



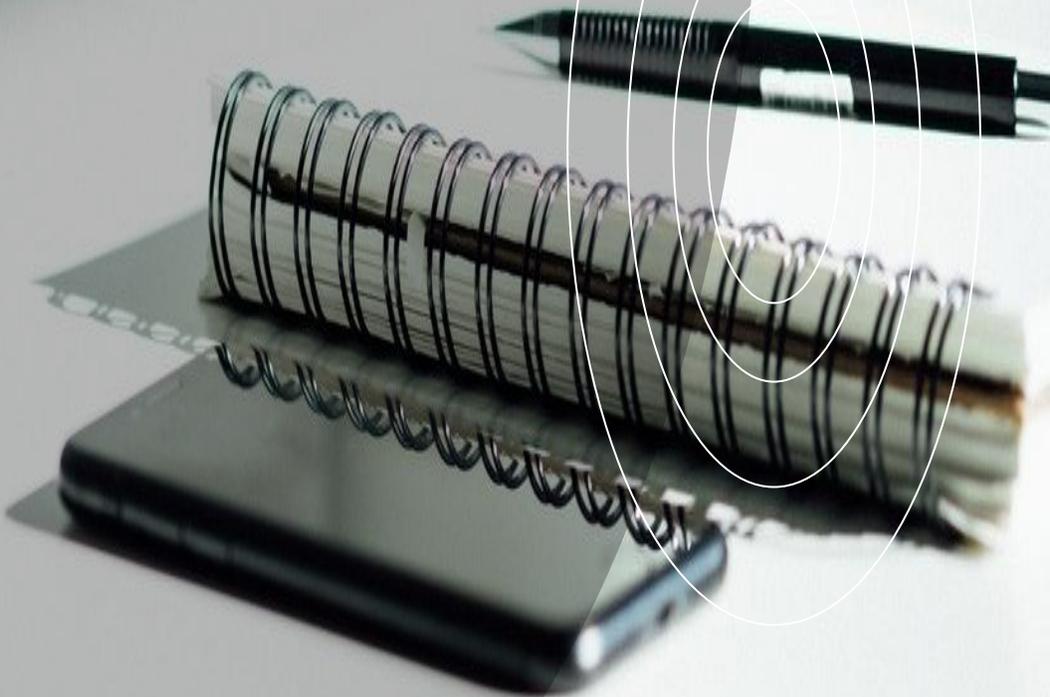
Our Lady of
Guadalupe School

Return to Campus

Based on Guidance from the Archdiocese of Los Angeles
And California Department of Public Health

Issued | October 12, 2020

Subject to updates as new information is received.



PURPOSE

On June 15, 2020, based on state and county health orders, the Department of Catholic Schools announced that Catholic schools in the Archdiocese of Los Angeles would be returning to campus for in-person instruction for the 2020–2021 school year. On July 17, 2020, this was rescinded and all schools in the state of California were mandated to begin the school year via Distance Learning. Since then, the California Department of Public Health has provided two updates to their “COVID 19 INDUSTRY GUIDANCE: Schools and School Based Programs”: one updated on July 17, 2020 and recently updated on [September 7, 2020](#). This document has been updated to reflect those changes.

The purpose of this document is to provide guidance for resuming on-campus instruction during the 2020–2021 school year in accordance with the current public health conditions and guidelines. Planning for a safe, welcoming return to campus requires the full participation of our community: administration, faculty, staff, students, and families.

The Department of Catholic Schools is actively engaged in discussion with public health officials in Santa Barbara, Ventura, and Los Angeles Counties. The content of this guidance document takes into consideration the current public health guidance from the State of California, modified health orders in the three counties we serve, practices from our peers in other dioceses throughout California, and elementary and high school leaders from our archdiocese.

County public health orders will be modified as conditions change; we are not exempt from this. Schools must be prepared to adapt to new modifications as they are mandated by public health officials.

The Department of Catholic Schools will continue to update you on future modifications to local county health orders as they pertain to PK-12 schools. However, it is imperative that schools regularly monitor county public health orders as well. The following is the link to the Los Angeles County Department of Public Health:

Los Angeles County Department of Public Health:
<http://publichealth.lacounty.gov/media/Coronavirus>

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RETURN TO CAMPUS PLAN

The purpose of this plan is to safeguard students, staff and the community from the threat posed by COVID-19. The plan has the following goals:

- Protect the health and safety of students, staff and families
- Support the integrity of and minimize disruptions to student learning
- Communicate with all stakeholders on issues relevant to school safety and operations.

It is likely that the COVID-19 pandemic will affect daily school routines for the foreseeable future. With prayer, thoughtfulness, and coordinated guidance and with governing authorities listed below, we are formulating plans to mitigate risks and resume onsite learning in accordance with the latest public health orders.

Multiple Scenarios

Our Lady of Guadalupe (OLG) School is prepared to offer the following options for the duration of the 2020-21 school year and beyond, if deemed necessary due to public health conditions.

Option A: Full-time On-Campus Instruction

Students participating in Option A will be grouped together and placed in the same classroom with the same teacher. The school day for Option A will be from 8:15 a.m. to 3:30 p.m., with drop-off from 7:45-8:00 a.m. and pick-up from 3:00-3:15 p.m. Friday dismissal will be at 12:30 p.m. with pick-up from 12:30-12:45 p.m.

Option B: HyFlex Instruction

During HyFlex instruction, OLG families will have the option to participate in either on-campus instruction or Distance Learning. Students participating in on-campus instruction will be grouped into Cohort 1 and Cohort 2, alternating between in-person instruction on campus and distance learning at home. The exact schedule and number of cohorts depend upon the number of students participating in on-campus instruction. Cohort 1 will attend in-person instruction on Mondays and Tuesdays from 8:00 a.m. to 3:00 p.m. (or from 8:00-11:30 a.m. daily) and Cohort 2 will attend in-person instruction on Wednesdays and Thursdays from 8:00 a.m. to 3:00 p.m. (or from 12:00-3:30 pm daily). Drop-off will be from 7:45-8:15 a.m. and pick-up will be from 2:45-3:15 p.m. All students will participate in distance learning on Fridays.

Option C: Full-time Distance Learning

Students participating in Option C will participate in Distance Learning via Zoom, utilizing Google Classroom/Class Dojo, and other relevant resources. Teachers will provide both synchronous and asynchronous learning opportunities each week. Students are expected to adhere to established class schedules, as well as class specific assignments, projects, participation and assignment submission requirements, and Zoom protocols.

Student, Family, and Staff Population

The students and families enrolled at OLG and the employees who administer the school program share equally in their responsibility to know the practices and requirements of the school reopening plan. Each is expected to do their part to ensure they support and follow OLG's COVID-19 Protocols for the well being of all stakeholders.

MAINTAINING A HEALTHY ENVIRONMENT

COVID-19 Compliance Team

OLG's COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19 [Exposure Management Plan](#) as well as the [LA County of Public Health Decision Pathways](#). One member of this team is designated as a liaison to the Department of Public Health and the Archdiocese of Los Angeles. The members are as follows:

- Mrs. Beuder, Principal and Liaison
- Mrs. Barnes, Vice Principal
- Ms. Alejandra Chavolla, Front Office Manager
- Ms. Maritza Corleto, Preschool Director

Health Screening (at home)

Parents are expected to monitor for symptoms at home and must keep children who are sick at home in accordance with the [LA County of Public Health Decision Pathways](#)

OLG faculty/staff are expected to monitor for symptoms at home prior to coming to school and notify Mrs. Beuder immediately if they test positive for COVID-19 or experiencing symptoms.

Health Screening (upon arrival to school)

Before entering campus, all students will have their temperature checked via no-touch thermal scan thermometers and confirm they are symptom-free. If a student has a fever of 100.4 or responds with an affirmative to any of the screening questions, he/she must not enter the building. Screening will include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing.

Staggered extended arrival windows will allow ample time to conduct screenings and temperature checks upon campus entry. Dismissal will also occur in stages if necessary, to reduce the possibility of cohorts mingling.

Health Monitoring (during the school day)

OLG personnel will monitor students, faculty, and staff throughout the school day for signs of illness. Any students, faculty, or staff with a fever of 100.4 or displaying other COVID-19 symptoms (fever, cough, fatigue, or shortness of breath) will be sent home immediately. The student, faculty, or staff member will immediately be placed in an isolated area until they can be transported home. Parents will be instructed to pick up their children outside the front office. Parents will need to call the front office upon arrival and the student will be walked out to the car.

Parents will not be able to enter the campus to pick up their children. Parents must pick up their child(ren) promptly once they have been notified to do so. The student, faculty, or staff member will need to stay home until assessed by a doctor and testing is recommended.

Reporting a Positive Case of COVID-19

The school should be immediately notified: 310-372-7486 or an email sent to Mrs. Beuder abeuder@ourladyofguadalupeschool.org if your student or anyone in your household has been exposed to COVID19. OLG's COVID-19 Compliance Team liaison (Mrs. Beuder) reports the exposure to the ADLA and the LA Department of Public Health to initiate contact tracing protocols. In Mrs. Beuder's absence, Mrs. Barnes will serve as the acting liaison.

Exposure Management and Decision Pathways

The OLG COVID-19 Compliance Team will adhere to the LA County [Exposure Management Plan](#) as well as the [LA County of Public Health Decision Pathways](#). These documents are printed and posted in the front office lobby, teacher workroom, administrative offices, and preschool.

PHYSICAL DISTANCING

CDPH guidance on physical distancing states, *"Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact"* (p. 9).

Distancing between the teacher desk and students must be at least six feet. Distancing between student desks should be six feet to the extent possible. If six feet is not possible, then the minimum distance must be no less than four feet. Classrooms with less than six feet between desks must use other mitigation techniques such as partitions or screens between desks. Additional functions of the classroom environment will include:

- Markings (i.e., masking or painters tape) on classroom floors to promote distancing
- Directional signage in outdoor hallways/stairwells
- Desk arrangements to minimize contact (i.e., configuration of desks in a checkerboard style and facing the same direction)
- Increased ventilation (i.e., opening windows and doors)
- Additional air filtration units with true HEPA filters

Physical Distancing on Campus

OLG students, faculty, staff, and any authorized visitors must maintain safe, physical distance from others, where feasible, while moving throughout the campus, including before/after school, recess, lunch, and other transitions. The following procedures have been established:

- Cohorts have color coded, designated outdoor stairwells and pedestrian walkways
- Directional signage is posted to facilitate one way foot traffic and minimize congestion during transitions

- Visual reminders to maintain safe, physical distancing are posted throughout the campus
- Staggered dismissals, if needed
- Outdoor learning spaces will be used, where feasible, to promote physical distancing
- All gatherings, such as morning assemblies, prayer circles, parent coffees, etc. will be conducted virtually until further notice.

FACIAL COVERINGS (MASKS AND SHIELDS)

The August 3 update to the CDPH guidance includes a newly titled section 3, “Face Coverings” that should be read and reviewed carefully. It states that, “Schools 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.” **Neck gaiters, triangle bandannas or masks with vents are not allowed.**

Students

OLG students are expected to adhere to the following requirements:

Age	Face Covering Requirement	
Under 2 years old	No	
2 years old – 2nd grade	Strongly Encouraged <i>Face coverings are strongly encouraged if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly</i>	For LA County: Yes, unless exempt <i>All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings.</i>
3rd grade – High School	Yes, unless exempt	

Note: Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

Faculty and staff will provide opportunities for students to take individual mask breaks, as needed.

Faculty/Staff

The CDPH guidelines state that, “All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection” (p. 8). It also states that, “In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom” (p. 8).

Visitors

Visitors and all other adults must wear face coverings on campus at all times. However, at this time, visitors are not allowed on campus, with the exception of office visits by appointment only.

COHORTS

CDPH guidance states: "To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable" (p. 12). It also states to "minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact" (p. 12).

Cohorting will serve to mitigate the spread of COVID-19 and other infectious diseases, facilitate contact tracing, reduce the likelihood of a full-school closure in the event of an outbreak. OLG will maintain stable cohorts of students in the following manner:

- Establish and maintain stable group of no more than 12 children
- Assign no more than two supervising adults to each cohort
- All OLG personnel will proactively monitor cohorts to minimize contact with members of other cohorts (including during arrival, dismissal, recess, lunch, transitions, etc.).

HYGIENE, CLEANING, AND DISINFECTION

Handwashing

Staff will model and monitor frequent and proper handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits. Two outdoor hand washing stations with soap and paper towels have been installed to facilitate frequent handwashing. 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 should not be used. Handwashing breaks will occur:

- Before and after eating
- After using the restroom
- After outdoor play
- Before and after any group activity
- When deemed appropriate and necessary by OLG personnel

Maintenance and Cleaning

OLG will 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.

Campus Maintenance and Cleaning Procedures		
Category	Frequency	Person(s) Responsible
Workspace (i.e., classrooms, office)	Daily, and between use	Faculty, staff, and janitorial crew
Appliances (i.e., refrigerators, microwaves)	Daily, and between use	Faculty, staff, and janitorial crew
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day	Faculty and staff
High Touch Surfaces (door handles, light switches, faucets, etc)	Throughout the school day, including a final cleaning at the end of the day	Faculty, staff, and janitorial crew
Student and Faculty/Staff Restrooms	Two-Three times per day (schedule dependent upon the number of cohorts), including a final cleaning at the end of the day	Student Restrooms: Janitorial Staff Faculty/Staff Restrooms: Faculty, staff, and janitorial crew
Communal Areas (i.e., Cafeteria, Library, Conference Rooms)	Throughout the school day, including a final cleaning at the end of the day	Faculty, staff, and janitorial crew
<i>Alternative Learning Spaces: outdoor gazebo, parish hall, outdoor benches</i>	Before and after each use	Faculty, staff, and janitorial crew

Limit Sharing of Supplies and Materials

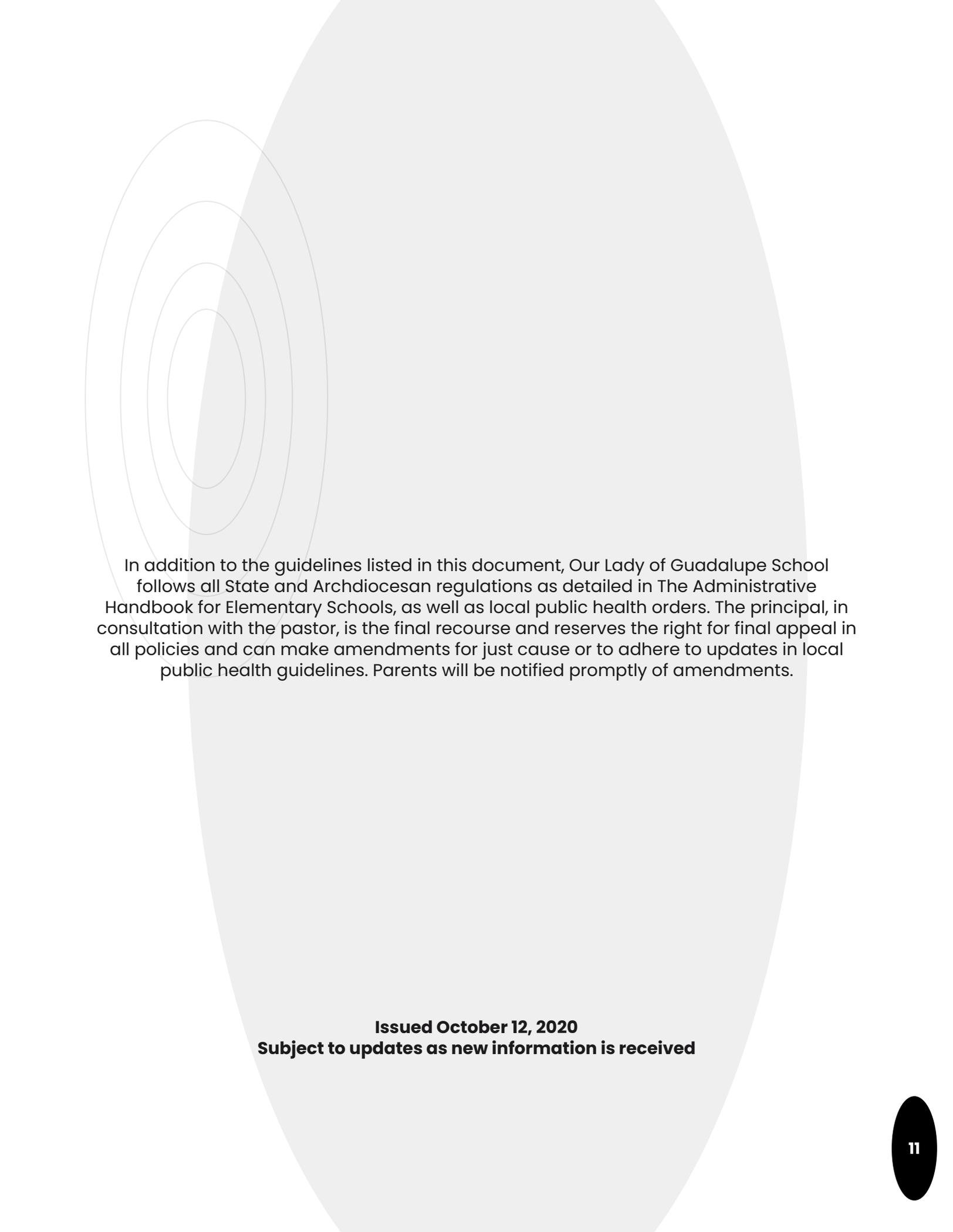
OLG will do the following to limit sharing:

- 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.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit 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.
- Submit assignments, documents, projects electronically, etc. when feasible to minimize contact/exchange of paper, supplies

Documents Informing This Plan:

- [ADLA Starting the School Year Smart](#)
- [AAP COVID-19 Planning Considerations](#)
- [CDC Considerations for Schools](#)
- [CPHD Guidance for Schools](#)
- [County of Los Angeles Public Health Reopening Protocols for K-12 Schools](#) (Updated 9.7.2020)
- [County of Los Angeles Public Health Exposure Management Plan for K-12 Schools](#) (Updated 8.23.20)
- [County of Los Angeles Public Health Decision Pathways in Education Settings](#) (Updated 9.20.2020)



In addition to the guidelines listed in this document, Our Lady of Guadalupe School follows all State and Archdiocesan regulations as detailed in The Administrative Handbook for Elementary Schools, as well as local public health orders. The principal, in consultation with the pastor, is the final recourse and reserves the right for final appeal in all policies and can make amendments for just cause or to adhere to updates in local public health guidelines. Parents will be notified promptly of amendments.

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