

St. Mary of the Assumption School



*College Begins Here
Explore. Experience. Excel.*

COVID-19 Safety Plan (CSP)

St. Mary of the Assumption School is committed to welcoming students back to in-person instruction. We understand that the county health orders may alter our plans, however, we are prepared to offer a safe learning environment for our students, parents, faculty, and staff.

The school will be thoroughly disinfected prior to students returning to in-person instruction. Cleaning supplies, including soap, tissue, paper towels, and hand sanitizers will be on hand and stocked. Face covering, face shields, disposable gloves, and thermal scan thermometers have been purchased and will be available.

Students, faculty, or staff with a cough, shortness of breath, nausea, body aches, fatigue or fever will not be allowed on campus. They will be excused for their absence and required to stay home for fourteen days. Students, faculty or staff who exhibit COVID-19 symptoms while in school will be immediately isolated and sent home.

Teachers and staff will be responsible for enforcing all COVID-19 safety protocols. The school, however, will assign a point person who will serve as a liaison to the Department of Public Health in the event of an outbreak. Should there be a positive case of COVID-19, a Report Form will be completed and the Los Angeles Archdiocese will be informed. Students and staff members who had contact with the infected person will be asked to quarantine.

Students, faculty and staff will be expected to maintain proper hygiene. Students and teachers will be required to wash their hands before and after meals. Each class will also house hand sanitizer for student to use throughout the day.

The restrooms will be disinfected routinely ensure that they are clean and safe for the students. Classrooms, doorknobs, light switches, classroom desks, office, electronic devices, telephones, and counters will also be disinfected daily. Playground equipment will be limited and disinfected after each use. Students in the Learning Center will be given individual small bags of manipulatives to play with. These manipulatives will be cleaned at the end of the day.

Students will keep their pencils, erasers, rulers, and crayons in their pencil box. These belongings will be sent home daily to be cleaned. Pencil sharpeners will be required as to avoid using the one in the classroom. The vast majority of assignments will be submitted digitally to reduce the contact exposure. This includes classwork and homework assignments.

Ministries using the school's facilities will be required to disinfect desks, chairs, counters, light switches, door knobs, teacher's desk immediately after each use. They will be required to take out trash and clean the restrooms nearest the classroom used. They will be asked to use their own board markers, paper, and supplies.

In addition to disinfecting classrooms, anyone using the school's facilities must turn in a master list of all individuals using the facility with their addresses. These lists will be housed in the office and used in the event of a breakout.

Activities will be limited to meet the public health requirements. Service hours will be completed after school or on assigned staggered times. Staff meetings will be held virtually as will tutoring, arts, music and robotics. Online fundraising opportunities will be offered to parents to help them meet their fundraising commitments.

St. Mary of the Assumption School is committed to meeting the standards required for re-opening and offering in-person instruction. It is our goal to continue to provide our students with a safe learning environment and the best possible education during these unprecedented times.



St. Mary of the Assumption School Safety and Health Protocols

Safety Protocols:

- School disinfected thoroughly prior to reopening.
- Social distancing signs throughout the school.
- Directional walkways where needed.
- Hand sanitizer in classrooms and in the office.
- Best practice posters in office area and in hallways.
- Mask required signs at school entry.
- Staff will complete a covid19 training.

Protective Equipment and Supplies:

The school will make the following items available to students, teachers, and parents:

- Disposable masks
- Cloth masks
- Hand sanitizer
- Face shields for staff
- Face shields for selected students
- Cleaning wipes
- Thermometers

Daily Pre-screening

Students, teachers, and faculty with the following symptoms will not be allowed on campus and will be sent home if they develop them while on campus:

- Cough
- Congestion
- Shortness of breath
- Nausea
- Difficulty breathing

- Vomiting
- Fatigue and chills
- Body or muscle aches
- Fever of 100.1 F or higher

Faculty, staff, and students:

- Must remain home when exposed to virus and/or experiencing symptoms.
- Will have their temperatures taken every morning.
- Will not be allowed on campus with a fever of 100.1 or higher.
- Must follow all covid19 protocols in place.
- Must notify the office if absent to school due to covid19 symptoms.

Social Distancing

- Social distancing will be enforced to help limit the spread of the virus.
- Appointments will be required prior to visiting the school.
- Limited contact between students and staff during arrival and dismissal times.
- Gatherings, such as parent meetings, will be held virtually.
- Staggered start and end times.
- Staggered snacks and lunch times.
- Distribution of meals will be to the classroom.
- Limit the number of students in the restroom.
- Designate areas for limited students to play in.
- Calendared events will be held virtually.
- Award ceremonies and assemblies will be held virtually.

Classroom Setting

- Limiting 12 students per classroom and most with 10.
- Desks will be at least 6 feet of distance from each other.
- Vinyl dividers will be placed on teacher's desks and in the school office.
- Non-essential furniture and materials will be removed from the classroom.

Personal Protective Equipment (PPE)

Face covering will be required at all times (except when eating or drinking).

- Students and staff will be expected to wear face coverings in the classroom.
- Students and staff will be required to use face covering while waiting to enter school campus.
- Face coverings will be available to students, teachers, faculty, parents, and visitors.
- Face shields will be distributed to faculty and staff.
- Identified students will be given face shields.
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Arriving on Campus

Students and staff members will be screened upon arriving on school grounds.

- Students and teachers with a fever of 100.1 or higher will not be allowed on campus.
- Students, staff, parents and visitors will be required to wear face coverings.
- Students experiencing symptoms will be excused from school.
- Students must enter campus through the parking lot where temperatures will be checked.
- Signs will be displayed throughout campus to remind students, faculty, staff, parents, and visitors to social distance and wear face coverings.
- Parents and visitors will have limited access to school grounds.

Reinforcing Healthy Hygiene:

- Students and staff will be required to wash their hands throughout the day.
- Students and staff will be reminded to wash their hands for 20 seconds with soap.
- Students and staff will dry their hands thoroughly with paper towels.
- Hand sanitizer will be made available to students, faculty, staff, and visitors.

- Hand sanitizers will be available in the classrooms and office.
- Restrooms will be disinfected throughout the day.
- Classrooms will be disinfected at the end of the school day.

Symptomatic Students and Staff

- The library will be used to isolate students and/or staff members feeling sick.
- The library will be equipped with hand sanitizer, disposable gloves, face masks, face shields, thermometer, and disposable cot sheets.
- This isolated room will be staffed by designated staff members.
- Parents will be notified immediately after sending a student to the library.

Additional Safety Considerations

- Desks, chairs, door knobs, countertops, handles, and light switches will be disinfected daily.
- Faculty and staff will be trained about the covid19 protocols.
- Playground equipment will be sanitized regularly.
- School will sanitize items shared between students.\

Testing and Reporting

- Students or staff members with covid19 symptoms will be isolated.
- Students with symptoms will be sent home.
- Staff members with symptoms will be sent home and asked to test for covid19.
- Individuals with covid19 symptoms will be asked to remain in quarantine for at least 14 days.
- Must be fever free for at least 24 hours prior to returning to school.
- School will keep track and log covid19 cases.

Confirmed Cases

- The school will notify the Health Department and the Los Angeles Archdioceses when there are confirmed covid19 cases in the school.
- The school community will be notified when there are three (3) or more confirmed cases in the school.
- Students and staff with confirmed cases will be quarantined for 14 days.
- The school will keep a log of confirmed covid19 cases.

- Staff will be required to test for covid19 prior to returning to school.
- The classrooms and areas where the cases were confirmed will be thoroughly disinfected prior to allowing students and staff members back in the room.
- Students and staff who are asymptomatic will be asked to quarantine for 14 days.
- Students and staff may return to school 24 hours after they are symptom free.

In contact with confirmed cases

- Students and staff who have been in contact with an individual confirmed to have covid19 will be isolated.
- Staff and students who have been in contact with an individual confirmed to have covid19 will be released to go home.
- Students and staff will be required to quarantine for 14 days.
- Covid19 testing will be required from the staff member in order to return to campus.
- Employees and students who may have been exposed to a confirmed case will be notified through a letter or other form of communication.

Closing the School

- The school will close when there are multiple cases of covid19 in the school.
- More than 5% of the students and/or staff infected.
- The Health Department or the Los Angeles Archdiocese may also determine that it is not safe to have the school open.
- Multiple grades have been infected.

Reopening the School

- The school will reopen 14 days following the closure.
- The school has been disinfected.
- In consultation with the Los Angeles Archdiocese and the public health department, it has been determined that it is safe to reopen.

Sanitizing and Cleaning Protocols

The following will be cleaned and disinfected on a daily basis:

- Classrooms

- Desks
- Door handles
- Restrooms
- Light switches
- Handrails
- Office
- Library
- Common areas
- Hallway

Handwashing

- Students and staff will be encouraged to wash their hands with soap for 20 seconds.
- Paper towels will be used to dry hands.

Indoor Air Quality

- Classes will be required to maintain their classroom doors and windows open during instructional time.
- Maintenance on heating and AC units will be regular.
- Upgraded filters will be installed in all classrooms.