

July 15, 2020

Dear Our Lady of Guadalupe Parents,

We excitedly look forward to reuniting our school community on campus this fall. In our commitment to transparency, we are delighted to share with you our “Marching Home” plan to reopen our school campus safely and with great caution. All of us at Our Lady of Guadalupe School are committed to providing a quality Catholic Education that is student-focused, safe and fun. Many things will be different with new procedures in place, but what remains constant is our school, which fosters learning and community, to ensure that each of our students can be all that God has created them to be.

Our plan is, and will continue to be, guided by the most up-to-date information from the CDC (Center for Disease Control), California Department of Public Health, California Department of Education, Alameda County Public Health Department, American Academy of Pediatrics and the Department of Catholic Schools of the Oakland Diocese. As the situation evolves, so will our plans, ensuring any and all changes are realistic, feasible, and focused on the safety of our children and staff.

If there are mitigating circumstances which make it difficult for a child to attend class in person, we will support the student’s education. Teachers will be recording classroom lessons, providing work packets as necessary, and adjusting due dates or assignment requirements, etc. The teacher and administration will work with the student and family on a case-by-case basis.

In our desire for continued dialogue with you around reopening, we will host several Zoom meetings in the coming weeks. If you have any questions and/or suggestions regarding the policies and procedures that are outlined in this Marching Home document below, please send them to marchingsaintsOLG@gmail.com. We will create a FAQ that will be posted on our website.

I am grateful to our re-opening committee and School Board members who have worked tirelessly to develop the best plan possible for our return to school. Most of all, I am so grateful for you and the opportunity to support your child’s Catholic education.

With great gratitude,

S. Janice Therese, O.P.



Our Lady of Guadalupe School: Marching Home

A. General Information

- Parents are responsible for screening students at home. See Health and Wellness sections in this document.
- Employees, students, parents, and visitors will practice staying the recommended distance from others and eliminate contact with others whenever possible.
- Ad-hoc interactions/gatherings: non-essential/informal meetups and visiting will be avoided.
- Everyone who comes on campus will wear cloth face covering, except while eating or drinking.
- If a face shield is used, it must be worn with a cloth drape across bottom and secured (i.e. tucked into shirt, tied around back of neck).
- Signage will be posted in high visibility areas (entrances, playground, classrooms, hallways and bathrooms) to remind everyone of health and safety protocols.

B. A Day in the Life of an OLG Student:

Arrival Procedures

- After a verbal verification of the “At-Home Health Screening,” a touchless temperature screening will be conducted as students exit the car or walk onto the grounds while wearing masks.
- Students will line up on the social distancing markers to wash their hands at the soon-to-be installed washing stations, go to their classrooms immediately and not congregate outside the building.
- Students will walk in the middle of the hallway as indicated by the markings on the floor.
- Students enter the designated “entrance” door; exit out the secondary classroom door.
- Students remain at their desk until the teacher advises them to put their items away.
 - Students will keep their backpacks at desks for grades 5-8;
 - Cubbies will be built in grades K-4 for their backpacks;
 - Each student will have a plastic box at his or her desk for personal items such as hand sanitizer, tissues, extra mask, pencils, pens, crayons, etc.

Bathroom Procedures

- When children need to use the bathroom, they will use their personal “magnetic paint stick” and place it on the metal sheet outside the bathroom to indicate how many children are in the bathroom (maximum is two children at a time per guidelines).

Recess

- K-3** 10:10-10:30
- 4-8** 10:35-10:55

Lunch

- K-3** 12:00-12:45, play then eat
- 4-8:** 12:30-1:15, eat then play

- End of recess and lunch: all students will have the time to wash their hands, using the wash stations under the awning or the sinks in the classrooms.
- Only one class bubble will be permitted in the playground at a time; daily rotations will be set up.
- The playground will be disinfected at the end of recess and lunch.
- Each class/cohort will use their own play equipment; physical activities that require less contact with surfaces and allow for greater physical distancing will be implemented.

- Children will eat in the classrooms
- Pizza lunch days: individually plated pizza meals will be delivered to the classrooms.
- ChoiceLunch boxed/bagged lunches will be delivered to the classrooms.
- Home lunches: In order to ensure that minimal non-essential visitors come to campus, parents are asked not to deliver lunches to their children, but have their children bring the lunch to school.
- Lunch deliveries will not be accepted (no Uber eats, etc.)
- End of lunch: all students will have the time to wash their hands, using the wash stations under the awning or the sinks in the classrooms.

Dismissal Procedures and Guidelines

Please arrive on time and follow this pick-up schedule:

<u>M, T, Th, Fri.</u>		<u>Wednesday</u>
2:50	K-3	1:50
3:00	4-5	2:00
3:10	6-8	2:10

- Parents/Caregivers are required to wear face masks during pick-up.
- Parents/Caregivers arriving early will wait inside their vehicles until their child is out of the building.
- Parents/Caregivers with two or more children in different grade levels with different time schedules may wait by the benches provided they practice 6 feet apart social distancing.
- Parents/caregivers will pick up their child/children and return to their vehicles.
- Students who have not been picked-up by 3:15 will be escorted to Extended Care.

C. Hygiene Measures and Procedures

Hand washing: Students will wash their hands with soap and water for at least 20 seconds upon arrival to school and throughout the day. Students will have their personal hand sanitizer at their desks. Hand sanitizers will be available in the classrooms and offices.

Sanitizing/Disinfecting: All hard surfaces, especially those frequently touched, such as light switches, door handles, office phones, etc., will be wiped down throughout the day, before and after use, as well as at the end of each day.

Bathrooms

- Only two students at a time will be allowed in.
- Center washbasins will be closed off so that social distancing can be maintained.
- After recess, lunch, after school and after Extended Care the bathrooms will be disinfected, closed and locked for ½ an hour, and then reopened for student use. The office bathroom will be available if needed when the general student bathrooms are locked.
- The bathrooms will have their usual cleaning when all the students have left the school.

Mask wearing

- Every student will need to wear a mask to school each day and abide by mask wearing guidelines.
- Every student needs to have a second mask, stored in a Ziplock bag, labeled with the child's name and left at school.
- Face shields with cloth extensions that can be tucked into the shirt collar will be acceptable for any student choosing to use one.

Current guidelines regarding mask wearing, inside the classroom, within the “family” for elementary age children continues to evolve. We are monitoring the guidelines and will follow-up with additional information as it unfolds.

Social distancing

- Each class/cohort is considered a social bubble or “family.”
- Each “family” will social distance from other “families” to assure safety.
- Desks have been placed 5-6 feet apart and arranged all facing forward to minimize face-to-face contact.
- From the American Academy of Pediatrics: “If a teacher remains solely with one cohort/bubble physical distancing will be less crucial to adhere to at all times. We know that for younger children, keeping a physical distance from them will be difficult, which is one reason the more stable bubble in the younger grades is more important to implement.”

- In the 6th-8th grades, students will remain in their classrooms and their teachers will move from class to class.

C. Health and Wellness

Parents are responsible for screening students at home.

Does your child have any of the following symptoms that are not attributable to another condition [for a new student, please ask about symptoms in the past three days (72hours)]:

- A cough
- Shortness of breath or difficulty breathing
- A fever of 100.4°F or higher or a sense of having a fever
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/running nose – not related to seasonal allergies
- Unusual fatigue

If any of the above symptoms are affirmed, **Yes - STAY HOME**

- Have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.

Yes – STAY HOME

- Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes – STAY HOME

- Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

Yes – STAY HOME

Please let us know of any potential exposure immediately. This includes:

- being a household with an individual with a suspected or confirmed case COVID-19;
- being within six feet of the ill individual for more than ten minutes during the time period between two days prior to when the individual's symptoms appeared and the last time the individual was on the school campus.

When the Alameda County Public Health Department (ACPHD) learns of a positive case in a school community (either from the school or from the family):

- ACPHD contacts the person who tested positive to initiate contact tracing.
- ACPHD informs school leadership who needs to take what precautions based on the exposure.
- School leadership may help identify adults or children who may have had contact with the positive case. School leadership will work with ACPHD to communicate the appropriate information to the school. Confidentiality as it relates to student and faculty health status will be followed.

D. Classroom Protocols

- Every child will be provided with their own plastic shoe box to keep their own materials such as pens, pencils, markers, erasers, personal size hand sanitizer, personal size tissue packs, etc.
- Each student is asked to bring in a bottle of hand sanitizer and a personal size one. Teachers will refill their personal one with the bottle students bring in.
- Should a child need supplies, the teacher will get it from the common supply using gloves and give it to them.
- Each student will be assigned a Chromebook or iPad.
- Use of Mac desktops will be limited to one group of students at a time and cleaned and disinfected between uses.
- Increased ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.
- Utilizing non-classroom space for instruction (including regular use of outdoor space, Parish Center, Parish Hall), to allow greater distancing between students.

E. Training

- Orientation/training will be provided to faculty/staff to review Health/Safety protocols and expectations
- Faculty/staff training on Cal/OSHA requirements for safe use of cleaning supplies
- Orientation/training for students about new Health/Safety protocols and expectations will be provided.

F. Cleaning and maintenance

- ❑ Electrostatic spraying method using the “N” level of sanitizing chemical per the CDC requirements completed ahead of the start of the year. This is the highest level of cleaning, combining the cleaning and disinfecting into one product.
- ❑ Regular cleaning and disinfecting of frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, bathroom surfaces (toilets, countertops, faucets), and playground equipment) pursuant to CDC guidance.
- ❑ Fresh outdoor air is introduced as much as possible, for example, by opening windows where practicable.

G. Important Considerations

- ❑ Extended Care will be offered in the 2020-21 school year. More information regarding procedures and policies for our Extended Care program will be forthcoming.
- ❑ For mental, emotional, and physical health, our teachers will be pursuing ways to give instruction outside the classrooms as much as feasible.
- ❑ The parish’s Faith Formation Program has not yet determined what will be happening in the Fall. As decisions are made, we will keep our parish school families informed. Please know that all the state, county and Diocesan guidelines for being in school will be followed by the parish’s Faith Formation Program.

For detailed information that has informed our plans, here are links to the [Alameda County School Reopening Plans](#) and the [American Academy of Pediatrics](#).