



OUR LADY OF PERPETUAL HELP SCHOOL

COVID-19 PROTOCOL

2020-2021

WAIVER TO RETURN TO IN-PERSON INSTRUCTION

MRS. SHARON KRAHL, PRINCIPAL

OUR LADY OF PERPETUAL HELP SCHOOL

23225 LYONS AVENUE

SANTA CLARITA, CA 91321

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HEALTH SCREENINGS

OLPH faculty, staff, students, and visitors will have their temperature taken (touchless thermometer) and be asked to answer routine health screening questions upon entering the campus to assist us in looking for potential symptoms of COVID-19. We will screen for the following symptoms and will continue to monitor the Los Angeles DPH website for current guidelines to follow:

- a. A temperature of 100.4 degrees or higher
- b. Chills
- c. Cough
- d. Shortness of breath
- e. Have you been around anyone who is COVID-19 positive in the last 14 days?

Anyone exhibiting any of these symptoms will not be allowed on campus and will be recommended to test for COVID-19 before returning to campus.

Faculty, staff, students, and visitors who test negative will be allowed back on campus three days after symptoms resolve (or in accordance with current CDC and DPH current guidelines).

All faculty, staff, students, and visitors will be reminded frequently not to come to campus if they or a close family member are not feeling well or if they have been exposed to a person who is (or is suspected to be) COVID-19 positive.

SURVEILLANCE TESTING

To ensure the safety of our school community, 25% of OLPH Faculty and Staff will be tested every two weeks; all employees will be tested over a two-month period. All employees will be provided with a list of local sites where they can be tested and the school administration will document the testing and results. All results will be reported to DPH as required.

PROPER HYGIENE PRACTICES

All OLPH employees and students will be required to wash their hands frequently. Handwashing stations equipped with soap, water, and single-use paper towels are located in all restrooms. We have added three additional handwashing stations throughout the campus, as well as six touchless hand-sanitizing stations.

Staff and students will be reminded to wear clean facemasks each day.

High use areas on the campus will be sanitized at regular intervals throughout the day and the entire facility will be cleaned and sanitized every evening.

PERSONAL PROTECTIVE EQUIPMENT

OLPH School has ample personal protective equipment (PPE) for our staff and students. All employees were given masks at the beginning of the school year. Extra masks are available for any employee or student who may need one while on campus. We received a generous donation of more than 700 face shields. These will be provided to any staff or student who would like to wear them in addition to their facemask.

Plexiglas barriers have been provided for all employees' desks throughout our campus. We have a desk shield for every student. Through the CARES Act, we received N95 masks for our health office attendant, extra adult and child masks, hand sanitizer, and face shields. The school purchased many contactless thermometers, stand-alone hand-sanitizer stations, gallons of hand sanitizer (70%+ alcohol), extra hand washing sinks, latex-free gloves, air purifiers for each classroom and office, UV sanitizing lights, atomizers for sanitizing the classrooms, gallons of sanitizer (from List N), alcohol wipes (cleaning electronic devices), and we upgraded our HAVC filters to a higher MERV rating.

STAFF TRAINING AND FAMILY EDUCATION

We have established a COVID Task Force on our campus whose responsibilities will include ongoing COVID-19 staff and family education.

OLPH staff has received ongoing updates regarding current DPH guidelines. Before re-opening to on-campus learning, all employees will undergo further preparation to ensure we are all informed and following the DPH protocols and guidelines. We will include ongoing training at our weekly staff meetings.

Signage will be displayed to promote everyday protective measures such as proper mask wearing, the importance of distancing, thorough handwashing, and staying home if you do not feel well.

All employees and families will be asked to sign a COVID Family/Employee Pledge. This pledge states that we will all abide by a basic set of rules to help protect the safety of everyone.

FACE COVERINGS

All staff, students, and visitors must wear either a disposable or a cloth facemask that covers their nose and mouth while on campus. If anyone forgets their mask or needs a replacement, one will be provided. Students may remove their masks while eating, but must obey the distancing regulations and put the masks back on when finished. TK students will not be required to wear a mask while napping, but must be spaced more than six feet apart. Anyone with a health condition that would prevent them from wearing a mask must provide a note from their physician and will be required wear a face shield.

In compliance with the CA DPH, “in limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.”

N 95 masks will be provided for the health office attendant and any children who need to isolate on campus after screening positive for COVID-like symptoms.

IDENTIFICATION AND CONTACT TRACING

OLPH faculty, staff, or students who have been exposed to someone outside of school who has tested positive will be required to:

1. Alert the school administration immediately
2. Quarantine at home for two weeks
3. Shift to distance learning/teaching
4. COVID-19 testing is highly recommended

Upon learning there is a positive case(s) among an OLPH staff, faculty, or students, the following steps must be taken:

1. The person who is reported to be COVID-19 positive must be separated from the school community by being isolated and sent home immediately
2. Students will be quarantined in our Health Office until the parents can pick them up from school
3. The COVID-19 positive patient and the entire cohort must quarantine for two weeks
4. The entire cohort will shift to distance learning
5. All guidelines for contacting DPH and Los Angeles Department of Catholic Schools (DCS) will be followed. We will use the DPH form [COVID-19 Case and Contact Line List for the Educational Sector](#) to document any positive cases.
6. If OLPH has three or more cases within a 14-day period, we will immediately report this cluster to DPH via email or by calling (888) 397-3993.
7. Parents will receive a letter notifying them that someone in their child's cohort has tested positive (HIPAA regulations will be adhered to)
8. Parents will be provided with a copy of [Home Isolation Instructions for People with COVID-19](#) from DPH website
9. The COVID-19 positive patient will be allowed to return to campus once the current CDC and DPH criteria has been met (currently)
 - a. 24 hours fever free (without medication)
 - b. Minimum of 10 days since the onset of symptoms

TRANSITION TO DISTANCE LEARNING

Anytime any member of a cohort tests positive for COVID-19, all members of that cohort will immediately transition to distance learning for a minimum 14 days. If OLPH has three or more cases within a 14-day period, the school administration will immediately report this cluster to DPH via email or by calling (888) 397-3993. OLPH School will adhere to all of the DPH recommendations and regulations that may require the school to temporarily close for in-person instruction. In that case, all students will transition to distance learning until it is safe to return to campus.

EMPLOYEE INFORMATION

All faculty and staff will be reminded frequently not to come to campus if they or a close family member are not feeling well or if they have been exposed to a person who is (or is suspected to be) COVID-19 positive.

All employees are aware of their personal sick leave and how to utilize it when needed. If an employee must quarantine and is able to work from home, they will be permitted to do so.

We will do our best to work with our most vulnerable employees (those that would be at highest risk if infected) and their medical professionals to assist them to be able to work from home if needed and whenever possible.

All employees are offered cloth and paper masks and face shields. All faculty and staff will wear approved face coverings in accordance with the California Department of Public Health guidelines. Masks are required to be worn while on campus (unless you are alone in your room).

USE OF FACILITIES

In order to maintain a safe environment during this pandemic, OLPH School facilities will be off-limits for any non-school use. In the case of an outbreak, all non-essential in-person activities will be temporarily discontinued.

VISITORS

Visitors to the school are not allowed, except those who are essential to our Mission. These essential visitors will be screened at the entrance and must comply with all distancing regulations and must properly wear an acceptable face covering (unless they are responding to an emergency). Law Enforcement, Fire, Medical, Emergency, and government employees responding to or working at the facility are considered essential visitors.

COHORTING

While on campus, students will be kept with their stable cohort, which will consist of no more than 12 students and 2 teachers. Students will eat lunch in their classrooms with the same cohort. Students will play outdoors during morning and lunch recesses with only their cohort. Cohorts will not be allowed to mingle while on campus.

Our campus has ample space for these classes to be outside while maintaining the distancing to keep our students and staff safe. Recesses and lunch schedules will be staggered to help distance the cohorts on our campus. Designated play areas will be assigned to each cohort.

TASK FORCE

OLPH School has created a COVID Task Force that will be responsible for establishing and enforcing all COVID-19 safety protocols on our campus. This group will also make sure the employees and families receive up-to-date information and education on COVID-19. The principal, Mrs. Sharon Krahl, will serve as the compliance officer. As the compliance officer, Mrs. Krahl will submit the necessary Line List information as requested by the DPH within 24 hours of an outbreak.

All individuals who are identified as close contacts to an infected person will be notified of their possible exposure. This committee will make sure that anyone who is infected receives the [Emergency Isolation Order](#) and/or [Emergency Quarantine Order](#) per the LA County Public Health Department.

The Task Force will collaborate with the LA County Public Health Department to determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

CLEANING AND DISINFECTING

Every day, according to our published schedule, the entire campus will be cleaned and disinfected with an approved cleaning agent (from List N). In the case of a COVID-19 outbreak (or suspected case), OLPH School will comply with all of the Public Health cleaning and disinfection protocols and the facilities will receive an additional thorough cleaning and disinfection.

Faculty members have access to approved cleaning agents to use throughout the day as needed to help promote a safe environment.

RESOURCES

<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<http://publichealth.lacounty.gov/media/Coronavirus/docs/business/EntryScreening.pdf>

<https://lacatholics.org/wp-content/uploads/2020/06/ADLA-Starting-the-School-Year-Smart-Rev.-6.25.20.pdf>

<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

<http://publichealth.lacounty.gov/acd/ncorona2019/covidcare/>

<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>