

Sacred Heart School

Return to On-Campus Instruction

A Handbook for Parents



This document outlines guidelines related to the reopening of our campus for in-person instruction. We reserve the right to make additions, amendments, and deletions at any time.

While it is derived from our school's reopening plan aligned with public health guidance, this document is not intended to describe all safety protocols and procedures. You can access our full reopening plan as submitted to public health on our school website. sacredheartcovina.com

March 15, 2021

Dear Sacred Heart Families,

As we began the year in distance learning, our faculty and staff have been very busy preparing our campus for the eventual return to in-person instruction. Our school applied, through the county, for a waiver to allow in-person instruction for grades TK - Gr.6. While we wish that we were able to welcome back all our students, due to the waiver guidelines, students in grades 7 & 8 will remain in distance learning until further notice. However, the teachers will continue to provide our junior high students with an excellent remote instructional program while we wait for permission to welcome our 7th and 8th grade back to campus.

We are excited to serve our families on the Sacred Heart campus once again. Together, with the assistance of our CAT team, we have worked hard to ensure that the health and safety of our students is at the forefront of what we do. Los Angeles County Public Health guidelines will be followed and our Sacred Heart staff has been trained in COVID-19 procedures.

We acknowledge that we are still facing the challenges of a pandemic and therefore, we have made adjustments to in-person instruction and on-campus routines to ensure the health and safety of our entire school community. This document outlines the adjustments that we have made in alignment with public health guidelines.

“Lord, may you bless the world, give health to our bodies and comfort our hearts. Our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: ‘Do not be afraid’ (Mt 28:5). And we, together with Peter, ‘cast all our anxieties onto you, for you care about us.” (Peter 5:7)
Pope Francis Strong in the Face of Tribulation: A Sure Support in the Time of Trial
May God Bless You and Keep you Safe

Mrs. Claudia K. Tice, M.Ed.

Principal

What to expect when we return

Office Schedule

The office will be open Monday through Friday from 8:30am - 3:30pm. Appointments must be made with the school secretary at least 24 hours in advance should a parent need to meet with a Sacred Heart staff member face-to-face. Masks must be worn throughout the meeting and social distancing will be followed.



COVID Protocols

All staff members at Sacred Heart Catholic School have been trained and earned the County of Los Angeles Public Health COVID-19 Safety Compliance Certificate. We will enforce all protocols and work to make our school a safe and healthy campus.



On-Campus Schedule

We will offer in-person instruction for students in grades TK-6. Based on the checklist from public health, and within cohorting guidelines, Sacred Heart is providing individual desks with a student plexi-glass barrier for every student in each grade level. Each desk is located within safe distancing of every other desk.

While on campus, students will receive face-to-face instruction in the classroom. While at home, the student will receive remote instruction, primarily engaged in asynchronous work.

All students will attend until 11:45am or 12:00pm (depending on staggered schedule) and every student will have virtual learning for the rest of the afternoon.

Distance Learning Option for TK - 6th

We will continue to offer distance learning for TK - 8th grade students that may opt to not return to campus or may be required to stay at home due to illness or quarantine. To accomplish this, we will utilize research-based blended learning instructional models to simultaneously support students on-campus and at-home.

Distance Learning for Grades 7 - 8

Due to waiver guidelines, students in grades 7 - 8 will remain in distance learning. We are committed to continuing to provide a robust distance learning program for these students. As the Los Angeles County Public Health allows more students on campus, we will expand our protocols to include those grades. SHS hopes to open to on campus instruction for grades 7 & 8 by mid April. Our tentative target date to reopen for grades 7 & 8 is April 14, 2021, following Easter break. Updates and details to follow at a later date.

Attendance

Student attendance will continue to be taken daily.

- For students **on-campus**:

Attendance will be taken by the teacher and recorded in Gradelink.

- If your child is scheduled to be on-campus and will be out for any reason, please call the office by 9:00am to report the absence.
- If your child needs to be at home for an extended period due to quarantine, the student will participate in instruction through distance learning. It is your responsibility to communicate and coordinate this with the child's teacher(s).
- If your child needs to be at home for an extended period due to illness, please coordinate with the administration and teacher.

- For students **at-home** (whether due to cohorting or distance learning):

- Attendance will be taken visually on a daily basis in Zoom. There also needs to be some evidence of completed student work in order to be marked "present" for the day.
- Teachers will record attendance by 10:00am and record it in Gradelink.
- If your child is unable to participate in the day's at-home learning due to illness or other reasons, please email the teacher and the office.



Communication

We will continue to primarily communicate through two systems:

- GradeLink - Our Student Information System (SIS) is used to manage student records of the school and communication with families.
- Learning Management System - Each classroom will continue to use a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students through this platform. TK and Kinder will utilize Seesaw. 1st and 2nd grades will utilize Google Classroom.
 - For students **on-campus**, assignments will be accessed using the LMS under teacher direction and guidance.
 - For students **at-home**, weekly assignment schedules will be posted on Friday afternoon to allow families the opportunity to be organized and plan prior to the start of the week.

Parents are asked to communicate with teachers via email. Please remember that the teachers' priority is time with the students. Now that the majority of our teachers will be engaged in on-campus instruction, they will likely not be able to respond during school hours. However, teachers will respond as soon as possible.

Teachers will continue to hold virtual office hours. The purpose of virtual office hours are for one-on-one or small group assessments, students who need extra help, parents who want to speak with the teacher, connection and relationship building. Please refer to your teacher's schedule for individual virtual office hours.

The school administration will continue to provide monthly updates through the principals emails.

Technology and Device Use

All students, whether on-campus or at-home, are expected to follow our Acceptable Use and Responsibility Policy that was signed as part of the beginning of year paperwork. The link to the [Archdiocesan Acceptable Use and Responsibility Policy](#)

On-campus students will continue to utilize technology to engage in learning.

All students will have access to school devices while on campus. If your child was issued a school device, he/she is expected to bring it to school daily.

If your child is using a personal device, he/she may bring it to school under the *Bring Your Own Device* Policy. It is the student's responsibility to charge the device each afternoon/evening at home and bring it to school fully charged. It is helpful to turn off the device after charging to minimize the drain on the battery.



COVID-19 HEALTH & WELLNESS PROTOCOLS

In order to minimize the risk of COVID-19 transmission on our campus, and in compliance with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and support.

Health Screenings

Parents will complete a daily at-home health screening via “**Campus Screen**” app for Covid-19 symptoms before coming to campus each morning. If a student is sick, or shows any Covid-19 symptom, they are to stay home. A student must be fever free or vomit free for three days before returning to campus. Students will be monitored for illness throughout the day.

Students will have their temperature checked with a no-touch thermometer by staff before coming onto campus. Students will be escorted from their car to have their temperature checked. If a child has a temperature of 100.4 degrees or higher, they will be sent back to their car to return home.

If a student shows symptoms during the day, or has a temperature of 100.4 degrees or higher, he/she will be sent to the Health Room to be quarantined and parents will be notified to pick them up immediately.

Staff will also be required to take an at-home health screening via the **Campus Screen App**. Temperature checks will be done when staff arrives on campus.



Arrival

We have created arrival protocols that will allow us to efficiently screen students and reduce large gatherings. There is one entrance for TK to 2nd (Blue DZ) and one exit. (Please right turn only to prevent traffic build up). There is one entrance for 3 to 6th (orange DZ) and one exit (Please right turn only to prevent traffic build up). **SEE MAP AT END OF THIS BOOK Parents for TK-Gr.2 are the only parents allowed to walk on campus for morning drop off. These parents must park in the church parking lot and enter through the gate at Cavanagh Hall. All other gates will be locked during morning drop off. Walk In TK-Gr 2 parents must be screened at that gate prior to entry. Parents may not enter their child's classroom. Parents must leave campus immediately following drop off as we are following CDC protocol which restricts the number of people allowed on campus on any school day.**

Drop off time is between 7:45 am and 8:00 am to allow time for distancing. Our campus has a large outdoor area and social distancing reminders are placed throughout the area as well as physical distancing markers that are placed in front of classrooms and in the hallways.

<u>Grade</u>	<u>Drop Off Time</u>	<u>Start Time</u>
• TK	7:45am	8:00am
• Kindergarten	7:45am	8:00am
• 1st Grade	7:45am	8:00am
• 2nd Grade	7:45am	8:00am
• 3rd Grade	8:00am	8:15am
• 4th Grade	8:00am	8:15am
• 5th Grade	8:00am	8:15am
• 6th Grade	8:00am	8:15am
• 7th Grade	8:00am	8:15am
• 8th Grade	8:00am	8:15am

Health screenings are to be done using the **Campus screen** App before arrival. Faculty/staff will take students' temperatures before entering the campus.

Campus Screen For Google and iPhone

https://play.google.com/store/apps/details?id=edu.stanbridge.edverum_campus_screen

<https://apps.apple.com/us/app/campus-screen/id1515835998>

Dismissal

We have created dismissal protocols that will allow us to efficiently dismiss students and reduce large gatherings. Cohorts will be kept together during dismissal, waiting in designated areas. Parents will drive up to our pick up area and students will be escorted to parents' cars.

Dismissal Times

- TK - gr 2 11:45am
- Gr. 3-6 12:00pm
- Gr. 7 & 8 12:00pm

I started here to the end Symptom Monitoring

If a student experiences symptoms, or a staff member notices a student experiencing symptoms during the school day, the teachers and staff will follow the school plan for isolating and contacting the family. A staff member will notify office staff, via phone, to expect the student and prepare the health room for quarantine.

As soon as the student arrives at the health room, designated staff will wear an N95 mask and a face shield to minimize risk of infection. The student's temperature will be checked using a no-touch scan thermometer and recorded, the child will be given an N95 mask to be worn until they arrive home. Parents will be notified for immediate pick up.

The student will be monitored either by a designated staff member or through the use of a monitoring device, which includes a video monitor and two-way radio, to have as little contact with others as possible. Once parents arrive, the student will be escorted to the front door, making sure that all employees are not in the area. The health room and hallway will immediately be disinfected.



Face Coverings

The California Department of Public Health (CDPH) states that face coverings are required for all persons on campus, within reason. All students and faculty must wear a mask while on campus, unless instructed during specific times of the day. These times may include snack/lunch times, arranged play times, etc. Appropriate masks must be worn at all times. Students who arrive on campus with an inappropriate face mask will be issued a disposable face mask for the day.

The teachers and staff have developed procedures to help support the proper wearing of face coverings and hygienic storage during snack and lunch. Please work with your child and explain the importance of wearing masks. This policy is strict and will be enforced. Continuous violations may cause the child to be placed on distance learning.

Should a student need to fully remove their mask, please supply a clean Ziplock baggie with the student's name in his/her backpack, this will be used to safely store students' masks. Faculty will use gloves while assisting students placing masks in the bag, and only students will handle the bag and mask when putting them on again. We ask that all procedures are reviewed and reinforced at home.

Limited Sharing of Furniture, Supplies, and Materials

Due to the possibility that the virus may be transmitted via shared supplies and materials, we have devised a plan to minimize contact exposure.

Students will be assigned a desk and chair in the classroom. They will use the same desk and chair throughout the school day and throughout the school year. Students cannot share any items among themselves. Each child's belongings will be separated and stored on their individual desk chairs or labeled storage containers. Teachers will have a 'used' box for any items students may have borrowed from the teacher. Teachers will consistently wipe down high-use surfaces which may include their own technology, door handles, and desktops.

Physical Distancing Practices

In order to maintain a distance of six feet between students and staff whenever possible, certain alterations have been made to classrooms, hallways, restrooms, and other common spaces.

Classrooms

- Classrooms have one entrance and one exit to limit the number of students in one area.
- All desks are placed over 4ft apart with plexiglass barriers on each desk. As students will be in grade specific cohorts, students will be placed around the room to have maximum distance between them.
- Classrooms will keep windows and doors open in order to allow for fresh air circulation. In addition, teachers will utilize outdoor spaces whenever possible.
- A regular schedule of air filter replacements has been created to ensure clean air circulates when air conditioning/heaters are needed due to weather conditions.

- We have outdoor learning areas students can utilize. Seating will be disinfected after each use.

Physical Distancing Practices (con't.)

Lunch Tables Area

- Once we increase the school days and as weather conditions allow, students will be able to eat snacks and/or lunch brought from home, outdoors in a specially created lunch table area for each cohort. Social distancing will be followed and daily sanitization will be done in the lunch table area.
- When lunch time returns, staggered times may be scheduled for cohorts to eat. Individual grades in one cohort will remain together and no two cohorts will utilize the same lunch tables or mingle at any one time.

Restrooms

- Students in TK-2 will have the use of all restroom facilities on campus: one set for TK and Kindergarten, and one set for 1st and 2nd grades. Urinals, sinks and stalls will be partitioned off to maintain distance between students.
- Students will be monitored to ensure that a minimum number of students is in a bathroom at one time.

Playgrounds/Outdoor Spaces

- Student break times will be staggered to allow for social distancing.
- During recess, activities that provide for physical distancing are encouraged. Individual play equipment that can be disinfected after each use will be provided for TK through grade 2 on alternating days. The use of playground equipment will be limited to the grades of TK through Grade2. The equipment will be disinfected daily between usage.



Health & Hygiene Practices

Students and staff must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and wipe down high-use items and areas at regular intervals. All classrooms have been equipped with a touchless hand sanitizer and hand sanitizer stations have been placed outside of classrooms in the hallways..

Staff and students will wash/sanitize their hands:

- Upon entering the classroom
- Before and after eating
- After outdoor play
- Before and after any group activity

Surface areas will be sanitized:

- Before and after any group activity
- Every hour regardless of activity as needed



Cleaning and Disinfection

In preparation for the reopening of campus, the school has been completely cleaned and disinfected. As we begin on-campus instruction, we have implemented a plan to ensure that campus continues to be thoroughly cleaned and disinfected. Commonly touched surfaces, such as doorknobs and railings, will be disinfected frequently throughout the day. All working surfaces and shared objects will be sanitized after each use. In addition, maintenance and custodial staff will do a thorough cleaning of every classroom daily. An electrostatic sprayer will be used each evening to fully sanitize each classroom. Pupil free days will be used to deep clean the classrooms and bathrooms.



The chart below includes a reference guide for frequency of cleaning and disinfecting. All cleaning supplies used are in compliance with the lists of approved disinfectants.

Maintenance Procedures	
Category	Frequency
Workspace (teachers' desks and office)	Every two hours and at end of day
Appliances (refrigerators, microwave)	At the end of each use and day
Electronic Equipment (copy machines, printers, shared telephones, shared computers/devices)	At the end of each use and day
General used objects (door handles, light switches, doorknobs)	At least three to four times a day
Student and teacher restrooms	Twice a day
Faucets	Twice a day
Common Areas (lunch tables, snack areas)	At the end of each use and day

Reporting Positive Cases

If we have a confirmed case of COVID-19 in our school community, we will adhere to the reporting protocols set forth by the CDC and LACDPH. See Appendix B for the Los Angeles County Decision Pathways for Children Screened for Symptoms and Exposure.

Responding to Positive Cases

After a confirmed case is reported, certain safety protocols must be followed and the information about the case(s) must be appropriately shared with the school community. See Appendix C for the Los Angeles County Decision Pathways for Children Screened for Symptoms and Exposure.

Traveling Information

Until further notification or the removal of the 10 day quarantine requirement, all families that travel out of the state of California, are required to maintain a 10 day quarantine. Your child will be able to continue distance learning during this time, please arrange this with your specific teachers prior to leaving.

It is recommended that if families travel outside of the Southern California Region, they self quarantine for the 10 day period. Although this is not required, it is highly recommended in order to slow the spread of COVID 19 amongst our children and their families.



Plan for Partial or Full Campus Closure

In the event that we are required by the County of Los Angeles Public Health Department to close campus for some or all students, we are prepared to continue to support our students through distance learning instruction.

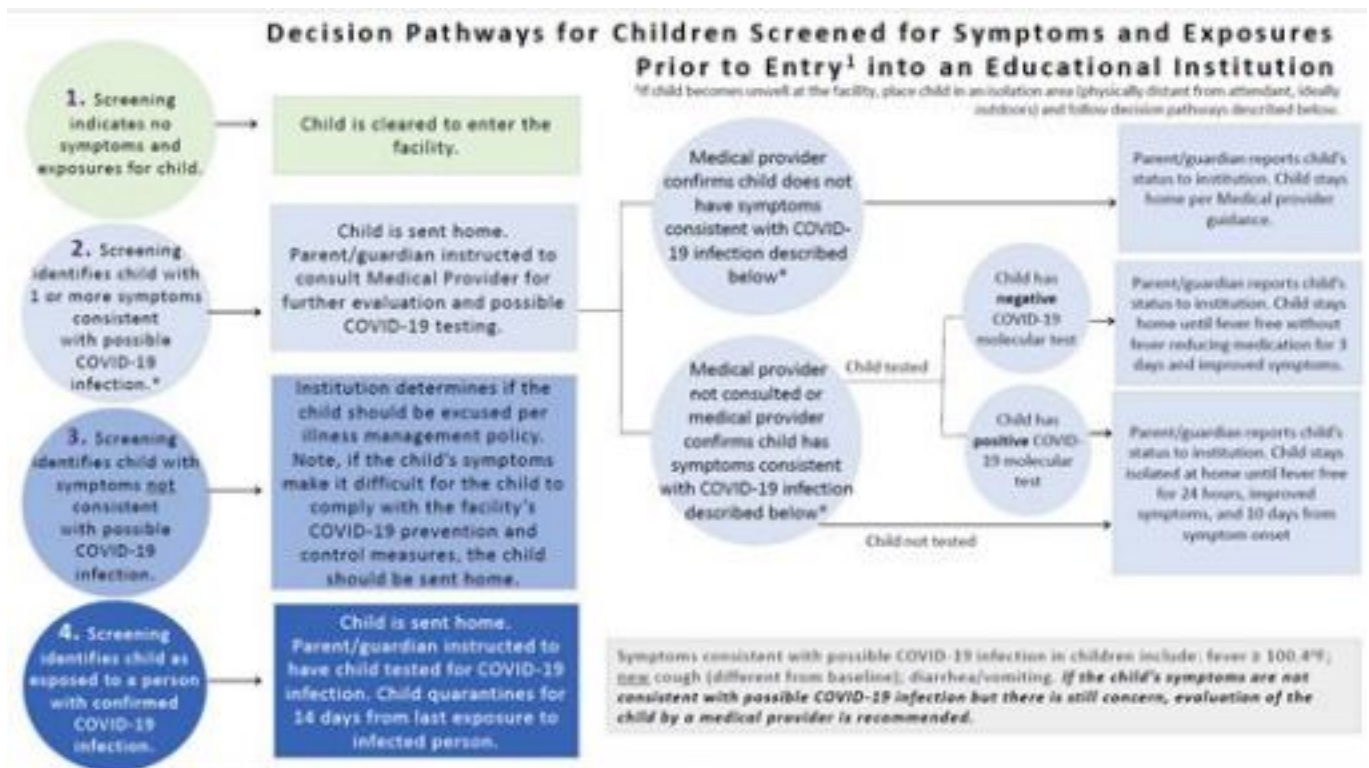
As students have been distance learning for a year now, faculty and students are well versed in a total remote learning environment.

APPENDIX B - DECISION PATHWAYS FOR CHILDREN SCREENED FOR SYMPTOMS AND EXPOSURE

Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions

Los Angeles County Department of Public Health
Updated: 11/12/2020

Screening and Decision Pathways for Children at an Educational Institution and Their Close Contacts at the Facility



Decision Pathways for Contacts of a Potentially Infected Child¹ at an Educational Institution

¹A potentially infected child is defined as a child with 1 or more symptoms consistent with possible COVID-19 infection. Symptoms include fever ≥ 100.4 ; new cough (different from baseline); diarrhea/vomiting.
 A contact of a potentially infected child is a child or employee at the facility who was in close contact (within 6 feet for >15 cumulative minutes in a 24-hour period) with a potentially infected child; had direct contact with bodily fluids/secretions from a potentially infected child; or is a member of a classroom or cohort with exposure to a potentially infected child.

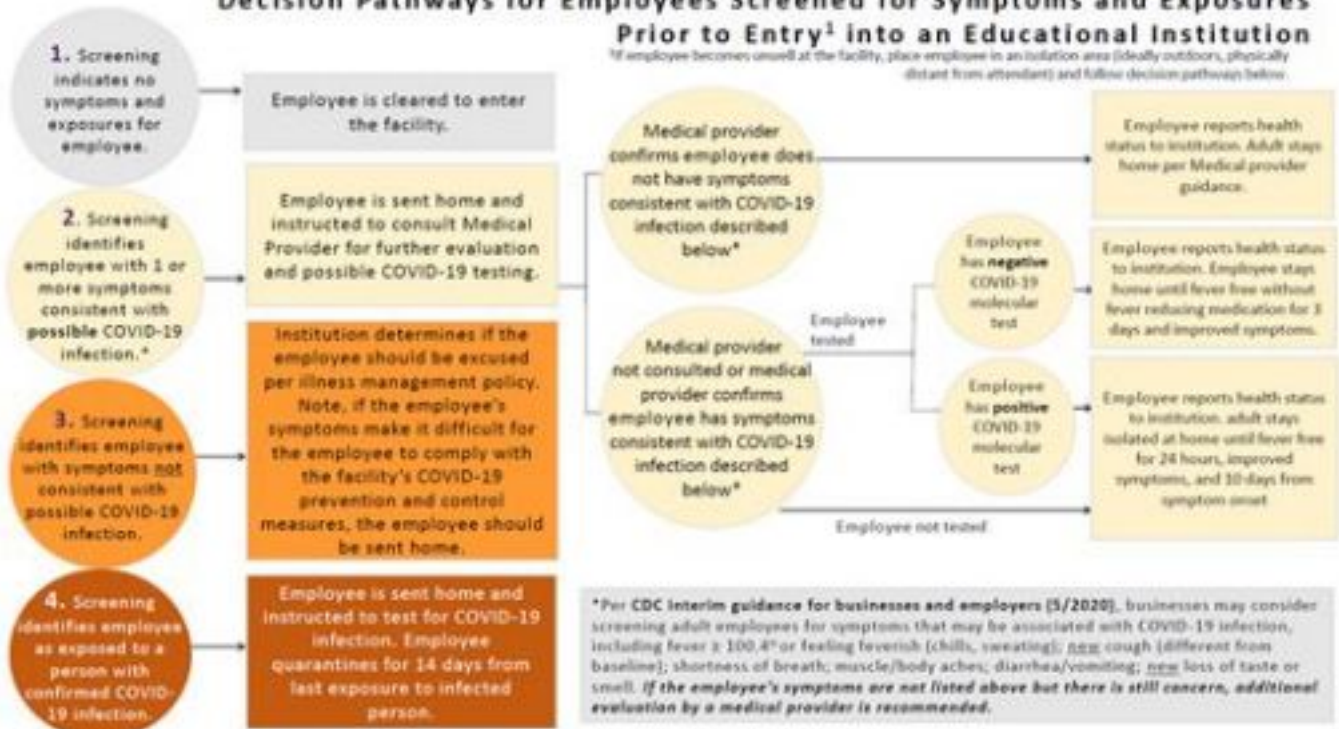


²Exposure is confirmed for the contact of a potentially infected child if the institution receives notification that the potentially infected child had a positive COVID-19 molecular test OR received a diagnosis of COVID-19 infection from a medical provider.

Screening and Exposure Decision Pathways for Employees at an Educational Institution and Their Close Contacts at the Facility

Decision Pathways for Employees Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If employee becomes unwell at the facility, place employee in an isolation area (ideally outdoors, physically distant from attendees) and follow decision pathways below.

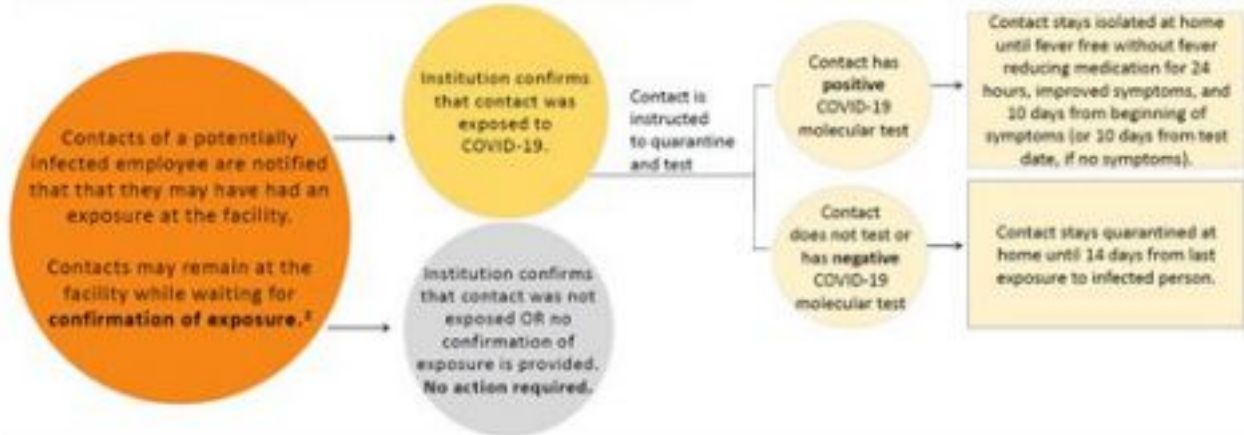


*Per CDC interim guidance for businesses and employers (5/2020), businesses may consider screening adult employees for symptoms that may be associated with COVID-19 infection, including fever ≥ 100.4 ° or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle/body aches; diarrhea/vomiting; new loss of taste or smell. *if the employee's symptoms are not listed above but there is still concern, additional evaluation by a medical provider is recommended.*

Decision Pathways for Contacts of a Potentially Infected Employee¹ at an Educational Institution

¹A **potentially infected employee** is defined as an employee with 1 or more symptoms consistent with possible COVID-19 infection. Symptoms include fever ≥ 100.4° or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle/body aches; diarrhea/vomiting; new loss of taste or smell.

A **contact of a potentially infected employee** is a child or employee at the facility who was in close contact (within 6 feet for >15 cumulative minutes in a 24-hour period) with a potentially infected employee; had direct contact with bodily fluids/secretions from a potentially infected employee; or is a member of a classroom or cohort with exposure to a potentially infected employee.



²Exposure is confirmed for the contact of a potentially infected employee if the institution receives notification that the potentially infected employee had a positive COVID-19 molecular test OR received a diagnosis of COVID-19 infection from a medical provider.

Decision Pathways for Children or Employees with Laboratory-Confirmed COVID-19 Infection at an Educational Institution and Their Close Contacts at the Facility