



**November 2020  
Revised February 2021**

**Return to On-Campus Instruction  
A Handbook for Parents**

**Saint Louis of France School**

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 <http://www.slfschool.org>.



10-23-2020

Dear Saint Louis of France Families,

On behalf of our Pastor, faculty, and staff of Saint Louis of France School we would like to thank you for choosing to attend our school and for entrusting us with your children. In following the guidance from the Archdiocese of Los Angeles, California Department of Education, and public health officials, Saint Louis of France seeks to lower the risk of contagion from Covid-19, while promoting the development of our students academically, emotionally, socially and most importantly, spiritually. We recognize that we cannot completely eliminate that 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.

The Department of Catholic Schools has issued guidelines outlining ways to modify our school environment and procedures to meet the directives set forth by state and local officials. We are currently working to make the necessary adjustments at our school by following the guidelines, so we are able to safely pursue on-campus instruction.

We believe the benefits of in-person school support the social, emotional, physical, spiritual and academic development of our students. We also understand the situation can change daily and will continue to monitor and make the necessary adjustments for the safety and well-being of our students and our families. Please know that the families who do not wish to return to in-person instruction at this time will still be able to participate in distance learning.

Below, we have outlined the measures and precautions we are planning to ensure we can provide a safe environment for students, staff, and families and reduce the potential spread of the virus. The faculty and staff will be trained on all of the procedures and protocols as well as recognizing symptoms of student illness.

In Christ,

Ms. Ovalle

## **Return to Campus**

As we began the year in distance learning, in the hopes of returning to in-person instruction, our faculty and staff were busy preparing our campus for the eventual return to in-person instruction. In November 2020, our school applied through the county for an Attestation to allow in-person instruction for students who are in need of extra support services. Now, with the news of schools having permission to reopen for grades TK-6, our school will be reopening under the guidelines of the state and county.

While we wish that we were able to welcome back all our students, due to the guidelines, students in 7th thru 8th grades will remain in distance learning. However, if students fall under the need for extra support services, they will be able to attend a small cohort, consisting of no more than 14 students, for in-person instruction. Teachers will continue to provide an excellent instructional environment for both in-person and through distance learning.

We acknowledge that we are still facing the challenges of a pandemic and therefore, we have made adjustments to in-person instruction and on-campus routines to ensure the health and safety of our entire school community. This document outlines the adjustments that we have made in alignment with public health guidelines.

## **WHAT TO EXPECT WHEN WE RETURN**

### **To the Extent Possible:**

- Normal schedule with all students attending school 5 days a week
- Remote Learning options available for families not yet comfortable returning to in person
- Noon dismissal every Friday to accommodate staff development, faculty meetings, and instructional prep.
- Differentiation, small group instruction, and blended learning environments
- Specific times and activities for socialization
- Keep students in the same classroom with the same people
- Restrict large gatherings such as assemblies

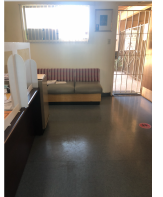
### **Required Guidelines:**

- Follow CDPH for school and Mass
- Multiple daily health screenings and temperature checks
- All students and staff required to wear facial mask
- Student desks spaced 6 feet apart from each other
- Teacher desks and podiums spaced 6 feet apart from students
- Student tables separated by clear plastic divider systems
- Staggered recess, lunch, and dismissal times
- Specific location for children who are not feeling well to minimize contact with others until they are able to go home
- Face to face interactions with Front Office staff minimized to essential visits

- behind a barrier
- Frequent handwashing and hand sanitizing
- Social Distance modification for Mass, P.E. and Coding
- Field Trips and in person community building events temporarily suspended

## Office Schedule

The office will be open 7:30 a.m. to 3:30 p.m. Monday thru Friday. Parents needing access must make an appointment with the office before entering the building. Any visitors will be screened with wellness questions and temperature reading. Along those lines, please park in the parking stalls next to the Parish Office to allow for easiest access to the front office. Facial coverings are required.



## On-Campus Schedule for students needing extra support

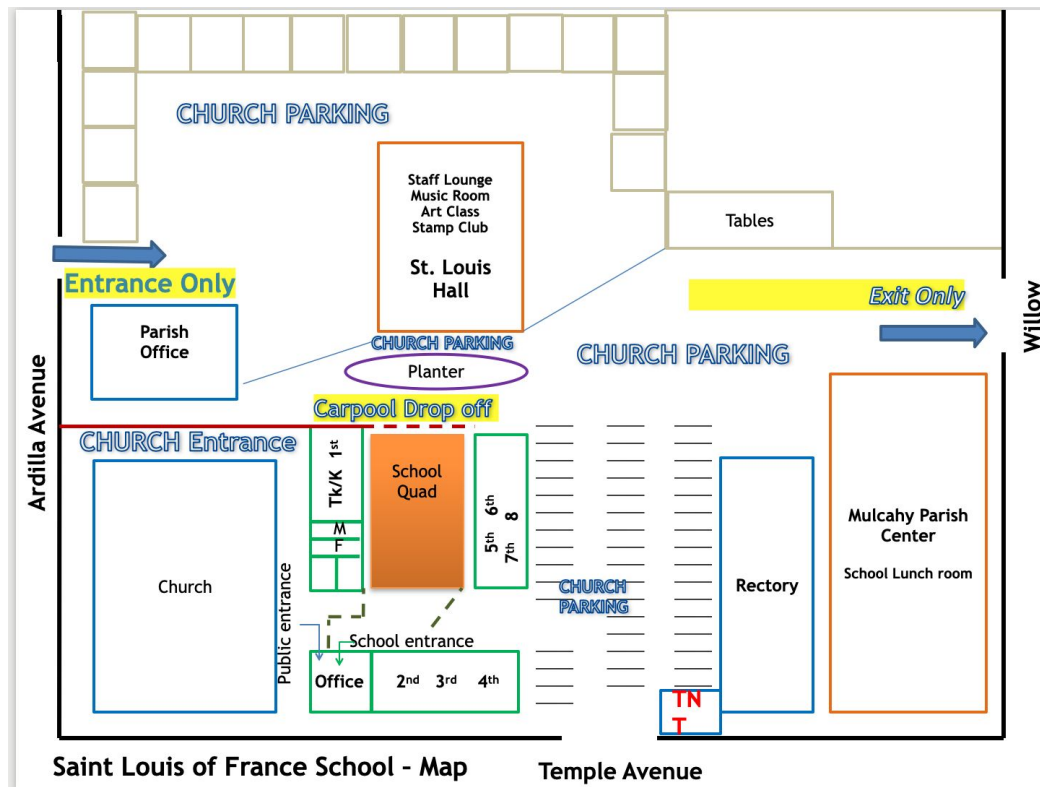
We will offer in-person instruction for students needing additional support. Based on the guidance from public health, each class will have a specific route to their classroom. **At this time, we ask parents to not follow their children into the classroom. Only faculty and staff will be permitted into the classroom.** As students enter the classroom, their teacher will stand at the doorway and ensure students use hand sanitizer as they walk in. Every child's belongings will be separated from others and clearly labeled. Each student in TK-K will be assigned a cubby in their classroom where they can place their backpack, lunch pail, chromebook or iPad, and education materials or supplies. Specific items may be taken home each day. Students will be asked to wipe down their assigned areas and materials they bring from home.

## On Campus Schedule

The day will begin at 8:00 a.m. daily and end at 3:00 p.m. Monday thru Thursday to accommodate additional staggered carline procedures. There will be a noon dismissal every Friday to accommodate staff development, faculty meetings, and instructional preparation.

## Arrival

We have created arrival protocols that will allow us to efficiently screen students and reduce large gatherings. Parents will need to fill out the Google Form Health Questionnaire before dropping off your child. This can be done at home or through your phone. Use of carline drop off and pick up only. Families will use the carline map attached below. Students will be dropped at their designated area. Parents are to remain in their vehicles with their masks on when driving through the carline.



## Dismissal

We have created dismissal protocols that will allow us to efficiently dismiss students and reduce large gatherings. Similar to drop off in the morning, we will use the same carline procedure to load students into cars from our established designated cohort stations. **No one will be allowed to exit their cars to walk into designated pick up areas.**

## COVID-19 Health & Wellness Protocols

Access to the campus is limited to staff and students only. Upon arrival on campus, staff will have their temperature taken again by members of the SLF School's COVID Compliance Team: Ms. Ovalle, Mrs. Zuno, and Mr. Castaneda, to verify that they are able to be on campus. Ms. Ovalle will call the DPH to report cases of Covid. When students arrive, temperatures will be taken in the carline drop off and then again in the classroom to ensure all temperatures register below 100.4 (as stated in Department of Public Health Guidelines). If there is a discrepancy in temperature with staff or students, they will have an ear temperature taken in our wellness office. Students, staff, or visitors that have a temperature over 100.4 will be sent home. All staff members have touchless thermometers to help facilitate well checks.

## Staff Arrival

Staff will take their temperature at home. All staff must report to campus by 7:30 a.m. Upon arrival, staff will come to the office for a temperature screening before going to their classroom. Any staff member who exhibits signs or



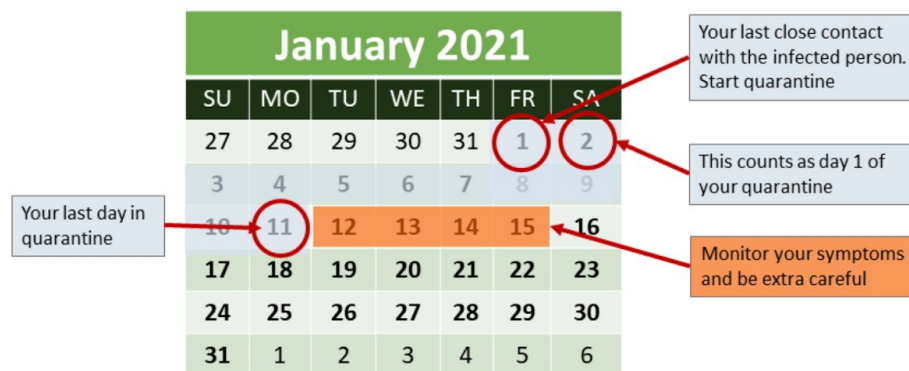
symptoms related to COVID-19 will not be allowed on campus. Staff will practice social distancing at all times including coming and going to vehicles, breaks, and supervision.

In order to minimize the risk of COVID-19 transmission on our campus, and in compliance with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and support.

### At-Home Health Screenings

Prior to arriving at school each morning and after returning home each afternoon, please implement certain routines that will assist us in keeping our community healthy. Students need to be certified at home before coming to school using the Google form for screening.

1. Have you had a fever over 100.4°F? 2. Do you have a NEW cough? 3. Do you have or had diarrhea or nausea in the last 24 hours? 4. Have you been around anyone who has tested positive for Covid-19?



All answers should be "no". If an answer is "yes," to questions 1-3, the child must go home until the child's symptom's resolve or until cleared by a physician. If the answer to #4 is yes, the child will be sent home. At this point, the school highly recommends Covid testing. The child may return to school 1) on day 10 without testing if no symptoms have been reported during daily monitoring or 2) on day 7 with a negative PCR (nasal swab type) Covid test within 48 hours before returning and if no symptoms have been reported during daily monitoring.

**DEFINITION OF AN EXPOSURE TO COVID-** A person is considered to have been exposed if they are one of the following: If the exposure happened in a school classroom or school cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed at this time. An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn. An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19

**Children cannot get out of the car without a mask.** If no mask is present, give the child 2

masks for day use (will have masks prepared in paper bags if needed). Children will be required to bring in 2 masks each day in a paper bag (no Ziploc bags for masks). If necessary, the school will provide a disposable mask in the case a child's mask becomes wet or soiled.



## Symptom Monitoring

If a student experiences symptoms during the school day, the teachers and staff will follow the school plan for isolating and contacting the family.

## Upon Screening...

- Students or community members with a fever of 100.4 degrees or higher, who show coughing, fatigue or shortness of breath, or display other COVID-19 signs or symptoms will be isolated and sent home immediately.
- Students or community members exhibiting symptoms will immediately be required to wear a face mask and be required to wait in our wellness room to facilitate isolation.
- Students or community members will remain in our wellness room until they can be transported home or to a healthcare facility.
- Parents will be contacted immediately to pick up their child(ren).
- Students who will need to self quarantine will be able to access learning remotely via Zoom.
- School attendance will be accommodating to individual needs and concerns.



## Staff COVID Testing

In accordance with the Los Angeles Department of Public Health, staff will be required to take part in COVID testing every 2 months. This testing is used for contact tracing purposes and is yet another form of further mitigating the transmission of COVID-19. Staff will access testing through use of their health insurance and will be provided time to attend testing. Data from testing will be reported to the ADLA and DPH/CDC.



All answers should be “no”. If an answer is “yes,” to questions 1-3, the child must go home until the child’s symptom’s resolve or until cleared by a physician. If the answer to #4 is yes, the child will be sent home. At this point, the school highly recommends Covid testing. The child may return to school 1) on day 10 without testing if no symptoms have been reported during daily monitoring or 2) on day 7 with a negative PCR (nasal swab type) Covid test within 48 hours before returning and if no symptoms have been reported during daily monitoring.

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## Wellness Room

Saint Louis of France School has created a Wellness Room located in Room A. This room is equipped with additional cleaning products and PPE, as well as an area for community members to rest safely while supervised. This room will be the place community members are sent when found to be sick or showing signs/symptoms of COVID-19. Community members who enter the Wellness Room will be wearing a facial covering and the room will have an appropriate air flow. At this time, members of the SLF School’s Covid Compliance Team: Ms. Ovalle, Mrs. Zuno, and Mr. Castaneda, will work to ensure that the ill community member is isolated and leaves quickly. After which the area will be sanitized.



## Wellness Supplies

Adequate supplies for ample cleaning and protection will be provided. Protective equipment will be in stock within compliance of CDPH guidance for students and staff for each classification and duty.

- Signage detailing handwashing
- Signage promoting social distance and directional flow throughout the building
- Soap, Disinfectant and cleaning supplies
- Hand Sanitizer with at least 60 percent alcohol
- Single use paper towels
- Gloves
- No touch trash cans
- Cloth facial coverings and shields



## Face Coverings

The California Department of Public Health (CDPH) states that face coverings are required for all persons on campus, within reason. All staff will wear cloth facial coverings. All visitors, volunteers, and adults on campus must wear facial coverings at all times. Staff may have their facial covering off when they are in the privacy of their own work space and are physically distant from others.

Students over the age of 2 years must also wear facial coverings. We anticipate that for some students, wearing facial coverings consistently will be an issue of practicality, however they will be required to keep them on throughout the day.

### Facial Coverings should be:

- Safe for the child
- Fit properly over the nose and mouth
- Not present choking hazards
- Marked with student's name
- Meet PPE regulations and standard



## Distance Learning Option for Grades TK-6th

We will continue to offer distance learning for TK thru 6th grade students that may opt to not return to campus or may be required to stay at home due to illness or quarantine. To accomplish this, we will utilize research-based blended learning instructional models to simultaneously support students on-campus and at-home. The models may vary based on teacher and grade-level, but include station rotation (students “rotate” through stations on a fixed schedule) and flipped classroom (students access pre-recorded videos for the model/lecture and teachers use class time for teacher-guided practice and projects).

The instructional schedule for students engaged in distance learning will continue to be communicated to families via weekly agendas sent every Sunday evening by email.

### **Distance Learning for Grades 7th thru 8th**

While we wish that we were able to welcome back all our students, due to the guidelines, students in 7th thru 8th grades will remain in distance learning. However, if students fall under the need for extra support services, they will be able to attend a small cohort, consisting of no more than 14 students, for in-person instruction. Teachers will continue to provide an excellent instructional environment for both in-person and through distance learning.

### **Attendance**

Student attendance will continue to be taken daily. For students **on-campus**:

- Attendance will be taken by the teacher and recorded in the school student information system.
- If your child is scheduled to be on-campus and will be out for any reason, please call the office by 8:00 a.m.
- If your child needs to be at home for an extended period due to quarantine, the student will participate in instruction through distance learning. It is your responsibility to communicate and coordinate this with the child's teacher(s). If your child needs to be at home for an extended period due to illness, please coordinate with the administration and teacher.

For students **at-home** (whether due to cohorting or distance learning):

- Attendance will continue to be taken daily. There also needs to be some evidence of completed student work in order to be marked "present" for the day.
- Teachers will record attendance by 8:30 a.m. and record it in our Schoolspeak student information system.
- If your child is unable to participate in the day's at-home learning due to illness or other reasons, please call the office or report your child's absence by 8:00 a.m.

### **Communication**

We will continue to primarily communicate through two systems:

1. Schoolspeak for schoowide texts, emails, attendance, and grades.
2. TK-2 will use Google Classroom, email and text messaging.
3. Canvas for grades 3-8th for email, assignments, and grades.

Parents are asked to communicate with teachers via email. Please remember that the teachers' priority is time with the students. Now that the majority of our teachers will be engaged in on-campus instruction, they will likely not be able to respond during school hours. However, teachers will respond as soon as possible, but within 24 hours.

Teachers will continue to hold virtual office hours for the purpose of remediation and answering questions. Please refer to your child's schedule for individual office hours.

The school administration will continue to provide daily updates via morning announcements, weekly newsletters, website, and Schoolspeak emails/texts.

## Technology and Device Use

All students, whether on-campus or at-home, are expected to follow our Acceptable Use and Responsibility Policy that was signed as part of the beginning of the year paperwork. Please refer to this link to the [Archdiocesan Acceptable Use and Responsibility Policy](#).



**On-campus students** will continue to utilize technology to engage in learning. If your child was issued a school device, he/she is expected to bring it to school daily. If your child is using a personal device, he/she may bring it to school under the *Bring Your Own Device* Policy. **It is the student's responsibility to charge the device each afternoon/evening at home and bring it to school fully charged.** It is helpful to turn off the device after charging to minimize the drain on the battery.

## Limited Sharing of Furniture, Supplies, and Materials

Due to the possibility that the virus may be transmitted via shared supplies and materials, we have devised a plan to minimize contact exposure. Students will be assigned a cubby, along with a desk and chair in the classroom. They will use the same desk and chair throughout the school day. **Students cannot share any items among themselves.** Each child's belongings will be separated and stored in individually labeled storage containers.

- Students will be issued their own chromebook or Ipad (depending on grade level).
- Teachers will have a 'used' box for any items students may have borrowed from the teacher. Teachers will consistently wipe down high-use surfaces which may include their own technology, door handles, and desktops.
- Electronics, books, and other learning aides will be wiped down after each use. Students will be given hand sanitizer before and after each use.
- Whenever possible and only if age appropriate, teachers will attempt to be paperless and ask students to submit assignments and work digitally.
- Students are encouraged to bring their own water bottles. **Drinking fountains will not be available for use on campus to minimize exposure of Covid-19. Students are not allowed to share water bottles, straws, cups, or food.**

## 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. The CDPH guidance on physical distancing states, "Maximize

space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as 6 feet between desks, partitions between desks, markings on the classroom floors to promote distancing or arranging desks in a way that minimizes face to face contact.”



## **Classrooms**

- Distance between staff and student desks will be 6 feet or more.
- Staff will have desks surrounded by plastic shields.
- Student desks will be surrounded by a plastic shield.
- Desks will face the same direction.
- Students' desks will be separated no less than 6 feet with other forms of mitigation.
- In order to increase ventilation and air flow, teachers will open windows, shades, and doors.
- Each grade level will remain self-contained to the extent possible.
- Teachers will rotate for various subjects, but student cohorts will remain in one location.
- Technology will be leveraged to maximize physical distancing while teaching and learning.
- Students will utilize 1:1 devices and have these devices assigned for their use only.
- Morning Announcements and other large group activities will be done on the PA system or via Zoom.

## **Restrooms**

Student cohorts will continue to utilize assigned restroom locations. Cohorts will have scheduled bathroom breaks and the amount of students allowed in the restrooms will be limited.



## **Quad Area**

Quad area will remain in one direction with designated entry and exit points to contain cohorts within their common area. Doors have been clearly marked as “enter” and “exit” to control traffic patterns.

## **Playgrounds/Outdoor Spaces**

During recess and lunch, activities that provide for physical distancing are encouraged. However, the use of playground equipment will be limited. While our outdoor play structures will be off limits, students will be assigned designated play areas on and around our blacktop and basketball court area.



## **Lunch Area**

In order to be compliant with the guidelines from the CDPH, all recess and lunch times will be staggered so that students can maintain physical distance and ensure cohorts do not intermingle. Alternative lunch times or having students eat in their classrooms will be considered on rainy days. Students will have an opportunity to eat outside separated by physical distance, weather permitting.

## **Faculty and Staff Common Areas**

Common areas such as the staff lounge will have a limit on occupancy. Staff will also have designated restrooms to use in order to lessen the amount of individuals in one space.

## **Health & Hygiene Practices**

Students and staff must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and wipe down high-use items and areas at regular intervals. Additionally, we will be placing hand washing stations around the campus and there will be no use of water fountains. In order to ensure proper hygiene, we will require that students and staff wash their hands throughout the day. Students and staff will be trained on proper hygiene, cleaning, physical distancing protocols, etc. Students and staff will be directed to wash their hands for 20 seconds with soap, rubbing thoroughly after application and using paper towels to dry thoroughly. Staff will model and monitor frequent and proper handwashing. Handwashing breaks will be at the minimum:

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

Hand sanitizing stations are located at the entry point of every room. These touchless sensor wall-mounted stations will be used upon entry.

## **Cleaning and Disinfection**

In preparation for the reopening of campus, the school has been completely cleaned and disinfected. As we begin on-campus instruction, we have implemented a plan to ensure that campus continues to be thoroughly cleaned and disinfected. Commonly touched surfaces, such as doorknobs, keypads, handles, light switches, and railings, will be disinfected frequently throughout the day. All working surfaces and shared objects will be sanitized after each use. In addition, custodial staff will do a thorough cleaning of every classroom daily. The chart below includes a reference guide for frequency of cleaning and disinfecting. All cleaning supplies used are in compliance with the list of approved disinfectants.

<b>Grade</b>	<b>10 A: Cleaning-during recess Done by Day Custodial and Staff</b>	<b>Noon Mid- Day- at noon release/lunch Done by Day Custodial and Staff</b>	<b>Evening Done by Evening Custodial Crew</b>
TK	Work-station, Play Area, Handles/Switches/Knobs and Restrooms	Work-station, Play Areas and Restrooms	Work-stations, trash, carpets, hydration stations, Handles/Switches/Knobs, equipment and restrooms refill supplies: soap, towel and sanitizers
Kinder	Work-station, Play Area, Handles/Switches/Knobs and Restrooms	Work-station, Play Areas and Restrooms	Work-stations, trash, carpets, hydration stations, Handles/Switches/Knobs, equipment and restrooms refill supplies: soap, towel and sanitizers
1st/2nd	Work-station, Play Area, Handles/Switches/Knobs and Restrooms	Work-station, Play Areas and Restrooms	Work-stations, trash, carpets, hydration stations, Handles/Switches/Knobs, equipment and restrooms refill supplies: soap, towel and sanitizers
3rd/4th	Work-station, Play Area, Handles/Switches/Knobs and Restrooms	Work-station, Play Areas and Restrooms	Work-stations, trash, carpets, hydration stations, Handles/Switches/Knobs, equipment and restrooms refill supplies: soap, towel and sanitizers
5th/6th	Work-station, Play Area, Handles/Switches/Knobs and Restrooms	Work-station, Play Areas and Restrooms	Work-stations, trash, carpets, hydration stations, Handles/Switches/Knobs, equipment and restrooms refill supplies: soap, towel and sanitizers
7th	Work-station, Play Area, Handles/Switches/Knobs and Restrooms	Work-station, Play Areas and Restrooms	Work-stations, trash, carpets, hydration stations, Handles/Switches/Knobs, equipment and restrooms

			refill supplies: soap, towel and sanitizers
8th	Work-station, Play Area, Handles/Switches/Knobs and Restrooms	Work-station, Play Areas and Restrooms	Work-stations, trash, carpets, hydration stations, Handles/Switches/Knobs, equipment and restrooms refill supplies: soap, towel and sanitizers

## 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 CDPH. In the event a person diagnosed with COVID-19 is determined to have 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, disinfection, and quarantine.

## Home Health Screening

- Parents are advised to monitor for symptoms at home
- Please keep children home until they are fever free and vomit free for 24 hours (without intervention of medication)
- Daily checks will be done on the school site
- Students will be monitored for signs and symptoms throughout the day

## Upon Screening...

- Community members with a fever of 100.4 degrees or higher, who show coughing, fatigue or shortness of breath, or display other COVID-19 signs or symptoms will be isolated and sent home immediately.
- Community members exhibiting symptoms will immediately be required to wear a face mask and be required to wait in our wellness room to facilitate isolation. Community members will remain in our wellness room until they can be transported home or to a healthcare facility, as soon as practicable.
- Parents will be contacted immediately to pick up their child(ren).
- Students who will need to self quarantine will be able to access learning remotely via Zoom. School attendance will be accommodating to individual needs and concerns. The Archdiocese of Los Angeles is responsible for the clearance of individuals infected with COVID-19, including students. Students or staff that test positive for COVID-19 and have symptoms, must isolate themselves until: At least 10 days have passed since their symptoms first appeared **and** at least 24 hours have passed since they have been fever-free without reducing medications



**and** your symptoms have improved.

- Students or staff are able to return when their quarantine period is over. You do not need a letter from Public Health and should not need a negative test.

### **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. Community member data collected is confidential and will be maintained in accordance with privacy laws and regulations. Students should not return to school until they have been cleared by the public health: school administration will work directly with families when they are cleared by public health and ready to return.

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

In the event that we are required by the county health department to close campus for some or all students, we are prepared to continue to support our students through distance learning instruction.

### **After School Activities and Sports**

At this time after school activities have been postponed. These activities will resume under the guidance of the Department of Public Health and the Center for Disease Control.