



St. Lawrence of Brindisi School

COVID-19 Reopening Handbook

PLANNING FOR MULTIPLE SCENARIOS

- The potential of repeated closures of classes, groups, or entire facilities when persons associated with the facility or community become ill with COVID-19 or cases within the community significantly increase.

Options for Instruction at St. Lawrence of Brindisi School

SLB will provide two options for families when school reopens.

Option A: On-Campus Learning Cohorts

Students participating in Option A will be grouped by grade level into Group A and Group B and alternate between coming to campus and staying at home for distance learning. Group A will be on campus on Mondays and Wednesdays from 8:00 a.m. to 2:40 p.m., and every other Friday from 8:00 am-12:30 pm. Group B will be on campus on Tuesdays and Thursdays from 8:00 a.m. to 2:40 p.m., every other Friday from 8:00 am-12:30 pm. Drop-off will be from 7:35-7:55 a.m. on Monday-Friday and pick-up will be at 2:40 p.m. on Monday-Thursday and from 12:30-12:45 pm on Fridays. Cohorts will contain a maximum of 14 students and cohorts will not cross populate.

Option B: Full-time Distance Learning

Students participating in Option B will participate in full-time distance learning from home. Students are expected to follow the schedule and assignments provided by the teacher(s) and will continue to follow the synchronous and asynchronous schedules in Canvas. The teacher will be teaching from school using the camera so students at home can participate in the daily live instruction.

School Closure

All students will move to distance learning in the event the entire school shuts down because of COVID-19. Live streaming of instruction will occur, and a daily schedule will be followed. Friday schedules will change to provide specific and specialized support for students, and small group instruction and activities will take place.

These options are based on guidelines from LACDPH and are subject to change at any given time. Our primary goal continues to be the safety of our entire school community.

Families will be notified via email of any change to the school's schedule. Additionally, the information will be posted on SchoolSpeak for parents to view.

Students will **only** be required to wear their school polo, PE shirt, or white blouse as part of their uniform. Jeans and running shoes or sneakers of any color are permitted. The school is modifying the dress code for the remainder of the school year in order to stay sensitive to the cost of uniforms. In the Fall, we will go back to the prior requirements of uniform. Please follow guidelines in the Parent/Student Handbook in regards to the rest of the guidelines outlined in the dress code section. Please pay close attention to the hair and jewelry policy.

PHYSICAL/SOCIAL DISTANCING

Physical Distancing in the Classroom

Distancing between the teacher/teacher desk and students must be at least six feet apart. Distancing between student desks should be six feet to the extent possible. Where six feet of distance is not possible, physical barriers are used to minimize close contacts, and desks are permitted to be spaced four feet apart.

Additional functions of the classroom environment will include:

- Markings (i.e., masking or painters tape) on classroom floors to promote distancing and placement of desks
- The marked path for entrance and exit (one-way hallways with arrows on the floor)
- Desk arrangements to minimize contact (i.e., configuration of desks in a checkerboard style and facing the same direction)
- Physical barriers between desks with less than six feet distance between them.
- Increased ventilation (i.e., opening windows and doors, weather permitting)
- Recently replaced filters to MERV 10 (March, 2021)
 - Increased sanitation measures throughout the day with additional in-depth cleanings at the end of the school day
 - Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.

Computer/Learning Lab- When Computer Class/Learning Lab resumes and students are permitted to move from space to space, social distancing protocols will also be followed in the Computer Lab with spacing between each seat and barriers between each seat. Windows and outside doors will remain open during class time, weather permitting.

Physical Distancing on Campus

SLB has made plans to reduce the congregating of students, especially in hallways, recess and lunch areas, and outside the classrooms. This includes before and after school, recess, lunch, and other transitions. The following procedures have been established:

Morning Drop-off

Parents/Guardians will no longer be able to park in the parking lot or on the adjacent streets and walk their child onto campus since every student needs to participate in a daily health screening at drop-off. All parents must use the vehicle drop-off location in the parking lot. On-campus: Parents who need to conduct business in the office must go through the drop-off

line first prior to parking and visiting the office. If you do not have a car or you take the bus and walk your child(ren) to school, walk to the small side gate near the office and socially distance yourself to wait for your child to be screened. Respect the markings on the floor to make line. Masks are worn at ALL times, including when walking your child(ren) to school or driving in the drop-off line.

Students who are tardy must check-in at the bench in front of the basketball court.

Option A: The school day for students participating in Option A will be from 8:00 a.m. to 2:40 p.m., with drop-off from 7:35-7:55 a.m.

Families dropping-off a student in TK will follow the same drop-off protocol, but will be required to sign-in your child. A staff member will have the roster ready for you to sign in your student from the car. Please do not park.

Afternoon Pick-up

Option A: The school day for students participating in Option A will be from 8:00 a.m. to 2:40 p.m., with pick-up from 2:45-3:00 p.m. Pick-up will follow the same path as morning drop-off. Student names will be called through the intercom like rainy day dismissal. All parents must wait in their cars until their child(ren) is called from their classroom(s) to come to the car. Walkers will exit through the small gate near the school office. Parents who will walk to pick up their child must wait for their child in the courtyard area.

Recess

Recess will be divided into two groups to allow for the social distancing of students. Students will be assigned a specific play area, either in the backyard or basketball courts, so that they remain in their designated cohort. Play areas will allow for individual activities and exercise. Equipment used will be sanitized after each use.

9:00 a.m. - 9:20 a.m.	TK- 4th (snack and stay in the classroom) 5-8 (outside recess)
10:00 a.m. - 10:20	TK- 4th (outside recess) 5-8 (snack and stay in the classroom)
1:20 p.m. - 1:40 p.m.	TK- 4th (break inside the classroom/handwashing) 5-8 (break inside the classroom/handwashing)

Lunch

Students who receive school lunch will have their lunch delivered to the lunch area. Lunch recess will follow the same grouping and activities as recess.

At this time, outdoor assemblies and large gatherings of any type are not allowed (including weekly student assemblies). Schools will be informed if this changes.

11:20 a.m. - 11:40 a.m	TK - 4: Eating 5-8 Outside recess
11:40 a.m. - 12 p.m.	TK - 4 : Outside recess 5-8 Eating

WEARING FACE COVERINGS (MASKS & FACE SHIELDS)

Students

LACDPH guidance on face coverings for students states that it is mandatory for students two years and older to wear a cloth face mask while on campus unless drinking or eating. Students who are unable to wear a face mask due to health reasons (like asthma) must provide a doctor’s note to the school office and wear a face shield rather than a face mask. It is the parents’ responsibility to provide a mask for their child(ren) to wear to school every day. Cloth face masks must be appropriate for school and have no vulgar language or violent and inappropriate designs. It is the parents’ responsibility to wash the mask daily. Additionally, an extra mask must be kept in the child’s backpack to replace a face covering that becomes soiled during the school day.

The general expectation is to teach and communicate that students should wear masks and keep them on especially while indoors. Teachers will reinforce this practice and teach proper mask-wearing and removal. The following videos are useful tools for parents and students to review prior to starting school:

[Donning and Doffing Facial Mask Video](https://youtu.be/OABvzu9e-hw) <https://youtu.be/OABvzu9e-hw>

[Mask Test - Is your Mask Effective?](#) (no bandanas, gaiter face mask or neck gaiters, no surgical/paper masks) ONLY cloth masks allowed.

Staff

Staff is required to wear a face mask while on campus. It is the employees’ responsibility to wash, cloth face coverings daily. The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher’s face and avoid potential barriers to phonological instruction. Staff who are alone in closed offices or other private enclosed spaces are not required to wear cloth face coverings.

Visitors

Visitors and all other adults are required to wear a face mask on campus at all times and must stop by the office for a temperature check and health screening.

COHORTING OF STUDENTS

SLB will cohort students in homerooms and grade levels with no more than 14 students in each cohort. Students will not change classrooms. In addition to limiting the spread of COVID-19, 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, SLB might be able to limit the impact on in-person instruction by only quarantining the cohort rather than the entire school.

MAINTAINING A HEALTHY ENVIRONMENT

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 symptom-free (without medication) for 24 hours. Daily health checks should be performed at home, including temperature checks and health screening questions. Students will be monitored for signs of illness throughout the day.

Health Checks (at school)

During morning drop-off and before entering a classroom, all students (or parents on behalf of younger students) must participate in a series of screening questions asked by a school employee. If an affirmative is given to any of the screening questions, he/she must not enter the school building. The screening questions are:

1. Do you have a new cough?
2. Do you have shortness of breath?
3. Do you have a fever of 100.4 or higher?
4. Do you have any of the other following symptoms:
 - a. Fatigue
 - b. Congestion
 - c. Sore throat
 - d. Headache
 - e. Loss of taste or smell
 - f. Diarrhea
 - g. Nausea or vomiting
 - h. Muscle or body aches
5. Does a member of your household have a confirmed Covid-19 infection or have you been in close contact with an individual who has tested positive for COVID-19?

Temperature Checks

Before entering campus, all students will have their temperature checked via no-touch thermal scan thermometers. If a student has a fever of 100.4 degrees or higher, he/she must not enter the school building. Temperature checks will be a part of the daily health screenings. Students who screen positive at entry will not be allowed on the school campus.

Health Screenings will be conducted by the administration, office staff, instructional aide, instructional coach, teachers all properly masked.

HYGIENE, CLEANING, AND DISINFECTION

Staff, faculty, and students will be trained and reminded on a frequent basis on proper hygiene, cleaning, physical distancing protocols, etc.

Ensuring Proper Hygiene

Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Hand dryers will not be used. Frequently scheduled staggered mandatory handwashing breaks (especially for younger students) will occur at a minimum:

- Before and after eating
- after using the restroom
- after outdoor play

Staff will model and monitor frequent and proper handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits.

Posters explaining proper hygiene protocols will be placed throughout the campus.

Additionally, every classroom and all common areas will have a hand sanitizing station.

Cleaning and Disinfecting

Prior to reopening the campus, SLB will have been completely cleaned and disinfected. Upon reopening, SLB is required to maintain 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 will be in compliance with the approved disinfectants listed on the Environmental Protection Agency COVID-19 list “N” and used according to product instructions to prevent the transmission of the virus. Janitorial and other staff responsible for cleaning and disinfecting school surfaces and objects will be trained on manufacturer’s directions, Cal OSHA requirements for safe use, and as required by the Healthy Schools Act, as applicable. They will be equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product. All cleaning products will be kept out of children's reach and stored in a space with restricted access. A disinfecting fogger machine will

be used to disinfect classrooms, lunch tables, and PE/recess equipment.

The following chart outlines the school's cleaning schedule.

Category	Frequency	Person(s) Responsible
Workspace (<i>i.e., classrooms, office</i>)	At the end of each use and day	Janitor
Appliances (<i>i.e., refrigerators, microwaves</i>)	Daily	Janitor <i>*Note: Staff will wipe down after each use</i>
Electronic Equipment (<i>i.e., copy machines, shared computers/devices, printers, telephones</i>)	At the end of each use and day	Janitor <i>*Note: Staff will wipe down after each use</i>
General Used Objects (<i>i.e., handles, light switches</i>)	At least 3 times a day	Classroom Teachers

Student and Teacher Restrooms	Twice a day	Janitor
Faucets	Twice a day	Janitor
Common Areas (<i>i.e., Cafeteria, Library, Conference Rooms</i>)	At the end of each use and day	Janitor <i>*Note: Staff will wipe down after each use</i>

LIMIT SHARING OF SUPPLIES AND MATERIALS

SLB will do the following to limit sharing:

- Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.
- Students will keep a **reusable** bottle of water at their desks to eliminate the use of public drinking fountains.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit the use of supplies and equipment to one

group of children at a time and clean and disinfect between uses.

- Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.
- Whenever possible, SLB will try to be “paperless” and submit assignments and work digitally to reduce contact exposure.

ATHLETICS (AFTER SCHOOL SPORTS PROGRAMS)

All CYO guidelines regarding after-school sports will be followed. There are currently no competitive sports programs allowed. **However, SLB will not be participating in competitive sports this year. Sports will resume in the Fall of 2021 (August/September)**

EXTRACURRICULAR ACTIVITIES

To the extent possible, extra-curricular activities are encouraged to take place remotely or in the same cluster of students that are established during the school day. **In-person meetings must be limited to groups of 14 students and must be a part of the same grade-level cohort.**

LACDPH guidelines stipulate that classrooms can not be shared with outside vendors and/or groups. Use of outdoor space is permitted.

DAYCARE

Due to current cohort restrictions, daycare will not be offered before or after school until further notice.

VISITORS ON CAMPUS

The safety of our staff and students remains the school’s primary concern. We encourage little to no visitation as often as possible in order to reduce the risk of spreading Covid-19. Visitors entering the office must follow the signs and markings for social distancing and wear a mask at all times. Visitors will also undergo a health screening and temperature check upon entering the school office. All visitors are encouraged to come alone when conducting business. Visitors will not be permitted into classrooms or other parts of campus. Parents/Guardians who need to meet with a teacher are encouraged to set up a meeting by phone or through Zoom.

COVID-19 CONTAINMENT, RESPONSE AND CONTROL PLAN

Traveling

Students and staff who travel to another state or country must follow guidelines established by the Center for Disease Control and Prevention (CDC). There are many travel restrictions in place and your child(ren) may not be able to return to school for two weeks depending on where you traveled. Visit this [link](#) to learn more and to keep up to date on travel restrictions.

Handling a Positive Case of COVID-19

Faculty, staff, and students will be monitored throughout the day for obvious signs of illness. Students, faculty, and staff with a fever of 100.4 degrees 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 removed from the classroom and wait in an isolation area located in the blue room of the convent until they can be transported home or to a healthcare facility, as soon as possible.

The following plan will be put into place immediately upon notification to the school that any member of the school community (faculty, staff, student, or visitor) tests positive for, or has symptoms consistent with COVID-19:

1. Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation (with the wearing of a surgical mask) of the case if arrangements are needed for the person to return to their home.
2. Fact-sheets or other informational materials are to be given to the case (or appropriate family member/s if the case is a student) covering regulations governing self-isolation and links to sites with further information. (see attached)
3. Initiate the School Exposure Management Plan
 - a. Identify person(s) exposed to case(s) at school
 - b. Immediate quarantine of exposed employees and/or students
 - c. Disinfect all areas the case(s) came in contact with as well as all common areas on campus, when necessary

If SLB has a confirmed positive case of COVID-19, we will follow all additional county public health procedures and complete the ADLA COVID-19 Report Form and Instructions to report it to the Archdiocese. A cluster of cases (three or more cases within 14 days) must be reported to the Department of Public Health and will result in the closure of campus and return to distance learning for a minimum of 14 days.

We will follow the procedures outlined in the documents below:

[Exposure Fact Sheet](#) (LACDPH) (See attached)

[Exposure Management Plan](#) (LACDPH) (see attached)

Access to COVID-19 Testing for All Exposed Individuals

Any SLB school community member exposed to COVID-19 will have access to immediate COVID-19 testing through one of the following locations in close proximity to the school:

1. Watts Health Center
2. The school will also assist potentially-exposed individuals with finding testing locations near their homes. Testing sites can also be located [here](#)

WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEES

Protocol for Employee Positive Cases or Exposure

Employees will be required to remain home if they are ill or have been exposed to COVID-19. Employees who exhibit signs of COVID-19 are required to get tested and produce evidence of a negative result prior to returning to campus.

Employee Surveillance Testing

SLB will encourage surveillance testing of all of its employees. Frequency includes testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff overtime. Surveillance testing will be reported to the Department of Public Health.

COVID-19 Containment, Response, and Control Team

Alicia Camacho - Principal

Lizette Salazar - Vice-Principal (LACDPH Liaison)

Marc Maye - Vice-Principal

Martha Rodriguez - Administrative Assistant

Tionne Tisdale - PE Coach

Documents Informing this Plan

[Archdiocese of Los Angeles Starting the School Year Smart](#)

[CDPH Guidance for Schools](#)

[County of Los Angeles Public Health Reopening Protocols for K-12 Schools](#)

[County of Los Angeles Public Health Exposure Management Plan for K-12 Schools](#)

[CDC Considerations for Schools](#)

This document will evolve as public health conditions change and modifications are provided by the Archdiocese of Los Angeles and the department of public health. Please anticipate updates as we work towards reopening for in-person instruction.