

Our Lady of Guadalupe Academy

535 Rockwood Ave.

Calexico, CA 92231



Updated COVID Safety Plan

2021 – 2022 School Year

INTRODUCTION:

At Our Lady of Guadalupe Academy, the safety of our school community and the education we provide to our students have been the main driving forces behind our

efforts during this challenging time. Our faculty and staff continue to be vigilant against COVID-19 and its variants while increasing our resourcefulness to deliver quality education. We understand that no one can guarantee 100% protection from contracting COVID-19, but we can all do our part in minimizing those risks and the spread of the disease. Therefore, we have updated the Academy's Safety Plan to show the most recent guidelines made available by the State of California through the California Public Department of Health (CDPH) and the Center for Disease Control (CDC). The goal of this document is to create an environment where employees, students, and families feel safe to return to school while following all the protocols from the California Department of Public Health (CDPH), the Imperial County Public Health Department (ICPHD) and the California Department of Education (CDE). As new information is provided, updates to this plan will be made.

The CDPH and the California Governor's office have the following resources available.

<https://schools.covid19.ca.gov/>

The ICPHD has information on COVID-19 here:

<https://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/>

Please take time to look through the above websites and read this document to see how our Academy will be reopening. Also take the time to read and discuss this document with your children so that they are aware of all the changes that they will see when they come back to school.

REOPENING CONSIDERATIONS

- 1) Our Lady of Guadalupe Academy (OLGA) will reopen to full in-person instruction following the new California Safe Schools for All Guidance last updated on August 2, 2021, which is also in line to the new CDC K-12 School Guidance.
- 2) The reopening of Our Lady of Guadalupe Academy to full in-person instruction and the updating of this reopening guidelines follows the decree made by the California State Government which states, "The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible."

- 3) According to the most recent state mandate, all Academy employees are encouraged to vaccinate. Employees who chose to not vaccinate need to undergo weekly screen testing for COVID-19.
- 4) Jr. High grades returning to in-person instruction will remain in stable groups in their homeroom throughout the day and teachers will rotate to deliver instruction.
- 5) Classrooms have been adapted and arranged to the minimum required distance in between students' desks specified by the Safe Schools for All Guidance and avoiding face-to-face contact.
- 6) Classrooms have been equipped with plexiglass sneeze guards as a mitigation strategy to reduce the risks of spreading COVID-19
- 7) School hours will return to normal schedule.
 - a) In-person instruction will begin at 8:00 AM and will resume at 2:30 PM every day. Gates will open for student arrival at 7:45 AM.
- 8) Recesses times and lunches will be phased according to grade level
- 9) Students will be asked to bring their own snack and lunch.
 - a) During recess, students will be assigned an area in the playground to sit and eat their snacks.
 - b) Students will have lunch in the St. Joseph Hall or when climate permits outside in the playground area to follow state guidance.
 - c) Eating areas will be cleaned and disinfected in between recess breaks by maintenance workers.
- 10) The School will follow the protocol implemented last school year for entrance and dismissal of students.
 - a) 4 entrances will be used for the arrival and dismissal of students.
 - b) Students will be assigned to arrive and depart the Academy through one of the entrance areas paying close attention to students who arrive and leave together.
 - c) When the weather permits, students will be assigned to a waiting area on the playground to expedite departure of students.
- 11) The Academy will not hold any large gatherings. (i.e. school assembly, parent meetings, school mass, and whole school prayer services)
 - a) The first quarter of classes will be used to evaluate any possible changes regarding this matter.
- 12) Our Lady of Guadalupe Academy will continue to offer a Distance Learning Model for students who must remain at home due to contact with a positive COVID-19 patient.

- a) Students will be able to log-in to teacher Zoom sessions where they will participate remotely in the in-person instruction being provided by the teacher in the classroom.

SAFETY OF STAFF, STUDENTS AND ESSENTIAL VISITORS

- 1) All staff and students will be required to wear face coverings while indoors in accordance with CDPH, CDC, and the American Academy of Pediatrics guidelines unless a person is exempt as explained in the Safe Schools for All guidance.
 - a) Persons requesting an exemption to the use of face masks must provide the school with a written Doctor's note.
- 2) Students will have the option of removing their face mask outdoors during, school recess and outdoor classes.
- 3) Face coverings will be removed when the staff and students are eating.
- 4) Staff and students will provide their own face coverings, but the school will provide a disposable face covering if a person forgets theirs or their face mask is not deemed safe due to cleanliness or excessive use.
- 5) Staff and students will wash their hands often, in the sinks in the bathroom or the portable hand-washing stations located in the school corridors in between classes. Hand sanitizer stations will also be provided in all classrooms, and staff and students will be directed to use them when soap and water are not available.
- 6) Staff meetings and any professional development will take place where the minimum social distancing specifications made in the Safe Schools for All Guidance can occur or through remote platforms.
- 7) Non-essential visitors will not be allowed in school premises beyond the Academy's main office.
- 8) Non-essential visitors to the main office must be wearing a face covering and must adhere to all health and safety school regulations.
- 9) Occupancy of the lobby in the Academy's main office will be limited to comply with social distancing protocols.

PROMOTING HEALTHY AND SAFE HYGIENE PRACTICES

- 1) We will practice and promote proper hand washing techniques with staff and students. Staff and students will be reminded to avoid touching one's eyes, nose,

and mouth and to cough or sneeze into one's elbow or tissue and then throwing the tissue away.

- 2) Each student will have their own classroom supplies i.e., pens, pencils, markers and crayons. Items will not be shared with other students.
- 3) Hand washing stations and hand sanitizing stations will be touch free.
- 4) Our Lady of Guadalupe Academy will provide Personal Protective Equipment (PPE) to staff or students who may need it.
- 5) Signage to promote healthy and safe hygiene practices will be posted in all public use areas, restrooms, classrooms, school office, and teachers' lounge.

INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

- 1) Students will be asked to bring their own water bottle or water thermo from home. Touchless water dispenser will be provided by the Academy and will serve as refill water stations.
- 2) Maintenance staff will clean classrooms at the end of the day every day.
- 3) Bathrooms will be cleaned periodically throughout the day.
- 4) Playground area will be cleaned in between recess breaks.
- 5) Staff will assure proper ventilation during the day and provide as much fresh air as possible.
- 6) The ventilation system will be properly maintained and adjusted periodically.
- 7) The Academy will be contracting a company to disinfect the classrooms and schoolgrounds in case there should be a COVID-19 infection in the school.

IMPLEMENTING DISTANCING

- 1) Safe distancing in accordance with new Safe Schools for All Guidance will be implemented throughout Our Lady of Guadalupe Academy. Staff and students will be encouraged to always follow social distancing practices while in school premises.
- 2) Desks will be set up in the best way possible to avoid face to face contact between students. Plexiglass sneeze guards will be provided in all classrooms.
- 3) The use of the Play Structure will be limited during the first quarter of classes.
- 4) Staff members will be discouraged to congregate in the teachers' lounge and other closed spaces and will be encouraged, if necessary, to congregate outdoors and follow safe distancing practices.

- 5) Extracurricular activities will still take place while following CDPH and CDC guidelines.
- 6) School athletic activities and sports will resume following CDPH and CDC guidelines and when schools in the valley deem it safe to do so.

HEALTH SCREENING TO ENTER CAMPUS

The following is a list of COVID-19 symptoms OLGA screeners will be looking for in staff, students, and any essential visitor wishing to be admitted into the school facilities. This list is not all inclusive and will be updated when informed by the CDPH.

- 1) Fever defined as 100.4 degrees Fahrenheit or higher
- 2) Cough
- 3) Shortness of breath
- 4) Chills
- 5) Fatigue
- 6) Repeated shaking with chills
- 7) Muscle or body aches
- 8) Headache
- 9) Sore throat
- 10) New loss of taste or smell
- 11) Congestion or runny nose
- 12) Nausea
- 13) Vomiting
- 14) Diarrhea
- 15) All persons who are sick or who have recently had close contact with a person with COVID-19 will be asked to stay home and the school will follow CDC, CDPH, and IVDPH criteria.
- 16) Staff, parents, and students will be trained and encouraged to self-screen before leaving for school following the guidelines provided by the CDC following this link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- 17) All persons will be screened prior to entering campus. Adults who do not pass the screening will not be allowed to enter the Academy and must return home.
- 18) All persons will have their temperature taken with a no-touch temperature gauge portal installed at every assigned entrance prior to entering campus.

- 19) Staff, students, and essential visitors who present a fever according to the temperature gauge portal will be furthered screened by OLGA screeners to check for other COVID-19 symptoms or contact with a COVID-19 positive case.
- 20) Students who present 1 or more COVID-19 symptoms upon screening will be asked to remain isolated in the COVID-19 room while parents are contacted, and they can be picked up.
- 21) Staff and other adults who develop 1 or more COVID-19 symptoms while on campus will be asked to go to the COVID-19 room and remain isolated until they are able to leave.
- 22) If a student develops 1 or more COVID-19 symptoms while on campus the student will be placed in isolation in the Academy's COVID-19 room until the student can be picked up by a parent or guardian.
- 23) Any person showing or developing 1 or more COVID-19 symptoms will be asked to be tested as soon as possible.
- 24) Staff and students presenting 1 or more COVID-19 symptoms will be asked to stay home.
- 25) Staff and students who presented 1 or more COVID-19 symptoms or tested positive to COVID-19 will be allowed to return to in-person instruction once they have met the CDPH criteria to discontinue home isolation or have tested negative for SARS-CoV-2, or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.

TRAIN ALL STAFF AND EDUCATE FAMILIES

To keep all families, staff and students safe, it is important that all OLGA families understand the policies and procedures that have been put in place. Training will be provided for all staff members, parents, and students.

PLAN FOR COVID-19 POSITIVE CASES

- 1) For COVID-19 cases:
 - a) OLGA administration will notify local health officials, staff and all families immediately of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws.
 - b) All areas used by the sick person will be closed off for 24 hours prior to cleaning and disinfection of the room, if possible.
 - c) Any sick staff members or students may not return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever without medication, and symptoms have improved and 10 days from when symptoms

first appeared.

- d) Students and staff will need to provide a doctor's note of clearance prior to returning.
- e) Students will have access to instructional material or can connect to virtual class sessions while out of class.

MAINTAIN HEALTHY OPERATIONS

- 1) OLGA administration will be responsible for responding to COVID-19 concerns. They will monitor staff absenteeism and have a roster of trained back up staff. They will keep documentation and tracking of exposure in order to notify health officials, staff and families in a prompt and reasonable manner.
- 2) OLGA will maintain communication systems via email that allow staff and families to self-report symptoms and receive prompt notifications of exposures, closures while maintaining confidentiality.

COMMUNICATION METHOD

OLGA administration will keep staff, parents, and students updated on the most recent information through Gradelink. OLGA administration will send out emails when any significant changes have been made. The school's COVID-19 Safety Plan will be posted in the school's website.