



## **St. Christopher Parish School Plan to Return to In-Person Instruction for 2020-2021 School Year**

This document outlines guidelines related to the reopening of our campus for in-person instruction. We reserve the right to make additions, amendments, and deletions at any time.

While it is derived from our school's reopening plan aligned with public health guidance, this document is not intended to describe all safety protocols and procedures. You can access our full reopening plan as submitted to public health on our school website [www.scpswc.com](http://www.scpswc.com).

March 24, 2021

Dear Charger Family,

On behalf of Fr. Ben Le, faculty and staff of St. Christopher Parish School, we thank you for continuing to trust us with your child/ren during this difficult time. During these times of uncertainty, we want to provide you with peace of mind and reassurance that your child will receive a high-quality Catholic education while remaining safe throughout the day. St. Christopher Parish School will adapt to the mandates issued by the California Department of Public Health (CDPH) and the Archdiocese but will remain committed to developing the whole child through Goodness, Excellence, and Service.

St. Christopher Parish School is working closely with The Department of Catholic Schools to provide the best protocols, procedures and healthy guidelines that we, as a school, find crucial for the safety of all our students, faculty, staff, and our school parents. Included in this plan are the various protocols, but are not limited to:

- Disinfecting the school daily
- Arrival and Dismissal procedures
- Health Screening procedures
- Visiting the Office procedures
- Students and Adult face coverings
- Entering the classroom procedures
- Set up of desks and classroom procedures
- Recess and Lunch schedules and procedures

As a school, our number one priority is to keep all students, faculty, staff, and parents safe at all times. It is very important for us to work together and to be in constant communication especially when identifying new cases of COVID-19. This will allow us to intervene quickly and work with public health authorities to halt the spread of the virus. We want to reinforce the fact that we are taking all safety precautions and enforcing good hygiene while also following the advice of the Center of Disease Control (CDC), the California Department of Public Health (CDPH), and the Department of Catholic Schools. As one united community, St. Christopher Paris school will operate through our faith and for our children.

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Mt 28:65). And we, together with Peter, "cast all our anxieties onto you for you care about us" (1 Pet 5:7).

-Pope Francis Strong in the Face of Tribulation: A Sure Support in Time of Trial

May God Bless You,

Mrs. Saborio  
Principal

## **Our Mission Statement**

St. Christopher Parish School is dedicated to the growth and development of its students, in order to be responsible and participating members of a Catholic faith community.

## **Our School Philosophy**

We are dedicated to serve, love, and understand our diverse school community as we assist parents/guardians in their role as primary educators of their children. We strive to provide students with a strong religious and academic education, and the discipline necessary to grow in respect of God, others, and self. We will achieve these goals by:

- Nurturing and developing moral and spiritual values through active participation with parish, family, school, and community at large
- Providing a safe and supportive learning environment
- Encouraging and presenting various aspects of religious life
- Acknowledging and incorporating the academic standards of California and Archdiocese
- Providing a curriculum that is creatively integrated to educate students by enhancing their own learning capability
- Holding parents, students, and faculty accountable for adhering to school policies
- Modeling Christian behavior as a staff
- Being examples of positive role models

# Required Guidelines

- Follow CDPH guidelines for school and Mass
- Daily temperature checks and health screenings
- All adults will be required to wear cloth masks with or without a face shield
- Students desks will be spaced 6 feet apart
- Teachers desks will be spaced 6 feet apart
- Staggered recess, lunch, and dismissal times
- Identify a location for students who are not feeling well to minimize contact with others until they are able to go home.
- All face to face interaction in the Front Office will be behind a physical barrier
- All students and staff will be encouraged to and receive time to wash their hands regularly
- Social Distance Modification for attending Mass



# Flexibility

In the event there is a resurgence of COVID-19 or any other communicable diseases, schools may be required by California Department of Public Health to modify school schedules. We have prepared a continuum of options as a contingency plan to various possibilities.



# Healthy & Safe Facilities

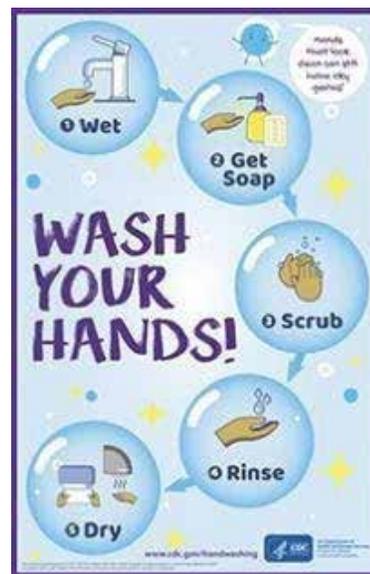
In order to ensure proper hygiene, we will require that students and staff wash their hands regularly. High-use areas and items will be wiped down at regular intervals. Students and staff will be trained and reminded on a frequent basis to follow proper hygiene, cleaning, physical distancing protocols, etc.

There will be a regular schedule for the use of restrooms at designated times, including limiting the number of students that enter the restrooms at one time. The use of schedules will also limit the mixing of different student cohorts.

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 their hands.

Frequently scheduled 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



The staff has been instructed to model and monitor frequent and proper handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits.

# *School Cleaning*

To ensure the safety of all students, faculty, and their families, proper screening and monitoring of all individuals is necessary. It is also imperative that our school remains compliant with CDC and the CDPH guidelines for schools. This includes the development, implementation, and documentation of procedures to check for signs and symptoms of students and employees daily. Daily health checks (e.g. temperature screening and/or symptoms checking) of staff and students will be conducted daily, safely, and with the utmost respect.

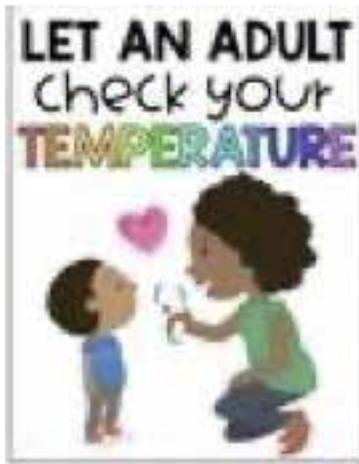
The mandatory screening of students and employees upon arrival will be for symptoms and history of exposure. The data that is collected will be confidential and only shared with Public Health officials and Archdiocesan officials. For these reasons St. Christopher Parish School requests anyone who is sick to stay home. In the event where it has been determined that a person diagnosed with COVID-19 has been in the building and poses a risk to the community, the school may consider closing for a short time (1-2 days or weeks) for cleaning and disinfection if instructed to do so by the LACDPH and/or Archdiocese.

# Home Health Screening



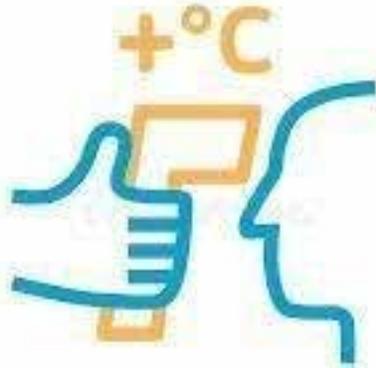
- Parents are strongly advised to monitor for symptoms at home.
- Please keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours.
- Daily health checks will be performed on-site, consisting of a touch-less temperature check and health screening.
- Students will be monitored for signs of illness throughout the day.

# School Health Checks



- Everyone must have their temperature checked via no-touch thermal scan thermometers. If a student, parent, or teacher has a fever of 100.4 or higher, they will not be allowed to enter the school.
- Before entering campus, all students (or guardians on behalf of students) must respond to a brief health screening. The collection of this data will be used to communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- If a student (or guardian on behalf of the student) responds "yes" to any of the screening questions, he/she must not enter the school building.
- Screening will include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing.
- This will prepare the school to consult with the local health authorities if there are indeed cases in the facility or an increase in cases in the local area.
- All data collected is confidential. Confidentiality will be maintained and will be in accordance with applicable privacy laws or regulations.

# Health Checks Throughout the Day



There will be monitoring of Faculty, Staff, and students throughout the day for signs of illness

## *In the Event A Person Shows Signs of Symptoms*

- 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 isolated and sent home immediately.
- 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.
- In the event that an individual develops fever, flu or cold-like symptoms during the school day, the Music/Spanish room will be provided as an isolation room.
- Parents will be contacted immediately to pick up their child(ren).
- If a student has to self-quarantine, they will be allowed to log into class via Google Meet.

## ***Reporting Positive Cases***

If we have a confirmed case of COVID-19 in our school community, we will adhere to the reporting protocols set forth by the ADLA and CDPH.

## ***Responding to Positive Cases***

After a confirmed case is reported, certain safety protocols must be followed and the information about the case(s) must be appropriately shared with the school community.

## ***Plan for Partial or Full Campus Closure***

In the event that we are required by the County of Los Angeles Public Health Department to close campus for some or all students, we are prepared to continue to support our students through distance learning instruction.

As students will be utilizing a hyflex model, with some on-campus instruction and some virtual instruction, faculty and students will be well versed in a total remote learning environment.

## ***Students Returning Back to School After a Positive Test***



- The Archdiocese of Los Angeles is responsible for clearance of individuals infected with COVID-19, including students.
- After a positive diagnosis is made, students should expect to be in isolation for at least 10 days after the test, and potentially longer if they continue to remain symptomatic.
- Students should not return to school until they have been cleared by Public Health; school administration will work directly with families when the child is cleared by the Public Health and ready to return to school.

## ***Faculty and Staff Arrival***



- All classroom teachers, aides, staff, front office personnel, and administration must report to a designated area where they will be screened and have their temperature taken daily.
- Any individuals that exhibit fever, loss of taste or smell, or cold and flu-like symptoms will not be allowed to enter the campus.
- All cleared personnel will be assigned to a specific entrance on the campus where they will conduct health screenings.
- Our school has adopted the Cal-OSHA CPP model to effectively enforce COVID-19 protocols.
- Social distancing must be practiced during lunch breaks. If a teacher leaves campus, they will have to pass a health screen test before returning.

## ***Student and Parent Arrival***

- To help parents efficiently drop off their children in a safe and timely manner, our morning carpool will be the only allowed means of drop-off and pick up.
- Morning carline drop-off will be available from 7:30 A.M. to 8:00 A.M.
- Only the individuals that are entering the campus will be screened as they exit their vehicle.
- Students cannot just be dropped off. All students must be screened with a guardian present at the car line.
- Depending on the age of a student, parents may answer the screening questions.
- All gates will be locked when the 8:00 A.M. bell rings.
- If employees, students, or parents come to the campus after the school day has started, then they must park their car and report to the front office where they will be screened and have their temperature checked.
- If you are waiting to be screened for entry, we ask that you please maintain a safe distance and do not co-mingle with others.
- The front office will be open to receive phone calls.

## Visiting the Office



**Measures are in place to limit the risk of infection from outside visitors. Anyone entering the school is required to wear a cloth face covering.**

- Visitors are by appointment only. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- Visitors to the office other than parents of enrolled students are limited to those who are essential for the school's operation.
- Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Resources such as phone appointments or email can be used to conduct school business with parents.
- Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if two (2) or older and not at risk due to a respiratory condition.
- Movement of visitors within the school is limited to designated areas such as the school office or public restrooms to the extent feasible. Visitors are instructed to wear cloth face coverings at all times while on the school grounds.

# Student Face Coverings



The CDPH guidance on face coverings for students uses flexible language and states that, **Students in all grade levels TK-12 are required to wear face coverings at all times.**

A face covering should be removed for meals, snacks, drinking of water, or when the mask needs to be replaced. When a face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name, until it needs to be put on again. Students will be issued a lanyard to allow removal of the mask without having to place it on a surface.

- We anticipate that for some students, wearing a mask consistently will be an issue of practicality but they will still be asked to keep them on throughout the day.
- The school will provide masks for students if a student does not have one upon entering campus.
- **CLOTH FACE COVERINGS SHOULD BE WASHED REGULARLY AND KEPT CLEANED**
- Face shields with drapery are also appropriate alternatives if a mask cannot be worn.

Masks should:

- Be safe for your child
- Fit properly around the nose and mouth
- Not present any choking hazards
- Preferably contain your child's name embroidered or written (with sharpie) on the mask so that we can clearly identify each child
- Meet PPE standards and regulations

## ***Adult Face Coverings***

Staff are required to wear face coverings.

**Visitors, volunteers, and all other adults must wear face coverings on campus at all times.**

Masks must:

- Fit properly around the nose and mouth
- Meet PPE standards and regulations
- Stay on the whole time while on campus

## ***Starting Each School Day***

After individuals are screened and cleared to enter the campus, they will be allowed to get in their respective class line. Social distancing through increased spacing, small groups, and limited mixing between groups will be strictly enforced.

Faculty and staff will be present for supervision. We will have our traditional morning prayer and flag salute via intercom.

At this time, outdoor assemblies and large gatherings of any type are not allowed.

The current plan:

- The Principal and other staff will supervise the students as they enter the school gates.
- Students will be asked to remain in their designated line before school starts.
- Once the bell rings, the teachers will come to get their students in their designated lines.

## Attendance

- We track student attendance, whether students are on or off campus.
- If a child is absent due to COVID-19, a test result must be submitted as proof to the school office for absences to be excused.
- If a student is absent, he/she is still responsible to make up any missed work and submit assignments.
- If a child is absent three (3) or more days, not due to COVID-19, a doctor's note must be submitted to the school office in order to return to class.
- If a child has traveled out of state, country or over 120 miles away, they must quarantine for 10 days starting the day after their return.



## Entering the Classroom

- Each class will have a specific route to their classroom.
- Only faculty and staff will be permitted into the classroom.
- As students enter the classroom, their teacher will stand at the doorway and issue hand sanitizer to each student as they walk in.
- Every child's belongings should be clearly labeled beforehand.
- Specific items may be taken home each day. Students will be asked to wipe down their own assigned areas and materials based on their grade level.



## ***Limited Sharing***

- Each student will have individual containers for their supplies.
- Students will be provided with adequate supplies to minimize sharing of high-touch materials to the extent practicable, or the teacher will limit the use of supplies and equipment to one group of children at a time, cleaning and disinfecting between uses.
- Electronic devices, books, and other learning aids may be shared but must be wiped down after each use. Students will also be given hand sanitizer before and after each use.
- Teachers will have a “used” box for any items students may have borrowed from the teacher.
- Whenever possible, teachers will attempt to be “paperless” and ask students to submit assignments and work digitally.
- Students are encouraged to bring their own refillable water bottle with their name. They are not allowed to share water bottles, cups, straws, or food.
- Play or sporting equipment will be allowed within individual cohorts.

# ***Physical Distancing Practices***

In order to maintain a distance of six feet between students and staff whenever possible, certain alterations have been made to classrooms, hallways, restrooms, and other common spaces.

## **Classrooms**

- Classrooms have one entrance and one exit to limit the number of students in one area.
- All desks are placed 6ft apart. Students will be seated around the room in a manner that provides maximum separation.
- Classrooms will keep windows and doors open in order to allow for fresh air circulation.
- In addition, teachers will utilize outdoor spaces whenever possible.
- Outdoor seating will be disinfected after each use.

## **Lunch Area**

- As weather conditions allow, students will be able to eat outdoors. Social distancing will be followed.
- Students will eat in their individual classrooms for lunch.

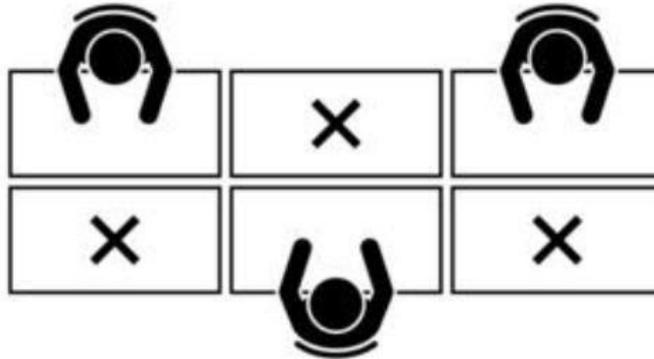
## **Restrooms**

- Urinals, sinks, and stalls will be cordoned off as needed to maintain distance between students.
- Students will be monitored to ensure that a minimum number of students is in a bathroom at one time.

## **Playgrounds/Outdoor Spaces**

- Student break times will be staggered to allow for social distancing.
- During recess and lunch, activities that provide for physical distancing are encouraged.

## ***Physical Distancing in the Classroom***



*The CDPH guidance on physical distancing states, "Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.*

*Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact."*

- Distancing between the teacher desk and students will be six feet apart.
- Distancing between student desks will be six feet to the extent possible.
- Students must wear a mask in the classroom.
- To minimize contact, desks will be arranged facing the front of the room.
- Teachers will utilize the ceiling fans and doors to increase ventilation.
- Each grade level will remain self-contained.
- Teachers of grades 5-8 will travel to and from classrooms to teach various grade levels of students, but students will remain in the same room.
- Social distancing in outdoor areas will be utilized to conduct Music, Art and PE classes.
- Technology will be leveraged to maximize physical distancing while students and teachers are in the same classroom.
- Students in grades TK-8 will be on a 1-to-1 iPad program and will be assigned an iPad
- Teachers will also be provided with the necessary technology to use digital platforms such as Google Meet for projection onto student devices.

# ***Dismissal & After School Care***

## **Dismissal**

We have created dismissal protocols that will allow us to efficiently dismiss students and reduce large gatherings. Cohorts will be kept together during dismissal, waiting in designated areas. Every family will have a sign to display their family name in their front driver-side window. Parents will drive up to our pick up area and students will be escorted to parents' cars.

In the event of rain, students will have a staggered release time and modifications will be made as needed.

## **After School Programs - Will not take place at this time**

- Parents of children that are not picked up 15 minutes after the final bell will be called for pickup.
- No one will be allowed to enter the campus unnecessarily.
- At this time, we will not have any after school clubs, meetings, or school programs.

At the end of the day, classrooms will be wiped down clean and left readily available in preparation for the next school day.