



Return to On-Campus Instruction

Safety Plan & Parent Guidance

Spring 2021

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Welcome

It is with great pleasure and anticipation the faculty and staff of St. Athanasius School invite all students to return to on-campus learning. Recognizing that we are still in the midst of a pandemic and that each of our families must take into consideration what is best for their unique circumstances, St. Athanasius School will offer two programs: an On-Campus Only Program and a Remote Learning Only Program. We will continue to provide an excellent instructional environment to all students, whether participating in the On-Campus Program or the Remote Learning Program.

Staff and faculty have worked diligently to prepare our campus for the students' safe return. In order to be compliant with public health guidelines, our return to in-person instruction necessitates adjustments to instruction and routines that will impact all members of the community. This document, along with the accompanying Cal/OSHA Prevention Plan (CPP) and COVID-19 School Guidance Checklist, serves two purposes: first, to detail the safety protocols and procedures in place to maximize the continued health and well-being of all, and second, to inform parents and caregivers of the procedures required of them in order to maintain the safety of our students and staff. While we acknowledge the inconvenience we will all experience as a result, all guidelines in this document are necessary to ensure the safety of all and, as such, will be strictly enforced.

School Hours

School will begin at 7:50 am and dismiss at 1:00 pm Monday through Friday in order to provide the best educational program for both on-campus and remote learners while maintaining a safe environment. Students will be assigned an additional three hours weekly asynchronous learning to complete at home in areas such as PE, technology skills, reading and mathematics practice.

Office Hours

The school office will be open for in-person business from 8:30 am – 12:00 pm Monday through Friday, and from 1:45pm – 3:30 pm Monday through Thursday. We are unable to conduct office business outside these hours due to the necessity of all staff being available for assigned roles during transition times. Visitors cannot be permitted to wait for the office to open on school property due the limited capacity for social distancing. For your convenience, many transactions may be made by phone, mail or by drop-off at the Parish Center. Appointments for other issues or to meet with the principal may be scheduled as usual by calling the school office.

Visitor Guidelines

All visitors to the school are asked to take their temperature prior to coming to campus. All persons with a fever of 100.4 degrees or higher, or exhibiting any symptoms listed on the Health Screening Checklist included in this document, or who has been exposed to someone with a confirmed case of Covid-19 must refrain from coming to campus.

Visitors requesting entrance to the school grounds agree to undergoing a temperature check by school staff and responding to Health Screening Checklist questions prior to being admitted.

Face Coverings

All persons over the age of two years are required to wear a face mask while on campus. Face masks will be provided by the school for persons without one on a given day.

Teachers in primary grades may use a draped face shield instead of a mask while teaching content in which clear enunciation is imperative (e.g., such as phonics), but must wear the required face mask at all other times. Please see the CPP for guidelines regarding face coverings.

Cohorts

Students will remain in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, breakfast, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort. In grades 6 – 8, cohorts will remain in their assigned classroom for all learning, and the respective teachers will rotate each class period, thereby reducing the risk of exposure.

On-Campus Learning Information and Procedures

Arrival Window

Drop off time is from 7:30 am to 7:50 am. Any student arriving after the gates and doors are closed must be accompanied to the front door for admission.

Arrival Procedures

All students must be accompanied by an adult who will wait until the student's temperature has been taken and he or she has been permitted to continue to class prior to leaving.

Before Leaving Home

Complete a temperature check prior to the use of fever-reducing medication and Health Screening daily prior to coming to school. Any student with a fever of 100.4 degrees or higher prior to taking fever-reducing medication, or exhibiting any symptoms listed on the Health Screening Checklist included in this document, or who has been exposed to someone with a confirmed case of Covid-19 may not enter the campus. Students and family members with any symptom are strongly encouraged to be tested for Covid-19. Please see the "SCHOOL/CAMP/DAYCARE COVID-19 FLOW CHART" and "EXPOSURE MANAGEMENT PLAN" at the end of this document for information regarding returning to school.

Car-line Arrival

Students are to remain in car until the driver has reached the personnel taking temperatures. The driver must wait until all of the children have had temperatures taken and have been permitted to go to class before exiting.

Students should exit the vehicle from the passenger side of the car and report to the staff on duty for a temperature check, then sanitize hands before proceeding directly to class,

maintaining a distance of six feet from non-family members at all times.

Please have students gather belongings and be prepared to exit vehicle before the car arrives at the drop-off point in order to expedite this process for all.

Please make use of the twenty-minute arrival window, rather than arriving just before school starts. The more people arriving at once, the longer the wait to exit will be.

Cars ready to exit may very carefully pass stopped vehicles on the left.

Front Door Arrival

Students and families must maintain social distancing of at least 6 feet between groups from different households at all times.

Students are to report to the staff on duty on the steps of the school for a temperature check.

Once cleared for entry, students are to sanitize hands and go directly to class, maintaining a distance of six feet from non-family members at all times.

The accompanying adult is asked to depart as soon as students enter the school in order to reduce the number of people outside. Please do not linger in front of the school. Please move any conversations with others a safe distance away from those waiting to enter.

Late Arrival

Students who are tardy and their accompanying adult must ring the doorbell and wait for a staff member to come to the door to take the student's temperature. The student will be signed in by school staff and given an admission slip. The student will sanitize hands and report directly to class.

Dismissal Procedures

Walk Home Students

The school must be informed of all students who will routinely walk home from school. You may inform the school office or mark the appropriate box on the In-Person/Remote Learning Sign Up Form emailed to you and available on SchoolSpeak.

Students who routinely walk home will be dismissed from class first. They should wait by the front doors for siblings, then immediately exit the grounds and proceed home.

Student Pick up

School Dismissal is at 1:00 daily for all students.

All students must be picked up by 1:20 pm.

Students who are picked up by car will be dismissed from their waiting location once their vehicle has approached the pick-up point at the front of the car line. Grades K-4 will wait inside their classrooms, while grades 5-8 will have assigned locations in the courtyard.

Drivers are to place the family name on the passenger side of the dashboard of the car to expedite pick-up. The people in line behind you will appreciate your attention to this.

There can be no vehicle parking for pick up in front of the school or in the parish parking lot at this time due to congestion and potential for gathering. All vehicles must use the car line or arrange for a pick-up location a minimum of one street away from the school.

Early Dismissal

If a child is to leave school early, please notify the office well ahead of time in order to reduce your wait outside.

Please inform everyone who may be picking your child up from school of these procedures.

Attendance

Requirements for student attendance and the reporting of truancy to authorities remain unchanged. Please be advised that missing more than 30 minutes at the beginning or end of the school day constitutes a half day absence in both the On-Campus and Remote Learning Programs.

On-Campus Program

Attendance is taken as soon as school begins. If your child will be absent, please call the school office before 9:00am. If your child needs to stay home for an extended period due to quarantine, they may still participate in instruction and be marked present through remote learning. It is your responsibility to communicate and coordinate with the child's teacher(s).

Remote Learning Program

Attendance is taken immediately following morning prayer. A child is marked present once logged on and present for instruction. Please notify the school office by 9:00 am if your child will miss class.

Communication

SchoolSpeak announcements and emails will remain our primary method of communication, though we will send hard copies home with students participating in the On-Campus program and by US mail to those enrolled in the Remote Learning Program when deemed necessary.

When calling the school office, please leave a voicemail if no one is available to answer the phone when you call. Operating the school under recent conditions means far more phone calls than ever before, and we can each only answer one at a time. With the reopening of the school, office staff and administration will be taking on even more tasks to keep your children safe that will take us away from

our desks throughout the day, and, thus, away from the phones. Hanging up and repeatedly calling back is not helpful. Please follow the directions to leave a voicemail and we will return your call as quickly as possible.

Teachers will continue to list all assignments in the learning platforms currently in use (e.g., Google Classroom); however, while students in the Remote Learning Program will continue to turn in assignments primarily digitally as they have been throughout this year, each teacher will determine the method for turning in assignments for those in the On-Campus Program as appropriate for each particular assignment.

Parents may reach teachers directly via email, or by leaving a message with the school office. Teachers may not respond to calls or emails during instructional time, but will respond within 24 hours. Teachers will continue to have virtual office hours in order to be available to both students and parents. Please consult the teacher for dedicated office hours.

Ms. Brown is available for phone, virtual and in-person appointments as determined by the nature of the appointment. The best way to reserve an appointment time is by calling the school office.

Student Schedule: Mandatory Recess, Restroom/Handwashing Breaks

	Restroom & Handwashing	Recess & Breakfast	Restroom & Handwashing	Restroom & Handwashing
K	8:00	8:55	10:35	11:55
1 st	8:30	10:05	11:35	12:35
2 nd	8:10	8:55	10:45	12:05
3 rd	8:40	10:05	11:45	12:45
4 th	8:20	8:55	10:55	12:15
5 th	9:00	10:05	11:45	12:30
6-7 th	8:30	9:40	11:00	12:00
8 th	8:45	9:40	11:10	12:10

A snack break and the need for additional restroom breaks will be scheduled by each teacher. Restroom occupation is limited to the number of sinks the room contains.

School Food Program

The ADLA School Food Service Program will provide snacks and meals to all students free of charge for the remainder of the school year.

Breakfast and Snack

The school will serve both breakfast and a snack each day due to the staggering of recesses and

the 1:00 dismissal. All students may choose to eat the school breakfast and snack free of charge, or may choose to bring nutrition from home sufficient to hold him or her until school is dismissed at 1:00pm. Please be aware there is NO lunch period.

Lunch To Go

Lunch will be distributed at dismissal for students to take home to eat. Each student will be given a to-go lunch at no charge. There will be no lunch period on campus.

Remote Learners

Students enrolled in the Remote Learning Program must notify the school daily by 9:00 am if they will be picking up the day's meals. A pick up time and process will be established once the Food Program begins service.

Distancing & Materials Usage

Students, staff and visitors are required to comply with all distancing measures advised by the Department of Public Health.

All signage identifying appropriate distances and movement directions must be observed (e.g., each staircase will be used in one direction only).

Student Workspace

Each student desk and table has been fitted with plexiglass guards to protect against contagion. With the use of the guards, students may be seated no less than three feet from another person. In the absence of a guard, students may be no closer than six feet from another person.

Materials Usage

Each student will need to keep personal school supplies on hand in his or her backpack. Community supplies will be passed out by the teacher only. Students should not share, pick up, or retrieve materials for each other due to the risk of transmission. Please be sure your child has sufficient supplies for learning and completing assignments.

Disinfection/Sanitation

The entire school is sanitized every morning before the students arrive, and thoroughly cleaned every afternoon. Each classroom is supplied with sufficient disinfectant wipes for use in intermittent sanitizing of work areas and materials. Staff and students will have the opportunity to wash hands frequently with soap and water. High-frequency use surfaces such as doorknobs and railings will be sanitized throughout the day. Please see the CSP document for the recommended schedule.

Technology and Device Use

The guidelines detailed in the Acceptable Use and Responsibility Policy previously signed by all

students and parents is in force at all times.

On-Campus Program Students will continue to utilize technology both at school and at home. Each student has been issued a school device and will use only this device while at school. If a student has signed out the assigned school device while remote learning, he or she is expected to charge the device nightly and bring it to school fully charged daily. Additional devices are not available to students who leave their school-issued devices at home. Just as with any required materials that are forgotten, students will not be able to complete assignments and will be assigned scores accordingly.

COVID-19 Wellness Protocols

St. Athanasius School will adhere to all public health mandates in order to minimize the risk of COVID-19 transmission on our campus. We thank you for your compliance with the following protocols.

Health Screening Checklist for Health Screenings at Home

Parents are to monitor for symptoms at home by using the Health Screening Checklist of symptoms identified by the CDC:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students exhibiting one or more of these symptoms is to stay home from school and parents are strongly advised to have the child tested for COVID-19. The number of days required prior to returning to school varies depending on whether COVID testing is done, what the results are, exposure to confirmed cases of COVID-19, and symptom resolution. Please see the "SCHOOL/CAMP/DAYCARE COVID-19 FLOW CHART" and "EXPOSURE MANAGEMENT PLAN" at the end of this document for information regarding returning to school.

Symptom Monitoring at School

Staff will monitor students and each other throughout the day for signs of illness. Anyone experiencing symptoms of COVID-19 as listed above while at school will be isolated and sent home once family is contacted. A COVID-19 test is strongly advised. Please see the "SCHOOL/CAMP/DAYCARE COVID-19

FLOW CHART” and “EXPOSURE MANAGEMENT PLAN” at the end of this document for information regarding returning to school.

Reporting of Positive Cases

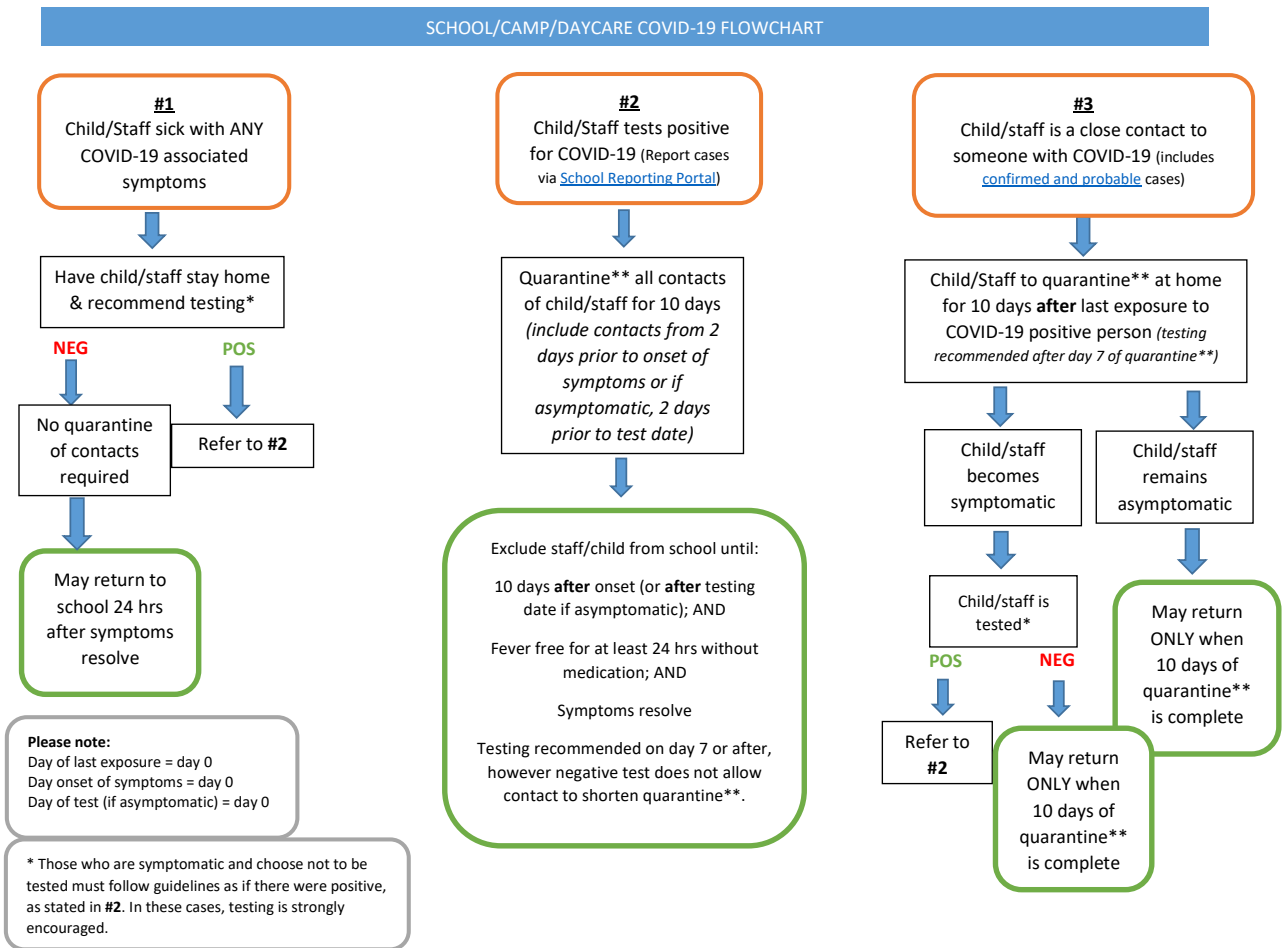
Should a confirmed case of COVID-19 occur on campus, St. Athanasius School will strictly adhere to the reporting and contact tracing protocols established by the public health agencies and the Archdiocese of Los Angeles. Please refer to the CPP to review these procedures.

Responding to Positive Cases

In the event of a confirmed case, specific protocols must be followed. Please refer to the CPP to review these procedures in their entirety as they pertain to single Covid-19 infections and Covid-19 Outbreaks.

- Students and/or staff with a confirmed case of COVID-19 or exposed to a confirmed case will be excluded from campus per the guidelines in the CPP “**Exclusion of COVID-19 Cases**” and “**Return to Work Criteria**” requirements.
- Information will be appropriately shared with the school community.

SCHOOL/CAMP/DAYCARE COVID-19 FLOWCHART



Updated 3/5/21

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Exposure Management Plan

Exposure Management Plan

School COVID-19 Compliance Task Force

Enforce all COVID-19 safety protocols and collaborate with Department of Public Health (DPH)

Managing Exposure to 1 COVID-19 Case at School

1. School notified of 1 confirmed case at school

2. Case on Home Isolation

3. Advise case to get tested & DPH will contact

4. Identify close contacts at school

5. School consults with DPH

6. School notifies contacts of school exposure & DPH will contact case

7. School sends general notification to inform school

Managing Exposure to 2 COVID-19 Cases at School

1. Follow steps 1-7 for 1 confirmed case

Managing Exposure to 3+ COVID-19 Cases at School

1. If cluster of ≥ 3 cases within 14 days, school notifies DPH

2. Follow steps 2-7 for 1 confirmed case

3. DPH investigates if outbreak criteria met & works with school

If symptoms of COVID-19 illness occur at school

- Student will wait in isolation area with supervision
- Student given a surgical mask, if available, to wear (if tolerated)
- Arrangements made for parent to pick up student

4. School provides updates to DPH until outbreak resolved

- School advise parent to contact health care provider and get tested for COVID-19
- School provide information to parent on resources to get tested for COVID-19

Symptoms of COVID-19

- Fever 100.4 F or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Faculty

Date: 11/6/20; 12/4/20; 2/5/20; 2/19/20

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Community Members

Date: 11/3, 11/4, 12/3/2020; 1/8, 2/1, 3/3/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Discussions both individually and at large in faculty meetings.

For Local Educational Agencies (LEAs or equivalent) in **PURPLE**:

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.