



# NATIVITY CATHOLIC SCHOOL

*Where faith, character and academics unite*

March 13, 2021

Dear Nativity Families:

In following the guidance from the Archdiocese of Los Angeles, California Department of Education, and public health officials, Nativity Catholic 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 we cannot completely eliminate that risk, but we can make every effort to pursue prudent measures on campus to minimize the spread of COVID-19 and other diseases.

The Department of Catholic Schools has issued guidelines outlining ways to modify our school environment and procedures to meet the directives set forth by state and local officials. We have made the necessary adjustments at our school, following the health department's guidelines, so we are able to safely pursue on-campus instruction. We applied for and received the waiver to open for in-person full-time instruction, five days a week, for our transitional kindergarten through eighth grade students.

We believe the benefits of in-person instruction supports the social, emotional, physical, spiritual and academic development of our students. We also understand the situation can change daily and will continue to monitor and make necessary adjustments for the safety and well-being of all students and our families. Please know that students and families who do not wish to return to in-person instruction at this time will still be able to participate in remote/distance learning.

Below, we have outlined the measures and precautions we are planning to provide in order to ensure a safe environment of students, staff, and families and reduce the potential spread of the virus. The faculty and staff have been trained on all of the procedures and protocols as well as recognizing symptoms of student illness.

## NATIVITY CATHOLIC SCHOOL RE-OPENING PLAN

### **HEALTHY HYGIENE PRACTICES**

All students and staff will be required to wash their hands and wipe down high use areas and items at regular intervals. Soap and water are available to all people on campus in every bathroom and the staff room,

Restroom will be used at designated times, with limited numbers of students being admitted into a restroom at a time. No more students will be admitted than there are sinks in a restroom. Mandatory handwashing breaks will occur before and after eating, after using the restroom, after outdoor play, and before and after any group activity.

Students and staff have been trained and reminded of proper hygiene cleaning, and physical distancing protocols, etc.

### **SIGNAGE**

Signs reminding staff, students and visitors to wear their masks and maintain social distancing are posted throughout the school and in the restrooms. Signage is posted at the main entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.

### **PERSONAL PROTECTIVE EQUIPMENT**

Nativity School has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public Health guidance, for all elementary teachers and staff who will be involved with in-person instruction.

The school purchased barriers for all students' desks, no touch thermometers for all faculty members, as well as face shields and cloth masks for all students and teachers. The state of California has provided PPE items to our school at no-cost. These supplies include KN95 masks, disposable masks for students and teachers, thermometers, and hand sanitizer.

### **FACE COVERINGS AND OTHER PROTECTIVE EQUIPMENT**

The California Department of Public Health (CDPH) guidance titled "Face Coverings" has been reviewed carefully. It states that "School should review the CDPH Guidance for the Use of Face Coverings and any applicable local health department guidance and incorporate face covering use for students and workers into their COVID-19 prevention plan. Some flexibility may be needed for younger children consistent with child development recommendations."

Face coverings will be required and enforced for students. The only time students will not be required to wear their face masks is while eating or due to medical necessity. Each student will also be provided with a face shield. It is highly recommended that personal cloth masks are used and washed on a regular basis and extra masks are purchased for personal use. Masks are available in the school office.

All staff will wear face coverings in accordance with CDPH guidelines. In addition, all faculty members will be provided with a face shield.

The school has purchased and implemented the use of contactless thermometers in every classroom. Individual desk dividers/shields have been purchased for all students. UV disinfectant devices are installed in all classrooms, and the main office, and are used at the conclusion of each school day.

### **CLEANING AND DISINFECTING**

The following measures are being taken to ensure the facility is properly cleaned and disinfected:

- Hand sanitizer, disinfecting wipes, and cleaning supplies are available in every classroom, main office, faculty room, and maintenance office.
- Desks, classrooms, offices, and break rooms will be cleaned per the directives of the health department.
- Shared equipment will be cleaned per the directives of the health department.
- Student and teacher restrooms will be cleaned at the end of each day by janitorial staff.
- Every classroom, and the school office, has a UV germicidal disinfecting system that is used daily.
- Students must have personal school supplies to eliminate sharing of items. Shared classroom supplies will be cleaned and disinfected per the directives of the health department.
- Drinking fountains are not available for student use. All students must bring their own water bottles with them each day.

### **DROP-OFF AND PICK-UP PROCEDURES**

The following procedures will be followed regarding the dropping off and picking up of students:

1. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.
2. Parents are expected to regularly check their student's health and must conduct a brief health screening prior to coming to campus. Upon arrival at school, teachers check each students' temperature and conducts a brief health screening.
3. Health screening and temperature Check at the gate:
4. All students and staff will be monitored throughout the day for signs of illness. Students or staff who have fever or exhibit other symptoms will be isolated and sent home.

## **COHORTING**

The following procedures will be followed regarding student cohorts:

1. Cohorts will remain in stable groups according to the health department guidelines.
2. All cohorts will remain together with their grade level classmates for the entire school day.
3. Cohorts will have lunch at designated lunch benches. School lunch program will be suspended during this time. Play times will be staggered. No two cohorts will be playing in the same play area.

## **MOVEMENT AROUND CAMPUS**

We will have two main school entrance and two exits open at drop off and pick up times. Students in grades 5-8 will enter through the church parking lot. Students in TK-grade 4 will enter through the front gates. Directional signs are posted directing parents to move in a clockwise position.

Cohorts will have lunch at designated lunch tables. Play times will be staggered. No two cohorts will be playing in the same play area.

When moving from classrooms to outside spaces, separate entrances and exits will be used. Signs and other markings will be placed on doors, walkways, and walls detailing entry and exit doors and paths for how students should move within classrooms and throughout campus.

## **PHYSICAL DISTANCING**

In the classroom, students will be seated with a 4-foot physical distance between others. Dividers will be placed at every student's desk. Teacher desks will be a minimum of 6 feet away from students' desks.

Students will not be permitted to congregate in lunch areas, outside the classrooms, or in between buildings before school, during breaks, or transitions.

Parents are asked to send snacks and lunch with their children. To limit individuals on campus throughout the day, we are asking that no snacks and lunches are delivered to the office.

Nativity School will not hold any assemblies or large gatherings in the church or auditorium. Emergency drills will be held for individual classrooms on a rotating schedule throughout the year.

### **OFFICE PROCEDURES AND VISITORS ON CAMPUS**

Only one person is allowed in the office at a time. Temperatures will be taken and your visit and time will be documented. All visitors must wear face coverings at all times. Children are required to remain with their parent at all times and avoid touching anyone or anything that does not belong to them.

Families are asked to return materials to the school via your child. Payments can be made on the school website or by phone.

### **IN THE EVENT OF AN ILLNESS**

If students feel ill or exhibit symptoms throughout the school day, they will be isolated from the classroom and will stay isolated in the office until they are picked up by their parents.

Symptoms of COVID-19 could include:

- A temperature of 99.5 degrees or higher
- Sore throat
- New uncontrolled coughing that causes difficulty breathing
- Diarrhea
- Vomiting
- Abdominal pain
- A new onset of a severe headache, especially with a fever.

If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home immediately, and a member of the office staff will substitute.

Students, staff, and volunteers/visitors who test negative can return to school 3 days after symptoms resolve.

As recommended by the CDC: The area that was visited by the ill person will be closed off. Outside doors and windows will be opened to increase air circulation in the area and will wait 24 hours or as long as practical before beginning cleaning and disinfection.

Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

### **OUTSIDE OF SCHOOL EXPOSURE TO COVID-19**

If a student or staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or staff member must quarantine at home, per the health department's guidelines, shifting to distance learning during that time.

It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.

All guidelines for informing DCS and any health department officials will be followed.

### **IDENTIFICATION AND CONTACT TRACING**

Students and employees that have been notified that they were in close contact with someone diagnosed with COVID-19 will not be able to return to campus until they have met LA County and CDC's criteria. If symptoms should develop during the quarantine period, the student or employee will need to follow the CDC guidelines.

We have established three COVID-19-point persons, Sister Stacy Reineman (administrator), Jenny Reyes (Vice Principal), and Martha Aguayo (Administrative Assistant), who will be responsible for establishing and enforcing safety protocols, ensure staff and students receive education about COVID-19, and serve as a liaison between the Department of Public Health in case of a positive case or cases on campus.

If Nativity School, or a cohort, needs to close on-campus instruction, the school will transition to distance learning.

### **TRANSITION TO DISTANCE LEARNING**

In the case of a Covid outbreak, the school will follow the CDC guidelines regarding the need to transition to distance learning.

### **STAFF TRAINING & PARENT EDUCATION**

The reopening plan for Nativity Catholic School was published and shared with the staff and families in October 2020. The faculty and staff continue to be trained in the details of this reopening plan. As this plan is updated and modified, all members of the community will be notified and trained accordingly. We will continue to share all information for our families to ensure we can help to mitigate and reduce the spread of COVID-19.