

DEPARTMENT OF CATHOLIC SCHOOLS



IMMACULATE HEART OF MARY SCHOOL

COVID-19 MITIGATION PLAN HANDBOOK 2021 -2022

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GUIDING PRINCIPLES

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), the San Mateo County Office of Education (SMCOE), and the San Mateo County health Department (SMCHD).

As we continue to navigate our lives and safety around the COVID-19 pandemic, our priorities are:

- 1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - 1. Classes: In the spirit of "reducing the denominator," students will spend most of their day as much as practicable with their own class to minimize the spread of COVID-19 between school groups.
 - 2. Hygiene: Within classes, we will emphasize strong hygienic practice.
 - 3. Distance Learning Option: If a student is in a higher-risk group, we will give the student the option of continuing Distance Learning as long as it is documented and recommended by a physician.
- Presence: Keeping school open daily. We want to avoid burdening parents with challenging schedules that require them to stay home and out of work - however we will have to comply with county health ordinances regarding the number of students in each classroom. To accomplish this, we will use other facilities around school as needed: Gym, St. Michael's Hall, Outdoor Areas, etc.
- 3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level, in their faith and in all core academic standards.

This COVID-19 Mitigation Plan has been updated to reflect the State of California's COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year issues on July 12, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx#

As required, Immaculate Heart of Mary School has posted a COVID-19 Safety Plan (CSP) on the homepage of our school website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this Operations Plan.

GENERAL PROTOCOLS



Pillar I: Health and Hygiene

Hygiene protocols are essential to avoiding the spread of disease. Daily health and hygiene protocols and routines will be implemented through a variety of ways.

- Campus signage and other messages that reinforce daily hygiene routines will be widely posted and encouraged methods of communication (i.e. Signs about handwashing, the proper way to wear a mask, etc.).
- Teaching all student and staff to be alert for symptoms. Watching for fever, cough, shortness of breath, or other COVID-19 related symptoms.
- All students and staff must remain home if they are experiencing flu-like symptoms or fever.
- School staff will explicitly teach and frequently reinforce prevention behaviors of handwashing and cough/sneeze etiquette as important strategies in slowing the spread of COVID-19.

- All students & staff should conduct a health screening at home each morning.
- Symptomatic staff and students should stay home when sick, get tested, and consult with their health care provider.
- Prior to school admittance each morning/day, all students will sanitize their hands.
- Indoor ventilation will be maximized through the opening of classroom windows and through classroom ionizers or fans.
- Minimizing the use of shared classroom items and/or school equipment will be reinforced or complimented with the use of hand sanitizer prior to the handling of such items and/or school equipment.
- The cleaning and disinfecting of objects such as art supplies, teaching materials, or outdoor play equipment between uses will be completed or they will not be in use and/or school equipment.
- Touchless soap dispensers and paper towel dispensers will be installed and utilized in each restroom.
- Time will be built into the day for routine handwashing.
- Hand sanitizer stations will be made available in all populated areas.
- Water fountains will be closed for drinking, but may be used for refilling water bottles. IHM School purchased a refrigerated, filtered water bottle filling station in 2021 and students may utilize this station to refill their water bottles for hydration purposes.

Pillar II: Face Coverings

To ensure the safest school environment, <u>all staff and students are required to wear</u> <u>a solid color or IHM School logo/plaid face covering while indoors at school</u> <u>unless exempted</u>. CDC guidelines do indicate that face coverings should not be placed on anyone who has trouble breathing, is incapacitated, or otherwise unable to remove a face covering without assistance or on anyone who has been advised by a medical professional not to wear a face covering (A physician's note will be required if this is the case).

Bandanas, gaiters or face coverings with other logos/pictures are not acceptable. Staff and students may wear IHM School logo (Heart with Cross)/plaid face coverings. These face coverings may be purchased in the school office or through other vendors. Teachers will develop activities and classroom protocols to help students understand the rationale for wearing face coverings and to develop classroom culture that supports face coverings.

All staff and students must use face coverings in accordance with CDPH Guidelines:

- CPDH **recommends** disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- Bandanas, gaiters and similar face coverings are not acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others. Face shields alone are not sufficient enough to protect an individual or others from the Coronavirus.

Any student who does not properly wear a solid-colored face mask, misuses any protective gear, or refuses to wear a face covering will be sent home under CDPH guidance.

Pillar III: Physical (Social) Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. Physical distancing will still be emphasized indoors and when masks cannot be worn (i.e. eating lunch on an inclement weather day in the classroom). When eating indoors, students will be appropriately spaced, and frequently touched surfaces will be cleaned before and after meals.

The following guidance regarding physical (social) distancing will also apply:

Cohorts or Class Groups are not required, but will be implemented at IHM as much as practicable.

Class Groups – Class Groups aim to minimize mixing of group members with other class groups as much as practicable if indoors (i.e. *First Grade will not sit with Second Grade in Mass, etc.)**

*Grades 6 - 8 (Middle School) are considered one class group.

NOTE: Extended Care and Extracurricular groups are considered a different class group/cohort and will abide by the same policies outlined in this handbook.

Pillar IV: Gatherings

- Large spectator or public gatherings indoors (i.e. sporting events, Christmas concerts, etc.) are not encouraged at this time.
- Outdoor gatherings are permissible, but do require a registration sign-up/visitor sign in prior to the event for tracing purposes.
- Students will remain with their classmates at all times, including structured recess.
- All teachers and students are not to visit another classroom unless absolutely necessary.
- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 99.5 degrees or showing any respiratory symptoms will be isolated and sent home.
- Students will have a designated space solely for their use in their classrooms and the extended care space (if applicable).
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.

ADDITIONAL PROTOCOLS

Staff Protocols

Testing, Screening, Vaccinations

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we strongly encourage people with symptoms of COVID-19 to get tested, regardless of their vaccination status, as well as those who are unvaccinated and are close contacts of those with COVID-19. All staff should conduct a health screening at home each morning. Symptomatic staff should stay home when sick, get tested, and consult with their health care provider. COVID-19 vaccinations are required for all teachers, staff, and essential volunteers.

Staff Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE includes:

Face Coverings: Face coverings are an essential part of employee protection, as well as personal hygiene, and frequent cleaning efforts. Employees should wear their face covering while indoors at school and working with students. Employees may not need to wear a face covering when they are eating lunch, consuming a beverage on a break or working alone. All areas where the mask or covering has been removed temporarily must be wiped down with a disinfectant cloth before leaving. All staff must use face coverings in accordance with CDPH Guidelines:

- CPDH **recommends** disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- Bandanas, gaiters and similar face coverings are not acceptable.

The following categories of adults are not required to wear a face covering: 1) Anyone who has trouble breathing, is incapacitated, or otherwise unable to remove a face covering without assistance.

2) Anyone who has been advised by a medical professional not to wear a face covering.

Face Shields: Although face shields are not proven to protect from Coronavirus they may be used when working with small children and persons with a hearing disability. All other persons utilizing a face shield must also wear either a face mask, face covering or drape that extends from the bottom of the shield to chest and shoulders to prevent the spread of COVID-19.

Gloves: Touching of the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Staff will remember to wash their hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

In addition to using PPE, staff will remember to:

• Wash their hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available

- Avoid touching of the eyes, nose, and mouth
- Staff will cover their mouth and nose or use the inside of their elbow when they cough or sneeze

Staff Illness

Individuals with symptoms or those who have tested positive for COVID-19 will be instructed to not return for in-person instruction until they meet all of the conditions outlined in <u>https://www.sfdph.org/dph/COVID-19/Schools-Returning.asp</u>.

Isolation of Cases

Individuals who exhibit COVID-19 symptoms while onsite will be required to be sent home.

Quarantine

All staff are required to adhere to the SFDPH guidelines for quarantine, located in <u>Quick</u> <u>Guide for Suspected or Confirmed COVID-19 in Schools, Childcare, and Programs for</u> <u>Children and Youth</u>.

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction.
- Staff will be trained in identifying the signs and symptoms of student illness.
- Teachers will provide initial and routine instruction on best health practices to their students

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time. Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office Capacity- Site will be monitoring the number of persons in the offices.

Teacher Lounge–This space will be limited for use. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. Staff are strongly encouraged to bring personal lunch boxes/coolers they can store in their own classrooms.

Family Education

Families will be educated through the weekly newsletter, News from the Heart. The COVID-19 Mitigation Plan Handbook will be made available to families via the school website and on School Speak, our school communication system. Review of policies and procedures regarding these handbooks were delivered at our annual Back-to-School Nights via Zoom.

Parent/Visitor/Volunteer Restrictions

Only essential volunteers who are fully vaccinated and can provide appropriate documentation are permitted on campus. Parent visitors may report to the front office for guidance, help, or support, but they are not permitted on campus except for Mass. Parent visitors at Mass are not permitted to sit with their child(ren)'s class, but they are permitted to sit with their own child(ren) in the church near the church entrance.

Essential visitors/volunteers must follow all school safety protocols. All visitors/volunteers must sign in and out for tracing purposes.

Food and Other Deliveries

All students must bring their lunch to school or order their lunch through ChoiceLunch. Personal deliveries such as packages should not be delivered to the school. Birthday/party treats should be individually wrapped/boxed/stored, store-purchased, and follow school guidelines (i.e. aware of student allergies, etc.) before being distributed to students and staff.

Travel Policy

IHM School is not requiring a travel quarantine. However, we are encouraging families to follow the CDC Travel Recommendations during COVID-19.

Travel | CDC

Communication and Contact Tracing

If an IHM staff, student, parent, or other IHM School community member tests positive for COVID-19, it is the responsibility of the informed adult to communicate such occurrence to the school Principal. The Principal will then notify the Health Department of San Mateo County (SMCHD) and the class and/or school community affected by sending out a formal notification while abiding by all privacy laws (FERPA/The Buckley Amendment) to protect the privacy of those affected. The school Principal will work with the Health Department of San Mateo County (SMCHD) and the Department of Catholic School to determine the next steps for the class and/or school community affected following the Contact Tracing and Communication Protocol outlined in the San Mateo County Pandemic Recovery Framework for Schools.

https://www.smcoe.org/assets/files/Alert_FIL/Case,%20Close%20Contact,%20Indirect% 20Contact.pdf

In the event of a positive case, the school will:

- 1. Adhere to required reporting requirements and notify, as described below, the SMCHD of any newly reported case of COVID-19 in a student or staff member if the SMCHD has not yet contacted them about the case,
- 2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
- 3. Assist SMCHD in identifying close contacts of the case. Send a notice, developed in collaboration with the SMCHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the SMCHD to notify exposed people.
- 4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.
- 5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is Mrs. Andrea Harville, Principal.

 When either a school or SMCHD is aware that an outbreak may be underway, the SMCHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

- 1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
- Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
- 3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
- 4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
- 5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
- 6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
- 7. Coordinate with the LHD on whether and when the school should be closed and reopened.
- 8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures (see sample notification #3 in Appendix 2).
- 9. Implement online/distance teaching and learning during school closure.
- 10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

Distance Learning

Statement on Distance Learning/Hybrid Learning for the 2021/2022 School Year on An Individual Student Basis

Immaculate Heart of Mary School and the Archdiocese of San Francisco Department of Catholic schools does not intend to offer distance learning or hybrid models of instruction for the 2021-22 school year. IHM School may accommodate a student who has preexisting, documented medical condition approved by a physician.

Students who are home due to COVID quarantine protocols for exposure or positive test results, will be provided an at-home learning solution (i.e. work sent home, student packets, etc.) by teachers until the student is permitted to rejoin live, in-person instruction.

Statement on Distance Learning/Hybrid Learning for the 2021/2022 School Year on A Class Group/School Community Basis Due to Quarantine

The decision to close Immaculate Heart of Mary School and transition to distance learning as a class group or as an entire school will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19. It will be made following consultation with Department of Health in San Mateo County. The closure of IHM School may be appropriate when there are multiple cases in multiple groups/cohorts at the school or when at least three outbreaks have occurred in the school AND at least 5 percent of the total number of teachers, students, and staff are identified as cases. Additionally, the closure of IHM School may be appropriate when at least 25% of a stable cohort are identified as cases within a 14-day period.

SMCHD may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data. Once closed, IHM School may typically reopen after 14 days and the following have occurred:

- 1) Cleaning and disinfection
- 2) Public health investigation
- 3) Consultation with SMCHD



Testing

Symptomatic Testing If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged regardless of vaccination status. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.

<u>Response Testing</u> If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.

<u>Asymptomatic Testing</u>: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on San Mateo County's website.

SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Time: 7:55 AM - 8:05 AM (Tardy Bell 8:10AM)

Protocol: Students will be dropped off from their family's vehicle in one of two arrival lanes (10 feet apart) in the school parking lot from 7:55 AM – 8:10 AM. *Please see School Drop-Off/Pick-Up Traffic Plan Map.* Prior to school admittance each morning, all students must sanitize their hands. *It is strongly encouraged that parents take their child's temperature and conduct an at-home health screening before leaving for school.*

Once dropped off, students will report directly to their respective classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seats. Morning Prayer, Pledge, and Announcements will be conducted via the PA System.

Students who are walkers must have a Walker Agreement on file with the school office and must report to the Front Office where they must sanitize their hands before reporting to their respective classroom.



Continual Monitoring Throughout the Day

Students and staff will continue to be monitored throughout the day for any illness or COVID-like symptoms.

- Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 99.5 degrees or showing any respiratory symptoms will be isolated and sent home.
- Students will be isolated in the school infirmary if showing any signs of symptoms.
- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they will be directed to go home or to the nearest health center.

Lunch, Recess, and Physical Education

Schedule:

Students will eat lunch with their class group/cohort only in the outdoor cafeteria area at the designated lunch time. Recess will follow lunch at the designated time with one class group/cohort at a designated location. Face coverings are optional unless otherwise specified by a parent.

Morning and Afternoon Physical Education will be offered to class groups/cohorts on campus at designated times at a designated location. Outdoor PE is encouraged, and face coverings are optional unless otherwise specified by a parent. Indoor PE in the Gym will require all staff/students to wear a face covering.

Lunch Protocol: Students must wash/sanitize their hands before they eat their lunch. Students will eat their lunch at their assigned seats at the outdoor cafeteria table (two students per table diagonally across or 3 ft. apart). Students will put their trash in the respective trash receptacle and immediately sanitize their hands. All lunch area tables and supplies will be cleansed and disinfected after each cohort's use.

Recess/PE Equipment Protocol: All playground equipment will be disinfected after each use.

Afternoon Pick-Up

Pick-Up Time: 3:00 PM (Grades K - 3)/3:05PM (Grades 4 - 8) - 3:15PM

Protocol: The campus will be opened for After School Pick-Up at 3:00 PM. Parents or other authorized adults picking students up from school must wait outside the school in their vehicle in one of two car lanes prior to and during after school pick-up. *Parents or those authorized adults picking students up from school must place their IHM Vehicle Sign on the dashboard of their vehicle. The School will provide these for each family once the school year has officially started.*

Classroom teachers will bring their students to their class or cohort's designated area for dismissal wearing PPE. IHM School Staff will call to teachers when it is time for a particular student to be picked up. *If there is a change in student pick-up, parents must notify the school office and their child's classroom teacher prior to the end of the school day on the child's dismissal instructions.* Parents or other authorized adults picking students up from school must wait in their vehicles in the pick-up lane until all students in the vehicle are safely in it.

Students who are walkers must have a Walker Agreement on file with the school office and will be dismissed to walk from school campus safely once IHM School Staff dismisses them.

APPENDIX



Restroom Use and Handwashing

COVID-19 PREVENTATIVE MEASURES

CLEAN YOUR HANDS OFTEN

The best way to prevent illness is to avoid being exposed to this virus. Washing your hands is easy, and it's one of the most effective ways to prevent the spread of COVID-19.



WHEN TO WASH HANDS

- After blowing your nose, coughing, or sneezing
- Before and after caring for someone who is sick
- · After going to the bathroom
- · Before and after preparing food
- · During food preparation as needed
- Before eating food

HAND SANITIZER

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Additional Details

- No more students in a restroom than sinks.
- X Marks the Spot (spaced line up spots outside restroom).
- Students will wash hands in the bathroom and disinfect hands at their desk space upon returning to class.

Teacher Cleaning Expectations



Custodial Cleaning Expectations

HIGH TOUCH SURFACES TO DISINFECT DAILY



COUNTER TOPS LIGHT SWITCHES DOORKNOBS REMOTES DESKS HARD-BACKED CHAIRS COMPUTERS & KEYBOARDS PHONES TABLETS TOILETS SINKS



Links to pertinent agency documents are below. This list will be updated regularly.

Relevant information:

- <u>CDC Portal Page for K-12 Education</u>
- <u>CDC School Decision Tree</u>
- CDC Guidance for Cleaning and Disinfecting
- California Department of Public Health COVID-19 Update Portal
 CDPH Guidance for Schools (last updated 3/7/2020)
- San Mateo County Office of Education
- Health Department of San Mateo County

Health Department of San Mateo COVID-19 CALL CENTER: Call 2-1-1 with all non-emergency and non-medical inquiries. For regular updates, text coronavirus to 2-1-1-2-1-1