more between the teacher and student desks, our breaks for both students and employees are staggered to ensure physical distancing can be maintained. All individuals in our building will be reminded to wash their hands regularly, and each staff member will have supplies that make their work a safe place to

perform their pedagogy. Each employee has access to a copy of this protocol and is able to access updates to protocols electronically.

Employees & Staff Screening

Dolores Mission School will prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees by requiring them to complete a self-screening which includes a temperature reading and answering a set of questions related to common COVID-19 symptoms:

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by school. Screening questions can be accessed through the **school office**.

If an employee has been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 7 days have passed since symptoms first occurred
4. A doctor's note confirms employees can return to work.

If the employee has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it is assumed that the employee has COVID19 and may not return to work until the four criteria listed above have been met.

Student Screening

Before entering campus, all students (or guardians on behalf of students) must respond to [a brief health screening](#). 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 must include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing. Temperature checks will be taken before students enter the school campus.

Social Distancing

Social distancing is an effective way to prevent potential infection. Dolores Mission School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the building in order to maintain the social distancing requirement of 4-6 feet.
- Classroom Configurations- all classrooms will be configured to meet the required distancing. Every student will be assigned their own desk and no sharing will be allowed at any time.
- Movement within the classrooms as well as between classrooms will be limited.
- Office will allow visitors **by appointment only**

Personal Workspace/Classroom

School staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students will not visit another classroom outside of their designated cohort (social bubble). Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Dolores Mission School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Dolores Mission Custodial Staff will clean all workspaces at their designated cleaning time including the use of Electrostatic Disinfection Sprayer to limit cross contamination.

Proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office– Dolores Mission School will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish. No students allowed in the main office.

Conference Rooms– Certain rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

Facilities Cleaning

The safety of our employees and students are our first priority. Upon reopening, Dolores Mission School will have been completely cleaned,disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before

employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below

General Disinfection Measures

| Category | Area | Frequency |
|--|--|---|
| Workspaces | Classrooms, Offices | At the end of each use/day |
| Appliances | Refrigerators, Microwaves, Coffee Machines | Daily |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day and/or between use |
| General Used Objects | Handles, light switches, sinks, restrooms | At least 4 times a day |
| Common Areas and High Touch Areas | Library, Common Areas | At the end of each use/day; between groups |

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

Deep Cleaning and Disinfection Protocol

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Dolores Mission School will follow the CDC and LADPH guidelines to ensure the appropriate cleaning and disinfecting measures are followed.

Preventive Signage

Signage will be placed at the entrances of our school, office, and throughout school campus.

Preventive Material Inventory to ensure adequate supply:

- 1. Adequate supply of soap, disinfectant liquid, hand sanitizer, paper towels, and tissues
- 2. Adequate supply of gloves and other protective gear
- 3. Adequate supply of touchless thermometers on-site for employee and student screening

Limit Sharing of Facilities

Facilities rentals must be limited in the 2020-2021 school year. Los Angeles County specifically forbids the use of school facilities by outside organizations for non-school functions.

If it is explicitly allowed by county health departments, it is recommended that facilities used by outside organizations be limited to outdoor spaces. If indoor spaces are used by the parish or any outside organizations, ensure that all public health guidance is followed regarding physical distancing, hygiene, and cleaning and disinfecting.

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS, AND VISITORS

✓ **Physical Distancing**

Our drop off and pick up process are designed to keep all cohorts safe. These include:

Pick-up & Drop-off

- Designated car and walk-in drop off and pick up area will be marked clearly with staff designated presence at school entry.
- Signage to ensure six feet apart for walk-in families.
- Staggered times to ensure limited amount of contact with cohorts.
- Parents or Guardians will not be allowed on campus.
- Compliance team will take the temperature of all individuals entering our campus including students. Our team will use all PPE equipment required for their protection.

Adjusted Schedule - No Interactions by Cohorts

- Staggered extended arrival will allow ample time to conduct screenings and temperatures checks upon campus entry. All parents will sign up for a drop-off and pick-up time through our office staff.
- All schedules have been adjusted to prevent cohorts from moving through common places at the same time.
- Assigned break areas outside of campus will ensure students have a consistent place to play and walk that is not shared with anyone outside their social bubble.
- Compliance team will monitor that students follow all social distancing protocols.

Classroom Arrangements to Maximize Physical Distancing

Distancing between student desks should be no less than three feet. If six feet is not possible, then the minimum distance must be no less than three feet. All student desks must be six feet from the teacher's desk/workspace.

Additional functions of the classroom environment should include:

- Markings (i.e., masking or painters tape) on classroom floors to promote distancing
- Desk arrangements to minimize contact
- Increased ventilation (i.e., opening doors and air purifier turned on)

Physical Distancing Outside the Classroom

At this time, outdoor assemblies and large gatherings of any type are not allowed (including weekly student assemblies). Physical Alterations to Campus Schools keep cohorts from mixing in classrooms, hallways, pathways, and common spaces as appropriate to support physical distancing. This included administrative areas in school where signage alerts visitors to maintain 6-foot distance from office personnel. Tape and markings define a 6-foot radius around reception desks or counters whenever possible or a physical divider that reduces the risk of transmission.

Cohorts

Dolores Mission School Cohorts will stay together for all activities (e.g, meals, recreation, etc.) and avoid contact with individuals outside their group during school.

Dolores Mission School will adjust assignments to limit the materials that are taken home or brought from home.

Meals

At this time no meals will be provided on campus. Students will only be eating on campus during designated and staggered times. All recess and snack times will be outdoors. While at recess and snack time all students will remain six feet apart.

C. MEASURES THAT ENSURE INFECTION CONTROL

✓ **Screening**

As stated in Section A, subsection **Maintaining A Healthy Environment for All**, our screening practices follow all LADPH and CDC guidelines. In addition our screening questionnaire is available in both Spanish and English to be accessible to all in our community. As previously mentioned, visitations will be discouraged and only visitors with appointments will access our office after the screening process is followed.

Our DMS Covid-19 Compliance Team will follow our School Exposure Management plan based on the Decision pathways available through LAPHD resources. Our mobile friendly questionnaire provides each family with the immediate steps they need to take if they are not permitted to enter our campus based on their answer to the questions. Students who screen positive at entry or who report symptoms at any point during the school day are given a mask immediately if they don't have one and are led to our isolation room to arrange for their return to their home. Parents or guardians will be responsible for completing the first screening questions and our Compliance team will follow up to ensure the student has not been exposed or has obvious symptoms. The DMS Compliance Team will provide our families with a copy of the [Health Officer Order for Control of Covid-19](#) to follow instructions to mitigate further contact and improve their health.

Optimal Ventilation

Dolores Mission School has ensured that all classrooms used have optimal ventilation including air purifiers that will optimize the learning environment. Resurrection school has the following in place:

- School HVAC system is in good, working order
- Each classroom has a hospital grade air purifier.
- Doors will be kept open during the school day.
- Air filters have been all been replaced with new filters

Cleaning & Disinfecting

In addition to the guidelines on page 10, General Disinfecting Measures & Deep Cleaning Measures DMS has taken the measures below to continue to keep all areas clean and disinfected:

- Water fountains have been shut down.
- No touch games are encouraged during recess.
- Cleaning products listed from the Environmental Protection Agency approved list are used according to product instructions.
- No mixing of bleach or other clearing and disinfection together will be permitted as this can cause toxic fumes that may be dangerous to breathe.
- Custodial and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment as required by the products used.
- All cleaning products are kept out of children's reach and store in a space with restricted access.

Additional measures will be followed as stated in the [COVID-19 and Reopening Framework from K-12 Schools in California](#)

Face Covering Required for All

All Face Covering Measures are in place to follow the [COVID-19 and Reopening Framework from K-12 Schools in California](#), [Reopening Protocols for K-12 Schools](#), and are described in detail on page 6 -7.

✓ **Hand Washing Measures**

Students and staff will follow a staggered schedule for breaks that will include hand washing. This will provide the students and staff frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom and in the case where more than one cohort is using the same bathroom, our color coded system will be used to minimize students from different colors using the bathroom at the same time. Additional hand washing measure are:

- All staff will include daily reminders of hand washing protocols as part of our daily routine to reinforce healthy habits.
- Hand sanitizing stations will be in each classroom and outdoor areas.
- Everyone will wash their hands before and after eating, after toileting, after outdoor play and before and after group activity.
- Ethyl alcohol-based hand sanitizers are made available for all students, staff, and visitors in strategic locations where there is no sink or portable handwashing station. Sanitizers follow the CDC and LAPHD guidelines with at least 60% ethanol content. Hand sanitizers are out in the open and are used with adult supervision for children under age 9. Every employee has been made aware of the risk of ingestion and the process to call Poison Control at 1-800-222-1222 if there is reason to believe that a student consumed hand sanitizer.
- Hand sanitizers, soap and water, tissues and trash cans are available at or near the entrance of the facility at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

All measures of communications to employees, students, visitors, our community and the public follow the guidelines delineated in the [Reopening Protocols for K-12 Schools](#). Families attended a Zoom webinar that included information regarding the steps to reopen. A link to the recording will

be sent to all families via Class Dojo and Remind 101. A PDF copy of the slideshow used was sent to all parents in TK-8 via Class Dojo and Remind 101.

As stated in prior sections. Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face covering, and importance of hand washing. Dolores Mission School's communication plan in case of full or partial closure includes the following:

- 1) Communication with the Department of Catholic Schools and LAPHD for specific guidance of communication using the [Template Covid-19 General Notification Letter in Educational Settings](#).
- 2) Sending communication to parents using our school's Class Dojo and Remind 101.
- 3) Scheduling mandatory Zoom Conference to communicate appropriate steps (homeroom teachers).

Dolores Mission School will continue to use outlets of the school such as our website and social media to provide clear up to date information about building hours, visitation policies, changes in academic programs, and requirements for physical distancing and face covering. Our reporting form on our website makes reporting accessible to all community members in case of an infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

Dolores Mission School implements a Support Team Educational Plan (STEP) that allows families and staff to collaborate and monitor minor adjustments that support students' individual needs. Our school works closely with the LAUSD Private School Office and our families have opted for Individual Service Plans that allow our consultant to share professional development with our staff. In addition, our staff, parents, and our LAUSD Private School Consultant reviews every IEP to monitor the minor adjustments that each teacher implements. During our distant learning, our consultation has been focused on implementing strategies that can be used during virtual learning.