



Diocese of Fresno
Office of Catholic Education

COVID-19 Safety Plan (CSP)

January, 2021
for

Our Lady of Guadalupe School
619 East California Avenue. Bakersfield, Ca 93307
(661) 323-6059

Introduction

In July of 2020 each of the 18 elementary schools as members of the Diocese of Fresno Education Corporation submitted Waivers to Reopen each school. Each county's Public Health Director, in the 5 counties where these Catholic schools reside, approved these waivers and set the waivers to the California State Public Health Office for approval. All of the 18 elementary schools were allowed to open for in-person instruction in September and October. During the period of in-person instruction from September until the winter break on November 25, 2020, there was no outbreak of the virus due to the strict compliance of all the Diocesan Reopening Guidelines. All 18 of the elementary schools can continue in person with the approved Waiver as long as the case rate of each county remains below 25 per 100,000. It is understood that the new criteria and requirements replace the Elementary Waiver that allowed all of the Catholic schools to reopen. All waivers approved prior to this date remain valid.

The two Catholic high schools, Garces Memorial in Bakersfield and San Joaquin Memorial in Fresno were allowed to open once Kern and Fresno Counties were in the Red Tier. These schools used the hybrid model and they two prevented any spread of the virus during the time before and since the winter break. Our high schools remain open even though these two counties have moved into the Purple Tier as is allowed by the state of California.

This new document includes all the components for safety laid out in the January 14, 2021 document *COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year*. Attached to this document is the *COVID-19 School Guidance Checklist*, completed by each principal for each school as well as one compiled checklist from the Office of Catholic Education for the Diocese of Fresno. This reporting shall continue every other Monday (or the Tuesday immediately following, if the Monday is a state holiday) until this directive is modified or rescinded.

Before Students Arrive - Daily Requirements

Check for Ample Supply of:

- Hand sanitizer (allergy and fragrance free).
- Disposable 3ply face masks (one for each employee for each day worked and/or cloth masks enough for each employee that at the end of the workday can be properly washed).
- Disposable 3ply face masks - one per student per day; who may come to school without one.
- Disinfectant for frequent cleaning of all classrooms, offices, and work areas.
- Disposable gloves for custodial and office staff and anyone serving food.
- Thermo thermometer (no contact thermometers).
- Printed questionnaires for each employee regarding daily COVID-19-exposures.
- Eye protection for custodial employees.
- For those with trouble breathing, have a supply of face shields which include a cloth drape attached across the bottom and tucked into shirt.
- Check sub-list for availability and share guidelines and ensure training with all substitutes.

Physical Space Walk-Through:

- Check tape or reminder aids that mark where students stand in line to enter classrooms, restrooms (when capacity is reached inside), at entrances to the school, and at other crowded areas to help students with social distancing requirements.
- Ensure desks are 6 feet apart in all instructional spaces– w/o students facing each other.
- No shared tables in classrooms.
- Check that all iPads, Chromebooks, and tablets have been sanitized the night before.
- Ensure that all areas of the school building have been thoroughly cleaned with approved “child safe” sanitation products and devices.
- Develop a walking “circulation flow” so students are not crossing paths while moving in hallways.
- Check all technology services and internet strength to provide the best virtual instruction.
- Check the secure area for sick children maintaining social distancing (6 feet).
- Meet deliveries to ensure that all safety precautions are taken by vendors.
- Check all signage for properly placed (exterior and interior).
- Remove all cloth toys, upholstered furniture and bean bag chairs from classroom.
- Check for cleanliness where meals are served outside or in classrooms – no cafeteria use.
- Mark areas where recess is held in specific separated and designated groups.
- Perform safety check on ventilation systems and air quality and make adjustments.

Communication and Enforcement of Changes:

- Parents must have received, signed and returned agreement form for all safety protocols.
- Parents must be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2. 2 (see attached).
- Online offerings in all grades must be communicated to all parents as an option with specifics for how to participate in classes virtually.

- All school meetings, other than faculty meetings, should continue using ZOOM or WebEx virtual platforms.
- All gatherings of large groups are prohibited, including whole school Masses and assemblies.
- All student field trips will be virtual until further notice.
- Ensure that all drop-off and pick-up instructions for parents/guardians are followed.
- No in person school tours – considered non-essential and increase risk of transmission.
- Ensure school-wide communication system that allows staff and families to self-report symptoms and receive prompt notifications of exposure, exclusions and closures is in good working order.

Ongoing Staff and Faculty Training:

- All employees, including substitutes, must be trained on safety protocols prior to starting.
- Staff members must be provided with the list of COVID-19 symptoms and instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.
- All employees will be trained on proper use, removal and washing of cloth face coverings.
- All employees will be trained on the confidentiality surrounding health recording and reporting (FERPA).
- Preparedness training is provided if someone gets COVID-19 or in the event of a shut down.

In Person Instruction - Daily Safety Requirements

- Hand sanitizer at all entrances is filled at end of each day.
- Enrollment is capped so that 6 feet of social distancing can be maintained in all classrooms and student contact areas between teachers, aides, and students.
- Restrooms are sanitized frequently during the day and thoroughly at the end of day.
- Classrooms and all office space are disinfected after contact with others.
- For disinfection, diluted or 70% isopropanol (according to CDC guidelines), and soap and water are used.
- All children entering campus have their temperature taken. Any child with a temperature greater than 100.4, will sit quietly for 15-20 minutes and then take their temperature again. If the temperature is still greater than 100.4, they will be sent home.
- Conference rooms, teacher breakrooms, and offices are carefully monitored for social distancing compliance and access may be limited.
- There is no sharing of refreshments during meetings to limit the risk of contamination. Snack items, candy, and drinks are provided by the school.
- Playgrounds and gyms are only used by one group at a time and cleaned after each use. Free play is limited to ensure safe distancing.
- Wash hands often with soap and water for at least 20 seconds. Hand sanitizer with at least 70% alcohol is used if soap and water are not available.
- Students are taught and reminded to cover their mouths and noses with tissue when they cough or sneeze or use the inside of their elbow.
- All thermometers are cleaned before storing for the night.

FOR ALL EMPLOYEES – ADMINISTRATION, TEACHERS AND SUPPORT STAFF:

- Schools ensure that staff are tested asymptotically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits. Testing frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.
- Elementary students must remain in stable groups with fixed membership that stays together without mixing with any other groups.
- Junior High's and High Schools use block scheduling, a hybrid in-person model, and teams of teachers who work with a set group of students they share.
- Custodial staff wear single use gloves and eye protection while cleaning. Hands are washed at least 20 seconds immediately after gloves are removed.
- All employees will be screened before entering the building. Temperatures must be recorded on a log sheet. Anyone who displays any symptoms (fever over 100.4) should be sent home and not allowed to enter.
- If someone is known to be caring for someone with the symptoms of COVID-19, he or she may not be on campus until such care is completed and they have quarantined for 14 days.
- All employees must wash hands/sanitize when entering campus.
- All employees, while on campus, wear a face mask. A face shield is permitted for teaching language arts, but a mask is required after completion of lesson.
- Office staff wears masks and gloves during high volume contact times.
- Employees preparing and serving food always wear gloves and masks.

FOR TEACHERS:

- Junior high teachers rotate to the different classrooms; students stay in room.
- High school teachers take temperature before each class due to co-mingling of students.
- Windows and doors are opened to increase fresh air quantities and filtration. Fans are used on hot days for ventilation. Student desks are placed with ventilation behind them.
- 6 feet of distance is maintained between desks of students and teacher desks.
- Teachers provide initial and routine instruction in social distancing and health practices to their students. Reminding students to keep masks on except while eating their lunch.
- Classroom instruction is delivered respecting social distancing, 1:1 with student devices, whole group, etc.
- Teachers kindly remind students to use a tissue and cover their nose and mouth when they sneeze or use the inside of their elbow throughout the day.
- Teachers supervise students so that they wash their hands often for a minimum of 20 seconds or for students in grades TK-12 use hand sanitizer when soap is not available.
- If an employee or other person becomes ill at work or while on campus, he or she is instructed to go home or and to the nearest health center for testing.
- If diagnosed with COVID-19, employee will self-quarantine at home for 14 days until the person has recovered/is cleared by the Public Health Department with a negative test result.

- At the end of every day, all desks, doorknobs, light switches, shared surfaces, etc. are cleaned with approved disinfectant, wipes or soap and water.
- There is no sharing of all educational materials; except perhaps, iPad, or Chromebooks which are disinfected (wiped clean) prior to another student handling them.
- Social distancing guidelines are followed across all grades and groups. No comingling of grades and/or groups except in high schools.
- There are no physical contact games for PE or recess.

FOR STUDENTS:

- All students must wash hands/sanitize when entering campus.
- Students are tested symptomatically and in response to case exposure.
- Students in grades Preschool (over age of 2) through Grade 12 will be required to wear a mask while on campus except while eating or napping for preschoolers. There is no end parenthesis
- If a student refuses to wear a mask, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering. Students excluded on this basis are offered other educational opportunities through distance learning.
- A cloth face covering, or face shield is removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it is placed in a clean bag (marked with the student's name and date) or fast to a lanyard until it is put on again.
- Students always remain with their class or cohort, including structured recess.
- All teachers and students do not visit another classroom outside of their grade level.
- Any student showing signs of illness has his or her temperature taken in the office. Students with a temperature above 100.4 degrees or showing any symptoms of illness will be isolated and sent home.
- Students will cooperate with social distancing and masking in which they are instructed, or they are not allowed to be on campus.
- Students use the restroom at designated times, and the number of students is limited to the number of sinks available in the restroom.
- Students eat lunch in designated areas and with their own class.
- Lunch is brought to students; students do not go to cafeteria to get their lunches.
- Students are required to have their own supplies (pencils, crayons, scissors, etc.); sharing of supplies will be prohibited.
- Students participating in youth sports will wear a mask when participating in conditioning activities, even with heavy exertion, both indoors and outdoors.

FOR PARENTS/GUARDIANS:

- All parents/guardians will always wear a mask while on school property.
- All adults must always observe proper "Social Distancing," of six feet.
- Adults must follow all instructions given by school administration.
- Parents are not be admitted on campus or into classrooms prior to, or during, the school day.
- Students are dropped off at a pre-designated area for proper screening and temperature checks, while maintaining proper social distancing (six feet).

- Any student who arrives after the 1st bell has rung, is dropped off at the school office for screening and temperature check (the gate is locked with the start of school).
- No volunteers are allowed on campus.

GUIDANCE ON TRANSMISSION:

- The principal notifies the local health officer of any known case of COVID-19 among any student or employee who was present on a school campus within the 10 days preceding a positive test for COVID-19. Specifically, school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school name at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at the school.
 - The full name, address, and telephone number of the person making the report.
- This information is reported to the local health officer by telephone within twenty-four hours from the time an individual school is first made aware of a new case.
- This reporting continues until this directive is modified or rescinded.
- Information reported to the local health officer pursuant to this directive will not be disclosed except:
 - (1) to the California Department of Public Health;
 - (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19;
 - (3) if required by state or federal law;
 - (4) with the written consent of the individual to whom the information pertains or the legal representative of any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone, will not be allowed to come on campus until the results of a COVID-19 test are complete.
- An employee shares his or her results with the Diocesan Health Officer and Superintendent. The principal is notified if the employee is safe to return.
- Parents must have a letter from a qualified physician stating that the child is safe to return to school or present a negative test result. That letter/test result must be shared with the school principal before the child is allowed back to school.
- Staff are tested periodically by their primary care provider or by referring teachers and staff to a community testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time. Under the CARES Act, Covid-19 testing is covered by the Diocesan Health Plan with no cost to the individual being tested.

School Closure Determinations:

Individual school closure is based on the number of cases:

- Within a 14-day period, has occurred in 25% or more of stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected.
- The LHO has determined school closure is warranted for other reasons, including results from public health investigation cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staffs are cases are positive within a 14-day period, depending on the size and physical layout of the school.
- The Local Health Officer has determined school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

RESOURCES

Community Care Licensing Covid-19 Licensed Child Care Facilities FAQ's:

<https://www.cdss.ca.gov/inforesources/cdss-programs/community-care-licensing/child-care-licensing/covid-19-child-care-resources/faqs-for-licensed-child-care-facilities-and-providers>

APPENDICES – See below

Appendix A: COVID-19 Screening Checklist for Non-Medical Employees

Appendix B: Diocese of Fresno Re-Opening Disclaimer

Appendix C: Bussing Guidelines

Appendix D: Is It Covid-19, allergies, or the flu?

Appendix E: Training Guide School Safety COVID-19 Pandemic

Appendix A. COVID-19 Screening Checklist for Non-Medical Employees



COVID-19 SELF MONITORING CHECKLIST

Employee Name: _____ **Office:** _____

Title: _____ **Date:** _____

With the ever-changing nature of COVID-19, there remains the possibility of exposure. Since the Diocese has decided to "slowly" open up the building a bit more for employees to work in their office space, we also understand that there is risk in doing so and can lead to additional exposure to COVID-19. Therefore, we have established guidelines for any employee, who has permission from their immediate supervisor, to enter the building. You may continue to work as long as you are able to honestly answer NO to the following questions. However, please remember, if you develop any of the symptoms below, **STAY HOME**. Please do **NOT** enter the building for your safety and the safety of others

<u>SYMPTOMS OF INFECTION</u>	<u>YES</u>	<u>NO</u>
Fever of 100.4 or higher	_____	_____
Cough	_____	_____
Headache	_____	_____
Sore Throat	_____	_____
Shortness of Breath	_____	_____
Fatigue	_____	_____
Loss of taste or smell	_____	_____
Unexplained body aches	_____	_____
Had contact with anyone who has been diagnosed with or who may have symptoms associated with COVID-19.	_____	_____

If you answered Yes to any of the above, then it is not safe to enter the building -
Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

- ✓ Wash your hands often, and for at least, 20 seconds at a time
- ✓ Avoid touching your face
- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- ✓ Clean and disinfect frequently touched objects such as workstations, keyboards, computer mouse, telephones doorknobs, light switches, chair armrests, countertops, and handrails.
- ✓ Not use other workers' phone, desk, office, or computer.
- ✓ Call your doctor if you have a fever, cough, and shortness of breath

Appendix B. Diocese of Fresno Re-Opening Disclaimer

As we gradually and cautiously re-open our Catholic Schools for educational services in accordance with state and federal directives, please note the following:

The school will take every precaution it can to disinfect these premises and arrange for approved "Social Distancing" to ensure your safety and the safety of your children from the coronavirus.

By entering this school, all individuals agree to the following:

- To acknowledge that the school cannot guarantee you or your child's safety when attending on campus or other school activity
- To take all responsibility for your own well-being and health against the Novel Coronavirus and hold the school and Diocese harmless (not liable) since the virus can be spread by those who are asymptomatic
- If your **children** are vulnerable, ill or afraid of infection; consider the online option offered by the Catholic Schools.
- To observe proper "Social Distancing" of six-feet at all times on school or parish property
- To obey all instructions given by school leadership, faculty and staff while on campus
- To wear a mask while entering, present and exiting the school grounds
- To pray for the well-being and health of one another

Posted: **Date**, 2021

Signature _____

School Administrator

Appendix C. Bussing Guidelines

In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available for use.

Routing is the responsibility of the school's transportation department. High schools and other transportation departments need to evaluate the needs of the student's, routes needed, and transportation resources required while following all bussing guidelines.

Bussing Guidelines:

- Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing requirement.
- Create a plan for seating based upon maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations.
- Mark or block seats that must be left vacant. Sample seating options
 - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row
 - Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
- Instruct students and parents to maintain 6-foot distancing at bus stops and while loading/unloading the bus
- Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past each other, afternoon runs should be boarded based upon the order in which students will be dropped off. (Students who get dropped off first should board the bus last, and sit in the front)
- **Students and staff must wear face coverings at bus stops and on buses**
- Follow all cleaning practices per [CDC Cleaning and Disinfecting Your Facility](#) guidelines
- Vehicles may have exceeded a 45-day maintenance or inspection date while sitting out of service during the COVID-19 stay-at-home orders. Vehicles need to meet all maintenance and inspection requirements before being placed back into service in accordance with [Title 13 CCR 1232 Periodic Preventive Maintenance Inspection](#)
- Schools and drivers need to make sure the vehicle's certificate is still valid and that 13 months from the last inspection have not been exceeded in accordance with [Vehicle Code 2807 Lawful Orders and Inspections](#)