

I. Consultation

Parent and Community Organization- Surveys sent to parents on July 14th indicate 85% of families would like for their students to return to school for in-person instruction. Zoom parent meetings were held in late July and detailed safety protocols and plans were shared with families at that time. Subsequent meetings have been held since then to discuss updates on school reopening. Updated information on these plans and protocols has also been sent home and posted on our website and school information system for reference.

PTO (Parent-Teacher Organization) meetings were held on July 16th and September 3rd to discuss reopening plans. Several parents are members of our Health and Safety (School Compliance) Task Force, which was established on July 16, 2020. The purpose of this task force is to establish and enforce all COVID-19 safety protocols (including creating cleaning and contact tracing checklist templates) and to ensure that staff and students receive education about COVID-19. The principal is the dedicated liaison to DPH in the event of an outbreak. Our community organization is our parish community.

Our pastor is aware and in agreement of our reopening plans. He shared this information with our parishioners in late August and we have consulted with our parish finance council. We do not have a labor organization at our school, but staff has been consulted during various meetings in July and weekly during August. Faculty and staff has also been trained on policies and procedures in this document. Those who can perform work from home are doing so. (Separate signed attestations/letters regarding parent, staff, and community consultation are attached.)

II. Elementary School Reopening Plans

Area To Be Disinfected	Frequency
Break Rooms (including appliances, coffee pots, etc.)	After each use and at end of day
Student and Teacher Restrooms	Twice a day
Classrooms/Offices	At the end of use each day
Health Room	After each time it is used
General Use Objects (handles, light switches	At least 4 times a day
Hand washing stations/faucets	Twice a day
Common Areas (Library, Conf. Room, Auditorium)	After each use

Cleaning and Disinfection:

St. Pancratius School has been completely cleaned and disinfected multiple times since students were last at school. Upon reopening, St. Pancratius School will maintain safety by continuously cleaning and disinfecting per the chart above. These cleaning steps are to protect students and staff and reduce the risk of the spread of infection. The school has purchased and is using an atomizer to sanitize full classrooms and workspaces. All cleaning supplies are in compliance with the approved disinfectants. All cleaning supplies will be kept out of the reach of children. Adults who are responsible for cleaning and disinfecting will be provided proper PPE. To encourage airflow throughout campus spaces, classroom doors and windows will remain open throughout the school day.

Water fountains have been shut down and students will bring their own water bottles to refill as needed. Individual water bottles are also available in the office. Use of shared objects will be eliminated wherever possible. Any shared items will be cleaned and disinfected between use. Each child's belongings will be separated and in individually labeled storage containers, cubbies or areas. St. Pancratius will ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable.

Cohorting:

St. Pancratius School defines a cohort as small, stable, grade/class group that stays together for all courses and activities. Each cohort has their own teachers, classroom, recess area, lunch area, and outdoor educational setting. Bathrooms are designated by grade using a color system so that students from different cohorts are not in the bathroom at the same time. The school's multiple acre campus provides ample space for multiple indoor and outdoor learning environments across all grade levels. These smaller groups remain together for the entire time they are on campus for in-person instruction. The cohorts do not commingle with other groups at any time. As a small school on a large campus, St. Pancratius School provides safe, separate options for the cohorts.

Entrance, Egress, and Movement Within the School:

Our cohort movement schedule will provide single cohort transitions between indoor and outdoor settings. Movement of staff, parents, and students will be managed through the use of signage, floor markings, and clear instructions for drop off, pick up, and official school business. Drop-off, pick-up, and campus movement have all been restructured to support physical distancing and limited contact. Community spaces where students would typically congregate

(entries to restrooms, entries to buildings, etc.), will have social distancing foot markers for lining up with appropriate space between students. All non-essential visitors, including parents, must remain off-campus until further notice. Our school does not use buses for student transportation, and therefore has no necessary plans for distancing or cleaning in these cases.

Face Coverings and Other Essential Protective Gear:

Per California mandates for schools, cloth face coverings are required for all faculty and staff, as well as students. For the 2020-21 school year, the school will provide a face mask for all students and staff. Students may choose to wear those provided, or other cloth face coverings that are school appropriate. Students must bring their face coverings to school every day, labeled with their name. In the event an additional face covering is needed, the school will have extra supplies of disposable face masks available. Staff, parents and students have been informed of the requirement, proper use, and daily cleaning of cloth face coverings. St. Pancratius will continue to remind families via posters and newsletters throughout the school year. Essential protective gear has been secured, distributed and is available as needed at our school site.

Health Screening for Students and Staff:

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 24 hours. Daily health checks will be performed on-site consisting of touchless temperature check and health screening and students will be monitored for signs of illness throughout the day.

Health Checks (at school)

Before entering campus, all students (or guardians on behalf of students) and faculty must respond to a brief health screening. If anyone responds with an affirmative to any of the screening questions, he/she must not enter the school campus. Screening will include questions concerning cough, shortness of breath, fever/chills, contact with a person known to be infected with COVID-19 in the last 14 days, and any other abnormal symptoms the person may be experiencing. Before entering campus, all students, faculty, staff and visitors will have their temperature checked via no-touch thermal scan thermometers. If anyone has a fever of 100.4, he/she will be sent home.

Faculty, staff, and students will be monitored throughout the day for 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 required to wait in an

isolation area until they can be transported home or to a healthcare facility, as soon as practicable. All affected areas will then be disinfected.

Healthy Hygiene Practices:

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 at least 20 seconds with soap, rubbing thoroughly after application and using single-use 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
- 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. Staff will also limit the number of students that are in the bathroom at one time. Hand washing stations have been installed throughout the campus. Hand sanitizing stations will be at all entrances for use before entry. Posters with proper hand washing techniques and reminders will be in bathrooms and other commonly used areas of the school.

Identification and Tracing of Contacts:

- **Symptom:** Confirmed COVID-19 case infection (and/or 3 or more cases in a 14 day period)

Action:

- Notify the local health department via email at ACDC-Education@ph.lacounty.gov, notify staff and school families of a positive case (maintaining all state and local confidentiality laws)
- Isolate affected areas for deep cleaning
- Isolate individual from campus for 10 days from symptom onset or testing date, and identify contacts



- Quarantine and exclude contacts for 14 days after the last date the case was present at school
 - Recommend testing of contacts, track symptomatic contacts
 - Schedule immediate disinfection and cleaning of classroom and primary spaces where case spent significant time.
 - Based on the data of positive cases, the COVID Liaisons will determine if the school has reached the trigger(s) to cease in person instruction.
 - School remains open
- Communication:** School community notification of a known case

- **Symptom:** Tests negative after symptoms

Action:

- May return to school 3 days after symptoms resolve
- School/classroom remain open

Communication: School community notification if prior awareness of testing

This plan is based on CA Department of Public Health Guidance for Reopening K-12 Schools

Additionally, families are required to notify the school if they or anyone they have come in close contact with has tested positive for COVID-19 in order to safely mitigate any risks of exposure and initiate self-quarantine procedures. Finally, continued coordination with the DPH will be necessary to consult and coordinate any additional steps required for community safety.

Contingency plan for full closure of in-person operations would be to return to distance learning. In case of a partial closure, St. Pancratius School does have alternate learning spaces available to provide for the continuous instruction of students.

Physical Distancing

Classrooms:

Distancing between the teacher desk and students will be at least six feet. Distancing between student desks will be six feet to the extent possible. If six feet is not possible, then the minimum distance must be no less than four feet. Classrooms with less than six feet between desks will use other mitigation techniques such as partitions or screens between desks. Class sizes will range between 8-20 students. All desks will face the front of the room and students will wear appropriate face coverings.

Additional functions of the classroom environment will include:

- All instruction taking place in a single classroom or outside in designated areas (1st grade will be in the 1st grade classroom)
- Markings on classroom floors to promote distancing
- Desk arrangements to minimize contact (i.e., configuration of desks in a checkerboard style and facing the same direction)
- Increased ventilation (i.e., opening windows and doors)

Faculty meetings and professional collaborations will be held in a physically distanced fashion.

Campus:

St. Pancratius School has made alterations to classrooms, walkways, pathways, and common spaces as appropriate to support physical distancing. These are alterations that include signage and taping pathways.

Parents will drop students off outside. All adults on campus are required to wear a mask or face covering, although they will have limited access to our campus initially. All non-essential school business will take place over the phone or via mail. Parents and visitors are not allowed inside the classrooms. Student pick-up will take place outdoors at designated, socially distanced areas for each grade level. Movement patterns will be adjusted so children do not cross paths as they move throughout the campus. Use of school facilities for non-school purposes is not permitted at this time.

Staff Training and Family Education:

All stakeholders have been advised to stay home if they are sick or have been exposed to a person who has COVID-19.

All faculty and staff will continue to take part in training on the health and safety protocols for a safe return to campus. Ongoing information, resources, and guidance continue to be shared with all students, families, and faculty and staff via email and on our school website.

Communication with our school community has been consistent throughout the spring and summer. Families have received frequent updates regarding student learning, campus planning and safety protocols, and an anticipated return to campus for the 20-21 school year. The school has continued to rely on community feedback and support via surveys, one-on-one conversations, and an active partnership with our PTO. Additionally, the St. Pancratius website contains full Return to Campus plans, FAQs, and additional resources for students, families, faculty and staff. We are also providing our students and families the option to continue with

distance learning while on-campus learning is provided, in order to best support students' or families' individual circumstances and comfort levels in the current environment.

Testing of Students and Staff:

St. Pancratius School will ensure testing of staff periodically, as testing capacity permits and as practicable. We are planning on testing all faculty and staff regularly over time, with 50% of staff being tested at least monthly on a rotating basis and when instructed to do so by the Department of Public Health. Staff will be tested through their primary care doctor or other testing facility. Staff will be provided an up to date listing of local testing sites where essential workers can be tested.

(ex. <https://www.carespot.com/medpost-urgent-care/lakewood-ca/>,
<http://patient.questdiagnostics.com/covid-testing-options>, <https://www.thechildrensclinic.org/>)

St. Pancratius understands it may not rely on county resources for testing. Staff will be notified by email indicating a window of time in which they must be tested and provide results from the testing. Testing results will be recorded with the designated school COVID liaison. This data is confidential and will be maintained as such. St. Pancratius will report all COVID-19 exposures at the school to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Educational Sector. Our dedicated DPH liaison will be responsible for oversight of this process. This information may be used to follow contact tracing in the event of a positive result. All surveillance testing results will be reported to the Department of Public Health.

For students and families requiring guidance for testing, we have a resource list of pediatricians, local urgent care and state run testing facilities, as well as guidance for self-quarantine in the event of close- or household-contact with a COVID-19 positive individual.

St. Pancratius COVID-19 Response Plan

- **Symptom:** COVID-19 Symptoms (eg. fever, cough, loss of taste or smell, difficulty breathing)
Action:
 - Immediate separation from rest of school community in designated isolation area**
 - Send home with informational materials highlighting self-isolation regulations and links to sites with further information
 - Recommend testing
 - School/classroom remain open**School Community Communication:** Not necessary
- **Symptom:** Close contact with a confirmed COVID-19 case (Close contact: a person who is less than 6 feet from a case for more than 15 minutes)

Action:

- Send home with informational materials highlighting self-isolation regulations and links to sites with further information
- Recommend testing
- School/classroom remain open

School Community Communication: School community notification of a known contact

Triggers for Switching to Distance Learning

Per California guidance, we will automatically shift to full distance learning in the event of a 5% or greater positive testing rate among students, faculty and staff. St. Pancratius School will consult with the DPH for any possible trigger to campus closure beneath that amount. In the event of cohort positivity and required self-quarantines of students, faculty, and staff, a distance learning plan that meets needs in both a hybrid and full-remote learning context will be implemented. Students will directly engage with their on-site teachers and classmates from home, which could potentially further decrease the total number of students in a given classroom and enable further physical distancing of students.

Communication Plans

Students, staff and parents will be notified about cases and exposures at the school through the School Exposure Letter Template provided by the DPH. This will be sent out via email and posted on our school information system.