

Our Lady of Guadalupe Academy

535 Rockwood Ave.

Calexico, CA 92231



COVID Safety Plan

February 2021

INTRODUCTION:

At Our Lady of Guadalupe Academy, the safety of our school community is of utmost importance. Therefore, the school's administration has created this document in order to help with the reopening of our Academy. 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. 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 to in-person instruction as soon as it is deemed safe to do so. 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 in-person instruction when it is deemed safe by the California Department of Public Health (CDPH) and the Imperial County Department of Public Health (ICDPH).
 - a. Kinder through 5th grade in Our Lady of Guadalupe Academy will return to in-person instruction once ICDPH has determined it is safe even if the county has not reached the red tier.
 - b. 6th grade through 8th grade (Jr. High) in Our Lady of Guadalupe Academy will only return to in-person instruction after the county has been in the red tier for two consecutive weeks or when CDPH or ICDPH determine it is safe to reopen.
2. K-5th grades returning to in-person instruction will do so in stable groups. OLGA administration will do everything possible to maintain said groups in stable cohorts upon arrival, throughout the day, and during dismissal.
3. 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.
4. Classrooms have been adapted and arranged to provide 6ft. of distance in between students' desks when possible and avoiding face-to-face contact.
5. Classrooms have been equipped with Plexiglass sneeze guards.
6. Reopening of OLGA to in-person instruction will be conducted in a phased-in approach starting with our Kinder class and ending with the highest grade returning at that time.
7. In an effort to maintain stable groups, classes that are taught by teachers outside of the cohort will take place remotely i.e., Foreign Language, Computers, etc.
8. School hours will be modified to better serve our student population and maintain the highest possible safety standards.
 - a. In-person instruction will begin at 8:00 AM and will resume at 12:00 PM every day. Gates will open for student arrival at 7:45 AM.
 - b. Teachers will connect to their Class Zoom Sessions between 1 PM and 2 PM for class office hours.
9. Our Lady of Guadalupe Academy will continue to offer a Distance Learning Model.
 - a. Parents who decide to have their child remain in remote classes; will do so with the understanding they will complete the school year at home.
 - b. 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 in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.
2. The facial coverings will be removed when the staff and students are eating but kept on at all other times.
3. 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.
4. 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. Methanol-free 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.

5. All classrooms will be equipped with plastic sneeze guards in each desk.
6. Staff and students will physically distance themselves when on the playground or in the lunch area during recess break.
7. Face masks and gloves will be provided to staff and students when deemed necessary in accordance with CDC guidelines.
8. Staff meetings and any professional development will take place where social distancing can occur or will use remote platforms.
9. Non-essential visitors will not be allowed in school premises beyond the Academy's main office.
10. Non-essential visitors to the main office must be wearing a face covering and must adhere to all health and safety school regulations.
11. 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. Children will bring a snack from home for their recess break. Students will have time to eat their snack outside on the playground area with physical distancing in between each student. Each class will be assigned an area in the playground to maintain distancing between cohorts.
3. Eating areas will be cleaned and disinfected if needed in between recess breaks by maintenance workers.
4. Each student will have their own classroom supplies i.e., pens, pencils, markers and crayons. Items will not be shared with other students.
5. Hand washing stations and hand sanitizing stations will be touch free.
6. Our Lady of Guadalupe Academy will provide Personal Protective Equipment (PPE) to staff or students who may need it.
7. 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 and disinfect high touch areas on a constant basis: i.e., light switches, door handles, tables, and chairs.
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 cleaning 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.

IMPLEMENTING DISTANCING

1. Safe distancing will be implemented throughout Our Lady of Guadalupe Academy whenever possible. Staff and students will be encouraged to follow social distancing practices at all times while in school premises.
2. Students will be six feet apart in the classrooms as much as possible.
3. 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.
4. In order to maintain social distancing practices, 4 entrances will be used for the arrival and dismissal of students.
5. 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.
6. When the weather permits, students will be assigned to a waiting area on the playground to expedite departure of students.
7. The Play Structure will be closed, and students will be encouraged to perform touch free activities during their recess break and within their designated area until it is deemed safe to open.
8. Recess breaks will be staggered allowing for cleaning of playground area in between recess breaks.
9. Staff members will be discouraged to congregate in the teachers' lounge and other closed spaces and will be encouraged, if absolutely necessary, to congregate outdoors and follow safe distancing practices.
10. Extracurricular activities will still take place while following CDPH guidelines.
11. School athletic activities and sports will resume when it is safe to do so, and they will follow the CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.
12. Monthly adoration and masses will continue virtually until deemed safe to return to in-person celebrations and prayer events.

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

1. Students will be assigned to enter and leave OLGA through a specific entrance in order to expedite arrivals and departures, and the screening process.
2. 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.
3. 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>
4. 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.
5. All persons will have their temperature taken with a no-touch temperature gauge portal installed at every assigned entrance prior to entering campus.
6. 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.
7. 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.
8. 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.
9. 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.
10. Any person showing or developing 1 or more COVID-19 symptoms will be asked to be tested as soon as possible.
11. Staff and students presenting 1 or more COVID-19 symptoms will be asked to stay home.
12. 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

- 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.
- 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.
- OLGA will support students who are at higher risk by providing virtual learning or independent study.

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.