

Visitation School In-Person Instruction **Detailed Policy/Procedure Changes**

The following is a detailed list and description of altered policies and procedures that are being put into place at Visitation School to adhere to the guidelines issued by state and local county public health officials, as well as those put forth by the Archdiocese of Los Angeles Department of Catholic Schools (DCS). Due to the fluidity of the pandemic situation, this is a living document. These policies and procedures will continually be assessed in action and modified as needed. Upon their return, teachers and staff will be trained on all our new procedures, as well as recognizing symptoms of student illness.

It cannot be stressed enough that our ability to come back to in-person instruction at Visitation School is dependent upon all our families being diligent and complying, not only with these school guidelines, but also with state and local mandates currently in effect while outside of school, including following social distancing restrictions, hand-washing, going out only for essential business, and wearing a face covering when in public. We must continue to collaborate together and do our part to help slow the spread of COVID-19. Parents must also closely monitor their students at home for any signs of illness and keep them at home.

Morning Drop Off

- Our morning drop-off procedures and traffic routes have not changed. Drop off can begin as early as 7:30am and continue until 8am.
- When pulling up to the drop-off location or walking onto campus, parents and students will be asked a few brief health screening questions by a school representative.
- Once questions are finished, students will walk through the temperature scanner.
- 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 exit.
- If a student does not pass either the health screening questions or the temperature check, they are not permitted to enter campus and must return home to distance learn for the day.
- Parents are not allowed to walk students to their classrooms.
- ***The safety of our staff and students remains the school's primary concern. At this time visitors are not permitted on campus.***

Morning Arrival (Teachers)

The following procedures must be completed before a teacher may proceed to their classroom or inside the school office each day.

- Teachers must fill out the teacher health screening questionnaire digitally via google forms.
- Teachers must temperature check themselves, and record their temperature reading on the google form (*must be below 99.5*).
- Sign-in on the faculty spreadsheet on the outside office ledge, indicating that both the health questionnaire and the temperature check have been completed.

- If a teacher is unable to pass the health questionnaire or the temperature check, they must notify the office and administration and return home.

Note: Staff and students will also be monitored throughout the day for signs of illness. Those that have a fever or show other symptoms will be sent home. The school has designated the school health room in the elementary building to isolate students and/or staff who display potential symptoms for COVID-19.

Afternoon Pick-up

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.

- Students will no longer congregate at the lunch tables to wait for their parents' vehicle. They will wait in lines with their teacher with enough distance between classes.
- Students will then proceed to safely enter their parent's vehicle.
- Students not picked up after school (fifteen minutes grace period) will be escorted to and checked into Extended Care.
- 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 to the class.

Physical Plant Changes

- Classroom windows and doors will remain open while in use to increase ventilation, weather permitting.
- The 2nd story hallway will operate as a one-way only route to increase social distancing during the occasional transfer between classes by teachers and/or students.
- The school office has a plastic shield to protect the office staff.
- Signage is being placed around the school to remind students, staff, and visitors of proper social distancing guidelines, mask wearing, hand washing, and additional ways to help keep everyone safe.
- Floor decals are being used to help promote the proper flow of traffic and social distancing.
- All fabric common use chairs have been replaced with hard plastic chairs to allow for proper disinfecting.

Classroom Environment, Social Distancing & Cohorting

- Visitation has maximized space between seating and desks.
 - Teacher and other staff desks are at least six feet away from student desks.

- Separation of students has been established through multiple means, including the removal of group seating and space between individual student desks maximized to the extent possible, clear desk shields for all student desks, and markings on the floor to outline the separation.
 - Desks will be arranged in a way that minimizes face-to-face contact (i.e., configuration of desks in a checkerboard style and/or facing the same direction)
- Clear desk shields have been purchased for every student/desk to increase safety between students.
- Grade levels will be their own individual cohort. This will help with contact tracing and minimize contact. As a result, Spanish, Music, and Computers will continue to be online.
- Teachers will implement distance procedures into classroom routines, including packing/unpacking for the day and the turning in of assignments.
- Whenever possible, teachers will rotate to the students rather than students switching classrooms.
 - Some curriculum has been transferred to digital usage to reduce the amount of books needed in backpacks.
- Until further notice, all school athletics and field trips have been canceled, and no outside ministries will be permitted to use the school buildings for classes or meetings.

Lunch/Recess Routines

- The school schedule has been revamped to have separate recesses and lunches for grade level bands.
 - Within each lunch period, half of the grades will be eating while the other half will be playing in separate grade-level groups away from each other to sustain the separate cohorts between grade-levels. At the twenty minute mark, those groups will switch.
 - i.e. the 5th & 6th grades will be playing while the 7th & 8th grades eat.
- Recess will have four groups outside and playing at a time.
- All hot lunch orders will be served in a completely pre-packaged a la carte system through Choice Lunch instead of the buffet style of side dish items.
- Students will eat at socially distanced tables (max four to a table).
 - At the switch point, the next eating group will use a different set of tables so the used tables can be disinfected between the different lunch periods.
- Lunch groups will have their own set of play equipment so they can be disinfected between the lunch period usages.
- Outside play routines will be restricted to minimize contact and maximize distancing (*i.e. students may shoot basketballs but not play a basketball game*)
- To minimize the flow of large students using restrooms once the bell rings at the end of recess/lunch, students will need to return to their classroom first and then the teacher will control the flow of traffic to the restroom.

Classroom Location Changes

- The Junior High Math Room will now temporarily become the 6th grade classroom.

- The Science Lab (former 6th grade homeroom) will only be used for Science Labs for 6th-8th grades. Labs will be on different days to ensure that it is properly cleaned and disinfected in between uses.
- In almost all cases, the enrichment teachers will be traveling to the classrooms to teach.
- The school library use will operate remotely and be closed to general student use.
 - Books turned in will be quarantined and cleaned before being restocked.
- The number of computers in the computer lab has been greatly reduced to allow for socially distanced work in there for some classes. Most computer/technology classes will be held in the homeroom classrooms.
- Attending Mass will take the form of being live streamed to the classrooms each Friday.

Hygiene, Cleaning, & Disinfecting

- Teachers/staff will encourage proper handwashing.
- Free standing hand sanitizer stations have been installed throughout the campus.
- Time has been built into the school schedule to allow multiple opportunities for students and staff to wash their hands, including, but not limited to before and after eating, after using the restroom, after outdoor play, and before and after any group activity.
- Greatly limiting the sharing of supplies and play equipment.
 - Students will be required to have their own pencil box/case with all their school supplies in them.
- Drinking fountains will not be available for use. All students should bring a full water bottle, labeled with name.
- When shifting to another classroom, teachers must disinfect their work areas, including their desk, SMARTboard tools, and any other teaching devices.
- Disinfectant wipes will be placed at all common use devices (i.e. photocopy machines, faculty room phone, etc.). All teachers must disinfect common use devices after each use.
- Classroom desks and counter tops will be disinfected between grade-level use.
- The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis; as well as multiple times a day for high use items and areas, using EPA approved list "N" products.

Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use and day
Appliances (i.e., refrigerators, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e., handles, light switches)	At least 4 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 and day
Playground Equipment and Other Supplies	At the end of each use and day

Face Coverings

Pursuant to recent changes, the Face Covering policy has been updated.

- Face coverings (masks or, in approved cases, face shields) will be required for all staff, visitors, and volunteers.
- The allowed number of visitors and volunteers will also be greatly reduced and restricted (as such, the *Family Volunteer Requirement* has been temporarily suspended until further notice).
 - All volunteers/visitors on campus will also be subject to health screenings and temperature checks.
- Face coverings are required, for **all** students (face masks should be labeled with names; keep extra in backpack)
 - Students must wear them when coming to and from school, switching classes, moving to other areas around campus, movement throughout the classroom, seated at their desks, and during minimal outside play.
 - Students may remove their face mask when eating.
 - It is recommended that students use a lanyard for ease of use and to prevent loss when they are able to remove it.
 - During times of phonemic instruction and assessment, students and staff may utilize a face shield instead of a face mask. This will be at the discretion of the individual teacher.
 - Student face shields used for phonemic instruction will be provided by the school and disinfected after each use.

Extended Care

No extended care will be offered at this time. Once we resume after school care, our extended Care personnel will be implementing the same procedures as those in school, including social distancing, cohorting, and face coverings.

- Extended Care will only happen outside unless weather conditions do not permit. In those cases, Extended Care students will be moved into classrooms, O'Sullivan Hall and Daycare rooms where they can properly social distance from each other.
- The sharing of supplies and games will be greatly limited and regularly disinfected.
- At this time, the school will not be able to provide a snack to the students during Extended Care. Parents should pack an additional snack for their children to be used in the afternoon while their child is in Extended Care.

Procedures for Symptoms/Exposure/Positive Cases/Testing

The following represents the protocols and procedures recommended by the Department of Catholic Schools in regard to situations of potential exposures, positive test cases, and when staff or students exhibit potential symptoms of COVID-19. Attached to this page is a flow chart that illustrates these protocols in further detail.

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	<ul style="list-style-type: none"> • <input type="checkbox"/> Send home • <input type="checkbox"/> Quarantine for 14 days from last exposure • <input type="checkbox"/> Recommend testing (but will not shorten 14-day quarantine) • <input type="checkbox"/> School/Classroom to remain open 	<p>Consider school community notification of known contact.</p> <p>Confidentiality will be maintained in this correspondence.</p>
Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • <input type="checkbox"/> Notify local public health department • <input type="checkbox"/> Isolate case and exclude from school for 10 days from symptom onset or test date • <input type="checkbox"/> Identify contacts, quarantine & exclude exposed contacts from school (likely entire cohort**) for 14 days after the last date the case was present at school while infectious • <input type="checkbox"/> Recommend testing of contacts, prioritize symptomatic contacts (but not shorten 14-day quarantine) • <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 remains open 	<p>School community notification of known case.</p> <p>Confidentiality will be maintained in this correspondence.</p>
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 BEFORE returning to school • <input type="checkbox"/> School/classroom remain open 	<p>Consider school community notification if prior awareness of testing.</p> <p>Confidentiality will be maintained in this correspondence.</p>

**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.*

- Staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.
 - It is important to note that many of the COVID-19 symptoms are similar to other ailments.
 - Students, staff, and volunteers/visitors must be symptom free without medication for at least 48 hours.
 - According to the CDC, the key symptoms to look for are a temperature of 99.5 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever.
 - If an individual displays symptoms outside of normal range, including chest pains, trouble breathing, or other more severe symptoms, the paramedics will be called.
- If a student or staff member has been exposed to someone who has tested positive for COVID-19, the student or staff member must quarantine at home for two weeks, shifting to distance learning during that time.
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 - 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.
- If someone in the school (staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan.
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 - All guidelines for informing DCS and any health department officials will be followed.
 - LA County Public Health requires that each school designate a liaison to work with our Communicable Disease Program when there is a suspected or confirmed COVID-19 exposure within the school district. Notifications can be sent to principal@visitationschool.org or by calling the school at 310.645.6620.
 - Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
 - If a cluster of three or more positive cases occur within fourteen days, the school will consult with DCS and DPH officials about whether the entire school should temporarily shift back to Distance Learning.
- Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

- Testing of Staff and Students: To ensure the safety of students and staff, surveillance testing will be implemented.
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 - The school will facilitate staff testing periodically, as testing capacity permits and as practicable.
 - All staff will be tested every two months, where 25% of the staff are tested every two weeks, or 50% every month to rotate testing of all staff over time.
 - When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended.
 - School employees and students who need testing should either go to their health care provider or a state-operated/community testing site. The state of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff.
 - If a student does not have a primary care doctor or you feel will have difficulty accessing testing, please call LA County Help/Information at 2-1-1 or <http://www.publichealth.lacounty.gov/media/Coronavirus/vaccine/index.htm>.

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.