

COVID-19 Prevention Program (CPP) for Visitation School

Family Information Packet

February 24, 2021

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Visitation prioritizes the health and safety of our staff, students, and families. The LA County Department of Public Health assures that when there is a high degree of compliance with these safety protocols, in-person activities and learning can be conducted safely. We must prioritize the health and safety of our community (faculty, staff and students) while ensuring a positive student experience and the highest standards of excellence. The students, families, teachers and staff at Visitation School share equally in their responsibility to know the practices and requirements of the school Covid-19 Management Plan. Each is expected to do their part to ensure they support and follow the plan for the well-being of all.

The purpose of this document is to provide guidance for in-person instruction during the 2021-2022 school year. It provides the most salient information that you need to know about getting students safely on campus and keeping them safe. Planning to reopen campus this fall will require diligent planning efforts and attention to detail on the part of our school leaders, faculty, and staff. Due to our goal of returning students to school full-time, remote learning will not be an option throughout the year. We have created this plan to aid in navigating the return to onsite learning at our school so that students, faculty, staff and families feel safe and to reduce the potential impact that Covid-19 may have on our community.

County public health orders will be modified as conditions change; we are not exempt. Visitation must be prepared to adapt to new modifications as they are mandated by public health officials. Therefore, these policies and procedures are subject to change to meet the needs of Visitation students, teachers and staff.

These policies and procedures must be strictly adhered to for the safety of the students and the school staff. Failure to follow any of these policies puts our students and teachers at risk.

All school rules and procedures in the Parent/Student Handbook still apply to every school situation. The only exception will be if the routines in this packet conflict. In that case, the new rules and procedures outlined here will supersede the Parent/Student Handbook.

Visitation School is dependent upon all our families being diligent and complying with all guidelines and public health mitigation guidelines.

HEALTHY ENVIRONMENT

Health Screening at Home:

Parents are strongly advised to monitor for symptoms at home and must keep children who are sick at home until they are fever and vomit free (without medication) for 3 days.

Before entering campus each day, parents will be required to fill out a health screening questionnaire. This is available at <https://stopcovid19together.org/student>

Parents will be required to fill out the questionnaire daily for all students. Parents will need to show this blue confirmation page to the school health screener upon drop off.

Health Checks at School:

When walking up to the check in location, parents and students will be asked to show the blue confirmation page from the health screening website or respond to a brief health screening to a school representative. If a student (or guardian on behalf of the student) responds yes to any of the screening questions, he/she will not be able to enter the school campus. Screening will include questions concerning cough, shortness of breath, difficulty breathing, fever, chills, and any other abnormal symptoms the student may be experiencing. Then students will walk through the temperature scanner or no-touch thermal scan thermometers. If a student has a fever of 100.4, he/she must not enter the school building.

Once students are cleared, they may then proceed into the school building directly to their assigned classroom, and parents may continue on to the parking lot and exit. Parents are not allowed to walk students to their classrooms. But there will be staff members assisting students who need help finding their classrooms. Morning assembly will resume at a later date for students only and will be announced in advance.

If a student does not pass either the health screening questions or the temperature check, they are not permitted to enter campus.

Morning Drop-off:

Drop off will begin as early as 7:30am and continue until 8am.

We will not have a drive through drop off, as parents will need to walk their students to the check in location and show proof of symptoms check verification.

Parents are not allowed to walk students to their classroom. The safety of our staff and students remains the school's primary concern. At this time visitors are not permitted on campus.

Dismissal:

The procedure for parents for afternoon pick-up has not changed. Parents will still drive into the parking lot from Liberator and proceed along the coned route and stop to wait for their child(ren) to enter the vehicle. Parents will also have the opportunity to park and pick their child up.

If you choose to park and pick up your child, you will be asked to wait at a designated pickup location and the child will be asked to join you there, instead of going directly up to the class.

Extended Care:

Day care will be offered from the end of the school day (M-Th 2:50 Fridays 12:20) until 6pm. Please see the Day Care Packet for enrollment, costs, and information. ONLY Visitation students are allowed to attend after school care. No outside students are eligible. After school care will follow the recommended guidance for ECE and Day Care facilities outlined by the LA County Department of Public Health.

Regular School Schedule:

In person instruction will be Monday through Thursday (7:50am – 2:50pm) and Fridays (7:50-12:20pm).

Attending weekly Mass will continue being live streamed in the classrooms. Monthly all school mass will be outdoors.

Volunteers on Campus

Limited volunteers will be permitted on campus for pre-arranges activities only (yard duty and ChoiceLunch service). Volunteers will be required to complete a brief health screening in the front office. Volunteers working with students on campus must show proof of vaccination and wear masks at all times while on campus, as outlined by the LACDPH.

PHYSICAL / SOCIAL DISTANCING**Physical Distancing Outside the Classroom**

We will reduce congregating of students, especially in hallways, recess and lunch areas, and outside the classrooms, as much as possible. This includes before and after school, recess, lunch, and other transitions. Each building and classroom will have designated entrances and exits. Procedures will be communicated to students. Floor markings and signage will also be used.

Morning Assembly

At this time, morning assembly will not be taking place. At a later date, morning assembly will resume and will be announced in advance.

Recess

Recess is a time for the students to enjoy the fresh air, have a snack, and chat with their friends. Each grade will be assigned a specific play area. Students will need to bring their snack from home. No food can be shared.

Balls and recess equipment will be allowed and will be sanitized after each recess. The play structure will only be utilized by JK and Kindergarten and each class will rotate weeks using it.

To minimize the flow of large number of students using restrooms once the bell rings at the end of recess, students will need to return to their classroom first and then the teacher will control the flow of traffic to the restroom. Teachers will schedule bathroom and mask breaks during the school day.

Lunch

Lunch will be outside. Each grade will have a rotating lunch schedule to increase distance when eating outdoors. Older grades will play first and eat next, while the younger grades will eat first and play second. This will create more space on the playground and lunch tables for more spacing while the students are eating and playing outdoors.

If families choose to purchase lunch through ChoiceLunch, the pickup line will have markings/tape to promote distance between students.

Athletics

Sports is allowed to now be a part of the extra-curricular programs at schools. We will be having regular seasons for all our school CYO and FIYA sports. All LACDPH Exposure Management Plans and Guidance for Youth Recreational Sports Program will be followed. Athletic Director Nick Galvan is the COVID-19 Youth Recreational Sports Program Compliance Officer who is responsible for establishing and enforcing all COVID-19 safety processes and ensuring that all participants receive education about COVID-19. Starting September 1, 2021, all athletes that participate in youth sports in the moderate or high-risk category are required to test weekly and within 48 hours before a game. Masks must also be worn for indoor games by athletes, coaches and spectators. More information regarding this will be shared by Athletic Director Nick Galvan.

Physical Distancing in the Classroom

Visitation will implement measures that allow for recommended physical distancing in the classroom, when possible, without interfering with essential operations. As California Department of Public Health states that “recent evidence indicates that in-person instruction can occur safely without minimal physical distancing requirements when other mitigation strategies (masking, etc.) are implemented. However, student desks will continue to be about 3 feet apart from each other and about 4-6 feet apart from the teacher as an added layer of mitigation. Desks will be arranged in a way that minimizes face-to-face contact (i.e., configuration of desks facing the same direction).

Additional functions of the classroom environment will include:

- Desk shields on every desk
- Markings (i.e., masking or painters tape) on classroom floors to promote distancing

- Increased ventilation (i.e., opening windows and doors)
- HEPA air purifiers in each classroom
- In the computer lab, stations will be sanitized and cleaned after every use.

Nap time for JK & Kindergarten will take place in the auditorium, when possible, with appropriate distancing. When that is not possible, areas in the JK and Kindergarten classrooms will have students placed an increased distance apart and alternating feet to head.

For the time being, the Junior High Math Room will temporarily become the 6th grade homeroom. To be in line with LACDPH best practices, students in grades 6th – 8th will remain in their homeroom classroom and teachers will rotate. Students in Junior High will only move to the science lab for lab days and will be cleaned after every use.

Physical Plant Changes to Campus

We will make slight changes to classrooms, hallways, pathways, and common spaces as appropriate to support physical distancing. These are temporary alterations that include signage, taping pathways, clear plastic barriers, etc.

Wearing Face Coverings (Masks & Face Shields)

The July 28, 2021 update to the LACDPH COVID 19-Guidance for K-12 Schools “reaffirms indoor masking is required for everyone at K-12 schools regardless of vaccination status.”

As the August 2, 2021 California Department of Public Health Guidance for K-12 Schools states, “Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools.”

All students, parents, and staff are required to wear masks all day.

- A face mask must be 2-ply cloth.
- Neck gaiters, triangle bandannas or masks with vents are NOT allowed.
- Masks must be appropriate for school and cannot be distracting in nature. No light up masks, or inappropriate or distracting designs (animal mouths/sayings, etc.) may be worn.
- Masks should fit properly, completely covering both the nose and mouth
- Masks should be taken home and cleaned daily.
- Any lost masks will be discarded after each day.
- The office will have extra disposable masks, in the case both masks that a student has are lost or damaged.
- A mask lanyard is strongly recommended
- Parents are responsible for teaching their children how to properly wear and care for their face covering during the school day.
- Students need to have at least two (2) clean masks with them every day. Students are asked to keep an extra mask in a labeled bag in their classroom.
- Face Shields may be worn in addition to a mask, but may not be worn in place of a mask.

Students are not required to wear masks outdoors or at PE, as long as PE class is outdoors. Teachers will also take their students outside for mask breaks as needed.

Students that refuse to wear a mask will be asked to return home and complete their schoolwork independently.

Masks for Staff

For staff, the July 28, 2021 LACDPH guidelines state that, “All staff must wear a face mask at all times when indoors, except: when working alone in private offices with closed doors; when they are the only individual present in a larger open workspace for multiple employees; or when eating and drinking.” “The mask must be worn by the staff at all times during the work day while indoors and is in contact or likely to come into contact with others. Staff who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge as long as their condition permits it. A drape that is form fitting under the chin is preferred.” (p. 5)

HYGIENE, CLEANING, AND DISINFECTION

Proper Hygiene

Students and staff will be trained and reminded on a frequent basis on proper hygiene, cleaning, physical distancing protocols, etc. Ensuring Proper Hygiene 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. Frequently scheduled mandatory handwashing breaks or opportunities (especially for younger students) will occur at minimum: before and after eating, after using the restroom, and after recess.

Staff will model and monitor frequent and proper handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits. Handwashing is the preferred method for maintaining proper hygiene. However, automatic hand sanitizer dispensers are placed in each classroom and outside by the lunch tables and can be used as a substitute when hand washing is not possible.

Cleaning & Disinfecting

The school will have the following cleaning and disinfecting schedule:

Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use & day
Appliances (i.e., refrigerators, microwaves) and play structure	Daily
Electronic Equipment (i.e. copy machines, shared computers, printers, phones)	At the end of each use & day
General Used Objects (i.e., handles, light switches, water bottle refill stations)	At least 3 times a day
Student and Teacher Restrooms and Faucets	Twice a day
Common Areas (i.e., Cafeteria, Library, Conference Rooms)	At the end of each use & day

Limit Sharing of Supplies & Materials

To limit sharing we will:

- Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Teachers will indicate when students will be taking belongings home for cleaning.
- 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.
- Whenever possible, teachers will try to be "paperless" (especially in the upper grades) and submit assignments and work digitally to reduce contact exposure.

Water bottles & Water Fountains:

The use of drinking fountains will be suspended. However, students can continue to use water-bottle refill units on campus. Water-bottle refill units will be sanitized three times per day. Students will be required to bring their own water bottles from home every day. Parents are expected to discuss hygiene with their students and emphasize there will be no sharing of personal items.

On Campus Technology:

Students in 5th – 8th grades will be responsible for bringing their school issued Chromebook to school every day fully charged. ONLY the school issued Chromebooks will be allowed.

Any other laptop, iPad, tablet, or phones will not be used. The school rules regarding phones outlined in the parent-student handbook will be followed.

COVID 19 PROTOCOLS

The following procedure will be used if a student or employee is identified as COVID-19 positive or suspected positive, based on symptoms or close contact with a medical diagnosis of COVID-19.

The school **MUST** be notified of any outside exposure or positive tests in order to maintain a safe environment. Failure to do so will endanger the safety of all students, staff, and families.

Student or staff with:	Action	Communication
COVID-19 Symptoms (e.g. fever, cough, loss of taste, smell, difficulty breathing)	<ul style="list-style-type: none"> • <input type="checkbox"/> Send home • <input type="checkbox"/> Recommend testing <p style="text-align: center;">(if positive, see #3; if negative, see #4)</p> <ul style="list-style-type: none"> • <input type="checkbox"/> School/classroom remain open 	No Action Needed
Close contact* with a confirmed COVID-19 case (unvaccinated individuals)	<ul style="list-style-type: none"> • <input type="checkbox"/> Send home • <input type="checkbox"/> Quarantine for 10 days from last exposure. Or 7 days if remained asymptomatic and tested after day 5 after exposure and tested negative. • <input type="checkbox"/> Schoolwork will be sent home to be completed independently • <input type="checkbox"/> School/Classroom to remain open 	School community notification of known contact. Confidentiality will be maintained in this correspondence.
Close contact* with a confirmed COVID-19 case (asymptomatic and fully vaccinated individuals)	<ul style="list-style-type: none"> • <input type="checkbox"/> Recommend test for Covid-19 • <input type="checkbox"/> Not required to quarantine • <input type="checkbox"/> Monitor symptoms for 14 days • <input type="checkbox"/> If tested positive for Covid-19 in the past 90 days, not required to test or quarantine • <input type="checkbox"/> School/Classroom to remain open 	School community notification of known contact. Confidentiality will be maintained in this correspondence.
1 Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • <input type="checkbox"/> Notify local public health department • <input type="checkbox"/> DPH will contact individual directly • <input type="checkbox"/> Individual instructed to follow all Health Department Home Isolation Instructions • <input type="checkbox"/> Schoolwork will be sent home to be completed independently • <input type="checkbox"/> Recommend testing of contacts and see above for Close Contact protocol. • <input type="checkbox"/> Disinfection and cleaning of classroom and primary spaces where case spent significant time • <input type="checkbox"/> Must provide doctor's note stating ok to return BEFORE returning to school 	School community notification of known case. Confidentiality will be maintained in this correspondence.

	<ul style="list-style-type: none"> • <input type="checkbox"/> School remains open 	
2 Confirmed COVID-19 case infection within 14 days of each other.	<ul style="list-style-type: none"> • <input type="checkbox"/> Notify local public health department • <input type="checkbox"/> DPH will contact individuals directly • <input type="checkbox"/> Individuals instructed to follow all Health Department Home Isolation Instructions • <input type="checkbox"/> Schoolwork will be sent home to be completed independently • <input type="checkbox"/> Recommend testing of contacts and see above for Close Contact protocol. • <input type="checkbox"/> Disinfection and cleaning of classroom and primary spaces where case spent significant time • <input type="checkbox"/> Must provide doctor's note stating ok to return BEFORE returning to school • <input type="checkbox"/> School will work with Department of Public Health to determine whether the cases have epidemiological links. If links exist, school implements additional infection control measures. 	<p>School community notification of known case.</p> <p>Confidentiality will be maintained in this correspondence.</p>
3 Confirmed COVID-19 case infection within 14 days of each other.	<ul style="list-style-type: none"> • School immediately notifies DPH. • DPH determines if outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated and a Public Health Investigator will contact the school to coordinate the outbreak investigation. 	
Tests negative after symptoms	<ul style="list-style-type: none"> • <input type="checkbox"/> May return to school 3 days after symptoms resolve • <input type="checkbox"/> Must provide doctor's note stating ok to return or negative COVID test BEFORE returning to school 	Confidentiality will be maintained in this correspondence.

**A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.*

***A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.*

Protocol for handling students, faculty, and staff who become ill at school

Visitation School will monitor students, faculty, and staff throughout the day for signs of illness. 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 quarantined on campus and/or 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 of the school. 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. Testing is recommended. The student, faculty, or staff member will need to stay home until assessed by a doctor and/or proof of negative COVID test, and 3 days after symptoms disappear without medication.

Exposure Protocol

It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately. Please refer to chart above for further details.

Reporting a Positive Case of COVID-19

The school should be notified: 310-645-6620 or email cwatson@visitationschool.org if your student or anyone in your household has been exposed or tested positive for Covid-19. We will report the exposure to the ADLA and the LA Department of Public Health to initiate contact tracing protocols. **All guidelines for informing DCS and any health department officials will be followed.**

Screening Testing of Students and Staff

The California Department of Public Health has indicated that access to a robust Covid-19 testing program is a highly recommended safety layer and mitigation strategy for schools. To ensure the safety of students and staff, surveillance and routine asymptomatic testing will be implemented on campus. The school will facilitate staff and student testing weekly, as testing capacity permits and as practicable. This testing is provided by the State of California and the Archdiocese of Los Angeles who have partnered with Heluna Health to provide testing to faculty, staff and students. All testing results must be reported to LA County Department of Public Health and Visitation School, confidentially. Testing will begin within a few weeks of school starting. More information about weekly student Covid testing will come out once we get more information from Heluna Health.

Vaccines

According to all Health Organizations (CDC, California Department of Public Health and the LA County Department of Public Health) achieving a high vaccination rate on the school campus is the first and best way to lower risk of infection and transmission at school, greatly decrease risk

of severe illness, hospitalization, and death on those who are fully vaccinated, and provide an additional layer of protection for those who are not currently eligible for vaccination (all students under age 12). Additionally, the Archdiocese of Los Angeles “strongly encourages all eligible individuals in our school communities to consult a health care professional and get vaccinated.”

Considerations for Class or Full School Closure

Positive cases and outbreaks will be reported to the LA County Department of Public Health. LACDPH will make the determination if a class or the entire school will need to close due to a high positive case rate at Visitation School, and only at that time will distance learning resume for the duration of the closure of the class or school.

COVID 19 – Point Person

The Visitation School Principal, Christopher Watson, has overall authority and responsibility for implementing the provisions of this plan in our workplace. In addition, all teachers and staff are responsible for implementing and maintaining the plan in their assigned work areas. All teachers and staff are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Principal Christopher Watson, with support from his administrative team, and the health office, is the COVID-19 point person who will be responsible for:

- Establishing and enforcing all COVID-19 safety protocols
- Ensuring the staff and students receive education about COVID-19
- Serving as liaison to the Department of Public Health in the event of an outbreak on campus

In an instance that Principal Watson is not available, please contact Sue Calsbeek in the health office with any COVID-19 related issues or concerns. Other members of the Covid Safety team include Marlee Palmer and Claire Bush. Athletic Director Nick Galvan is responsible for any sports related Covid issues as well.