



# St. Catherine Labouré School

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## COVID-19 Safety Handbook

Based on Guidance from the Archdiocese of Los Angeles (ADLA)  
Los Angeles County Department of Public Health (LACDPH)  
and California Department of Public Health (CDPH)  
*Subject to updates as new information is received - Revised 8/4/2021*

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## **INTRODUCTION**

In following the guidance from the Archdiocese of Los Angeles, California Department of Education, and Los Angeles County Department of Public Health, St. Catherine Labouré School seeks to lower the risk of viral contagion from COVID-19 while promoting the development of our students spiritually, academically, emotionally, and socially. We recognize that we cannot eliminate the risk, but we can make every effort to pursue prudent measures on campus to minimize the spread of COVID-19 and other diseases. We are eager to partner with our families in order to ensure that we can safely pursue on-campus instruction.

We acknowledge that the physical presence of a person in community has a sacramental quality that cannot be replaced. We believe that students learn best in person and that distance-learning, while an adequate temporary measure, is not equivalent to the academic, social, and spiritual strengths of in-person instruction. By making small sacrifices, we believe we can form a safer environment for our students, our staff, and our families.

## **PURPOSE**

The purpose of this document is to provide guidance for a safe return to campus during the 2021-2022 school year. The reopening plan has the following goals:

1. Mitigate the spread of COVID-19 and other infectious diseases on campus and in the community.
2. Contribute fully and appropriately as a partner in the community's response to COVID-19.
3. Minimize the impact of all disruptions to the delivery of instruction and related services.
4. Communicate our plan to all stakeholders.

In collaboration with the Department of Catholic Schools, St. Catherine Labouré School will continue to update this document with future modifications to local county health orders as they pertain to PK-12 schools.

The following is the link to the Los Angeles County Department of Public Health: [Los Angeles County Department of Public Health](#)

## **INSTRUCTION**

At this time, all schools are permitted to reopen for all students in any grades TK – 12 in Los Angeles County. Therefore, SCL will begin the 2021-2022 school year with full time in-person instruction offered to all students.

We will continue to offer a full time distance learning option for families who choose to have their child(ren) remain at home. Students participating in this option will live stream their classes through Zoom. Specialty classes (Computer, Art, and PE) will be completed asynchronously. Those interested in participating in distance learning at the start of the school year may choose to

return to in-person instruction as the school year goes on. The school will need prior notice of a student's return to in-person instruction and a parent/guardian must contact Mrs. Bagheri to notify the school of the change.

### **School Closure**

All students will move to distance learning in the event the entire school shuts down because of COVID-19. This directive will come from LACDPH and the Archdiocese of Los Angeles. Live streaming of instruction will occur (in a similar way as the 2020-2021 school year) and a daily schedule will be followed.

Families will be notified via email of any change to the school's schedule. Additionally, information will be posted on SchoolSpeak for parents to view.

### **PHYSICAL/SOCIAL DISTANCING**

*Note that all physical/social distancing requirements have been removed from the guidance provided by LACDPH. Instead, it states: LACDPH recommends that measures be implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom (e.g. hallway transitions) and/or anytime masks must be removed in a group setting (e.g., lunch time, recess) where increased physical distance is preferred. For situations when physical distancing may not be feasible (e.g. very full classrooms), the importance of 100% mask adherence is critical.*

**At SCL we plan to do the following even though the physical/social guidelines have been removed from the county's school guidance plan:**

Functions of the classroom environment will include:

- Three-sided, plexiglass shields temporarily attached onto each desk in order to provide a safe, durable, and distraction free barrier
- Marked path for entrance and exit
- Desk arrangements to minimize contact
- Increased ventilation (i.e., opening windows and doors, weather permitting)
- Increased sanitation measures throughout the day with additional in-depth cleanings at the end of the school day

**Computer Lab-** Plexiglass shields have been placed between each work station. Windows and outside door will remain open during class time, weather permitting.

## **WEARING FACE COVERINGS (MASKS & FACE SHIELDS)**

### **Students**

LACDPH guidance on face coverings for students states that it is mandatory for students two years and older to wear a cloth face mask (regardless of vaccination status) while on campus, unless drinking, eating, or outside. Students who are unable to wear a face mask due to health reasons (like asthma) must provide a doctor's note to the school office and wear a face shield rather than a face mask. It is strongly recommended that any student who is exempt from wearing a mask indoors be tested for Covid-19 at least twice a week, unless they provide proof of full vaccination status against Covid-19. At this time, we are requiring all students to wear a mask during morning line-up and recess times due to the close proximity of students during these times.

It is the parents responsibility to provide a mask for their child(ren) to wear to school every day. Cloth face masks must be appropriate for school and have no vulgar language or violent and inappropriate designs. If it is a cloth mask, it is the parents responsibility to wash the mask daily. Additionally, an extra mask must be kept in the child's backpack to replace a face covering that becomes soiled during the school day.

The general expectation is to teach and communicate that students should wear masks and keep them on especially while indoors. Teachers will reinforce this practice and teach proper mask wearing and removal. The following videos are useful tools for parents and students to review prior to starting school:

[\*Donning and Doffing Facial Mask Video\*](#)

[\*Mask Test - Is your Mask Effective?\*](#)

### **Staff**

Staff are required to wear a face mask while on campus (regardless of vaccination status). It is the employees responsibility to wash cloth face coverings daily. Staff who are alone in closed offices or other private inclosed spaces are not required to wear cloth face coverings.

### **Visitors**

Visitors and all other adults are required to wear a face mask at all times while on campus (regardless of vaccination status).

## **MAINTAINING A HEALTHY ENVIRONMENT**

### **Health Screening (at home)**

Parents are strongly advised to monitor for symptoms at home and must be reminded to keep children who are sick at home until they are fever and symptom free (without medication) for 24 hours. Daily health checks should be performed at home including temperature checks and health screening questions. Students will be monitored for signs of illness throughout the day. Students who show any symptoms of COVID-19 will be sent home.

### **Daily Health Screening**

During the morning line-up and before entering a classroom, all students will have their temperature checked via no-touch thermal scan thermometers. If a student has a fever of 100.4 degrees or higher, he/she must not enter the classroom. Additionally, students will answer a short series of questions that asks how they are feeling. If an affirmative is given to any of the screening questions, he/she must not enter the classroom. Teachers and/or staff will conduct the daily health screenings. If a student is late, they will participate in the health screening when they check-in at the office.

## **HYGIENE, CLEANING, AND DISINFECTION**

Students, staff and students 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. Hand dryers will not be used. Frequently scheduled staggered mandatory handwashing breaks (especially for younger students) will occur at minimum:

- Before and after eating
- after using the restroom
- after outdoor play
- before and after any group activity.

Staff will model and monitor frequent and proper handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits.

Posters explaining proper hygiene protocols will be placed throughout the campus.

Additionally, every classroom and all common areas will have a hand sanitizing station.

### **Cleaning and Disinfecting**

SCL will continuously clean and disinfect areas on campus per the chart below. These cleaning steps are to protect students and staff and reduce the risk of the spread of infection. All cleaning supplies will be in compliance with the approved disinfectants listed on the Environmental Protection Agency COVID-19 list “N” and used according to product instructions to prevent the transmission of the virus. Janitorial and other staff responsible for cleaning and disinfecting school surfaces and objects will be trained on manufacturer’s directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable. They will be equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product. All cleaning products will be kept out of children's reach and stored in a space with restricted access.

The following chart outlines the school's cleaning schedule.

Category	Frequency	Person(s) Responsible
Workspace ( <i>i.e., classrooms, office</i> )	At the end of each use and day	Janitor
Appliances ( <i>i.e., refrigerators, microwaves</i> )	Daily	Janitor  <i>*Note: Staff will wipe down after each use</i>
Electronic Equipment ( <i>i.e., copy machines, shared computers/devices, printers, telephones</i> )	At the end of each use and day	Janitor  <i>*Note: Staff will wipe down after each use</i>
General Used Objects ( <i>i.e., handles, light switches</i> )	At least 3 times a day	Classroom Teachers
Student and Teacher Restrooms	Twice a day	Janitor
Faucets	Twice a day	Janitor
Common Areas ( <i>i.e., Cafeteria, Library, Conference Rooms</i> )	At the end of each use and day	Janitor  <i>*Note: Staff will wipe down after each use</i>

### **LIMIT SHARING OF SUPPLIES AND MATERIALS**

SCL will do the following to limit sharing:

- Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.
- Students will keep a bottle of water at their desk to reduce the use of public drinking fountains.
- 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, SCL will try to be “paperless” and submit assignments and work digitally to reduce contact exposure.

### VISITORS ON CAMPUS

The safety of our staff and students remains the school’s primary concern. We encourage little visitation on campus in order to reduce the risk of spreading Covid-19.

## COVID-19 CONTAINMENT, RESPONSE AND CONTROL PLAN

### **Safety Steps and Prevention**

We will follow safety steps and guidelines outlined in these documents:

[Flowchart - Should I be in school today?](#) (SCL)

[What if I am Sick Factsheet](#) (LACDPH)

### **Handling a Positive Case of COVID-19**

Faculty, staff, and students will be monitored throughout the day for obvious signs of illness. Students, faculty, and staff with a fever of 100.4 degrees or higher, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home. Any students, faculty, or staff exhibiting symptoms will immediately be removed from the classroom and wait in an isolation area located in the main office until they can be transported home or to a healthcare facility, as soon as possible.

The following plan will be put into place immediately upon notification to the school that any member of the school community (faculty, staff, student, or visitor) tests positive for, or has symptoms consistent with COVID-19:

1. Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation (with the wearing of a surgical mask) of the case if arrangements are needed for the person to return to their home.
2. Fact-sheets or other informational materials are to be given to the case (or appropriate family member/s if the case is a student) covering regulations governing self- isolation and links to sites with further information.
3. Initiate the School Exposure Management Plan
  - a. Identify person(s) exposed to case(s) at school
  - b. Immediate quarantine of exposed employees and/or students. The preceding quarantine instructions do not apply to an individual who has a confirmed exposure but demonstrates proof of full vaccination against COVID-19 and is asymptomatic. Those individuals are not required to quarantine but are strongly recommended to be tested for COVID-19 as a result of their exposure *regardless of their vaccination status*.



- c. Disinfect all areas the case(s) came in contact with as well as all common areas on campus, when necessary

If SCL has a confirmed positive case of COVID-19, we will follow all additional county public health procedures and complete the ADLA COVID-19 Report Form and Instructions to report it to the Archdiocese.

We will follow the procedures outlined in the documents below:

[Exposure Fact Sheet](#) (LACDPH)

[Archdiocese of Los Angeles Exposure Management Plan](#)

[Exposure Management Plan](#) (LACDPH)

### **Access to COVID-19 Testing for All Exposed Individuals**

Any SCL school community member exposed to COVID-19 will have access to immediate COVID-19 testing through one of the following locations in close proximity to the school:

1. Beach Cities Health District located at 514 N. Prospect Ave., Redondo Beach, CA 90277 (appointment only)
2. Hawthorne Memorial Center - Betty Ainsworth Sports Center located at 3851 W. El Segundo Blvd., Hawthorne, CA (appointment only)
3. The school will also assist potentially-exposed individuals with finding testing locations near their home. Testing sites can also be located [here](#).

Additionally, SCL is working on a plan to organize testing for employees and students on a semi-regular basis.

## **WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEES**

### **Protocol for Employee Positive Cases or Exposure**

Employees will be required to remain home if they are ill or have been exposed to COVID-19. Employees who exhibit signs of COVID-19 are required to get tested and produce evidence of a negative result prior to returning to campus. SCL's COVID-19 Containment, Response and Control Team will provide information regarding leave benefits per the [Archdiocese of Los Angeles Handbook, Section 5.8.4 Leaves of Absence](#) as well as employees' right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).

*Note that morning drop-off, afternoon pick-up, recess schedules, daycare, extracurricular activities, and athletics will return as normal.*

### **COVID-19 Containment, Response and Control Team**

Jennifer Bagheri - Principal

Cheryl Hebestreit - Vice Principal (LACDPH Liaison, holds COVID-19 Education Safety Manager Certification)

Alice Bach - Office Manager

Silvia Arias - Health Room Aide

Francine Buitron - Teacher

Annalisa Prieto - Teacher

### **Documents Informing this Plan**

[CDPH Guidance for Schools](#)

[County of Los Angeles Public Health Reopening Protocols for K-12 Schools](#)

[County of Los Angeles Public Health Exposure Management Plan for K-12 Schools](#)

[CDC Considerations for Schools](#)

*This document may evolve as public health conditions change and modifications are provided by the Archdiocese of Los Angeles and the department of public health.*