

COVID-19 School Guidance Checklist

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 2/1/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Our Lady of Perpetual Help Catholic School

Number of schools: 1

Enrollment 155

Superintendent (or equivalent) Name: Alisa Covarrubias

Address 82470 Bliss Ave

Indio, CA 92201

Date of proposed reopening: March 1, 2021

County: Riverside

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Phone Number: 760.347.3786

Email: acovarrubias@olphindio.net

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: School Board

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Alisa Covarrubias, post to the website of the local educational

agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

- Student groups will consist of elementary group classes and grouped cohort middle school classes which range from 10-24 students. All desks are facing the front of the class and any extra furniture has been removed to ensure maximum spacing of 6 feet apart.
- Space will be maximized and distance between teacher and other staff desks at least 6 feet away from student and other staff desks.
- Staff's office workspace will maintain a 6 feet apart distance. Desks or workspaces will be 6 feet apart.
- Classes will be self-contained in grade level cohort groups. Each group will have limited exposure to only the teacher, aide, principal and assistant principal. Principal and assistant principal will only be used in the event that a teacher's aide or teacher cannot remain with the students.
- Student drop-off and pick-up will be in different locations to maximize social distancing, and allow for one group at a time in the school hallways.
- All recess, lunches and PE times will be staggered by groups to allow for cleaning and disinfecting of the lunch tables and playground equipment between student use. Please see recess and lunch schedule.
- Physical Education will be limited to group activities that do not involve physical contact or equipment that cannot be sanitized.
- Once groups are in class there will be minimal movement as they will have all necessary resources at their personal desks. We are opting to use the online textbook component that is included with our current curriculum; however, hard copies will be available.
- Students will be required to have their personal belongings in a pencil pouch, such as but not limited to: crayons, markers, pencils, pens, highlighters, glue sticks, color pencils.
- One-on-one sessions with a resource teacher or aide will be scheduled in a designated space and all preventative hygiene practices will be followed. The resource teacher and student will maintain 6 feet distance.

- Classrooms items such as Chromebooks, listening devices, counters, desks and chairs will be disinfected after each use.
- Each group has their designated location to play and eat during lunch and recess. Each location is supervised and has enough space to be socially distanced.
- Any movement of a group will be done at separate times to ensure no contact among various groups.
- If at any time instruction/activities can take place outdoors, teachers will utilize that opportunity.
- Sanitizing and washing of hands will be mandatory upon entering rooms.
- Nonessential visitors will be allowed on campus or around groups.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Upon arrival groups are checked in at 3 various health check-in tents. Once students are cleared, they will head to their designated group location. Parents may also use the drop off line in which there is a health check-in tent.
- Once the student's temperature and screening questions are asked, only the student will be allowed on the campus. *If the student should show symptoms, answered yes to screening questions and/or have a temperature of 100.4 or above, they will be asked to return home with their parent or caregiver.*
- TK-4th grouped students will enter at the front gates (unless using the drop off location). Once the student's temperature and screening questions are asked and cleared, only the student will be allowed on the campus. *If the student should show symptoms, answered yes to screening questions and/or have a temperature of 100.4 or above, they will be asked to return home with their parent or caregiver.* Students cleared will enter through the East wing of the building. Doors will be propped open to allow for touchless entry.
- 5th- 8th grouped student's grade will enter at the west gates. Parents will be asked to accompany their child to the health check tent. Once the student's temperature is checked and screening questions are asked and cleared, only the student will be allowed on the campus. *If the student should show symptoms, answered yes to screening questions and/or have a temperature of 100.4 or above, they will be asked to return home with their parent or caregiver.* Students cleared will enter through the West wing of the building. Doors will remain open to allow for touchless entry.
- Each group has their designated location to play and eat during lunch and recess. Each location is supervised and has enough space to be socially distanced.
- Any movement of a group will be done at separate times.
- Physical contact with/between staff, teachers, families, volunteers, and community will be limited on campus, if not eliminated to maintain safety and sanitation. Student drop off, dismissal, and pick-up times will be staggered by groups and 6ft distance floor markers will be located at the groups pick-up location.
- Students will be dismissed in the same location as drop off according to groups. Parents will be asked to remain in their cars at the pick-up line and students will be distanced outside with their groups at their staggered time awaiting parents, teachers and staff will then dismiss students.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

- The school will teach and reinforce the importance of masks by ensuring parents and students have all CDPH guidelines regarding face coverings.
- Students and staff will frequently be reminded not to touch their face or face covering and will be asked to wash their hands frequently.
- Face masks are required upon entry to the school and must be worn at all times other than eating and drinking or preschool resting time. If a student or staff member does not have one, they may obtain one from our school office or health check-in tents.
- All classrooms will be supplied with proper sanitation solution, hand sanitizer, face shields, and masks.
- Students in grade levels PreK-8th are required to wear face coverings at all times, while at school. The face covering should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
- If at any time a student or staff member becomes defiant when asked to place their face covering on, they will be removed from campus.

- Staff and/or students that have medical exemptions for a face mask MUST provide a doctor's note and must wear a face shield.
- All staff must wear a face covering in accordance with CDPH guidelines unless as stated that Cal/Osha standards require respiratory protection.
- 3 ply surgical masks are recommended which have been proven to be more effective than cloth coverings.
- If a staff member is handling food, they must wear gloves as well as a mask.
- Disposable gloves will be in stock to allow staff to supplement frequent handwashing or use of hand sanitizer.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.
- Training will include CDPH guidelines and diocesan guidelines on who is exempt from wearing a face covering.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Parents are provided a list of COVID-19 Symptoms and told to keep their children home If they exhibit any of the symptoms, regardless of the severity of the symptoms. Staff are provided a list of COVID-19 symptoms and instructed to call in sick if they should exhibit any symptoms.

- RenWeb will be used in order for teachers, staff, parents and students to self-report to school administration. Students and staff will use health department approved questions for screening which will be emailed to acovarrubias@olphindio.net daily.
- Visual checks and screening questions will be implemented for all students and staff entering the school at the health check tent as you enter the campus.
- Temperatures with a no-touch thermometer will be taken daily, before entering the campus. Temperatures will be documented, logged and tracked.

While on Campus:

- Students and staff with temperatures of 100.4 or above or who show at least 1 symptom of COVID-19 will be sent to the isolation room and arrangements will be made to send the student/staff home.
- If a student/staff member is sent to the office during the school day due to COVID-19 symptoms, the student will be isolated in the designated isolation room and arrangements will be made to have the student picked up. This applies to staff as well.
- No touch thermometers will be available for regular temperature throughout the day.
- Neither staff or students will be penalized for absences or missed class time due to COVID-19.
- Symptoms include:
 - Fever/chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If a teacher, staff member or student becomes ill, all areas used by the sick person/student would be closed and would not be reused before cleaning, sanitizing and disinfecting. To reduce the risk of spread, the area would not be used for 24 hours.

- If a positive case is present at school at the time the school is notified, the positive 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.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

OLPH will review, teach and reinforce hand washing daily. All CDC guidelines and recommendations such as, avoiding contact with eyes, nose and mouth and covering coughs and sneezes will be reinforced.

- Staff and teachers will model and practice handwashing.
- Staff and students will wash their hands frequently throughout the day specifically before and after eating, using the restroom, after coughing or sneezing, and if they handled shared items.
- Hand sanitizer will be located at every entry of the school as well in each classroom as they enter.
- 1 mobile handwashing station will be added to the campus to add an additional hand washing location and reduce movement in the student restrooms.
- Students will be expected to wash their hands or sanitize their hands upon entry into their classroom and room.
- Routines will be established for students to regular wash their hands at staggered intervals.
- An abundance of supplies such as, soap, tissues, no touch trash cans, face coverings and hand sanitizers will all be readily available for staff and students who need it.
- playgrounds/natural play areas will have routine maintenance.
- Children will wash or sanitize their hands before and after using these spaces.
- To reduce the risk of asthma and other health effects related to disinfection, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- The school will provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
- We have established a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- The school ensure safe and correct application of disinfectant and keep products away from students.
- The school has installed Plasma Air Filters to ensure proper clean air during cleaning and disinfecting.
- We have established that while disinfecting we will air out the space before students arrive; disinfection not be done when students are present.
- All drinking fountains have been closed and students are asked to bring their personal water bottles.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staffpersons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Administration will monitor staff and student cases; administration will also be the lead designated staff person who will be in charge of contact tracing and reporting.

- Administration will monitor symptoms in staff and students that are on campus to assist in quickly identifying possible cases.
- Administration will be in charge of reporting to Riverside County of Public Health and the Diocese of San Bernardino.
- Families and staff are responsible for reporting to the principal symptoms, positive cases and possible exposures to Alisa Covarrubias at acovarrubias@olphindio.net
- If a student or staff member becomes ill at the school, the student/staff member will be sent home. We will ask for the student to be tested and will recommend a negative COVID-19 test before the student back on campus. If they are able to continue working, they may take part in the distance learning program from home, as required by federal law.
- Students and staff may return the day after completing a 10/14-day quarantine if no symptoms are present.
- If a student or staff member becomes ill and test positive, all groups and those who came in direct contact will be placed on 10/14-day quarantine and move into distance learning model (COSL).
- If a student or staff member of OLPH School has tested positive, parents and staff will be notified by administration. However, the identification of the student or staff member is to remain confidential. Maintaining confidentiality as required by 31 FERPA and state law related to privacy of educational records.
- If the student or staff member are positive the group that was in close contact will be sent home, testing recommended, quarantine for 10/14 days from last exposure per CDPH guidelines. Students and staff that have a negative test can return 10/14 days after the negative test.
- OLPH will notify parents and school community if we have a positive case but the 10/14 closure of a group will be only be implemented on the group.
- Any school setting exposures, the school would notify parents and school community for monitoring and recommend testing and close any group that encountered the direct contact.

Confirmed Covid Cases

1. Send home if at school
2. Recommend Testing
3. Notify LHD
4. Exclude from school for 10/14 days from symptom onset date or, if asymptotic for 10/14 days from the specimen collection date.
5. Identify contacts inform LHD of contacts and exclude contacts from the school for 10/14 days after the last case was present at school while infectious.
6. Recommend testing 5-7 days from last exposure and immediate testing if symptoms occur
7. Disinfection and cleaning of classroom and primary spaces where the case spent the most time.
8. School remains open.

Close Contact

1. Send home if at school
2. Exclude from school for 10/14 days from last exposure per CDPH quarantine
3. Recommend testing 5-7 days after exposure
4. School or class stays open

COVID-19 Symptoms

1. Send home if at school
2. Recommend testing
3. School or class can remain open

Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.
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A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

See Stable Group Guidance for definition of a stable group.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 8 feet.

Minimum 6 feet.

- All student desks are facing the front of the class and any extra furniture has been removed to ensure maximum spacing of 6 feet apart.
- Space will be maximized and distance between teacher and other staff desks 6 feet away from student and other staff desks.
- 6 feet distance markers will be marked in and outside of the school
- All common areas will remain closed

Common Areas

- All seating that does not allow for distancing or sanitation will be closed.
- Lunch tables will be sanitized in between use.
- Students will be allowed to use the bathrooms at specific times with supervision outside to ensure the number of students using the restroom is regulated. Staff will insure, to the best of their ability, proper hand washing by students. Restrooms will be sanitized twice throughout the school day, specifically after scheduled break times.

Office Staff Environment

- Limited seating will be arranged in the office lobby and the staff lounge. All seating will be distanced 6 feet apart.
- Teachers' lounge will remain closed.
- Sanitation supplies, masks, sanitizer, plexiglass barriers will be provided in the main office.
- The school's main office will allow for over 6 feet of distance between staff. Desks and workspace will be 6 feet apart.
- Masks will be required in addition to social distancing.
- Plexiglass shield will be in placed at the front desk for protection from public.
- OLPH School office will not allow walk-in appointments.
- Appointments must be made to access the office to allow for sanitation between visitors. Only one family will be allowed in at a time.

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Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

OLPH will Train all staff by method of instructional videos, resources, informative handouts and provide educational materials to families in the following safety actions:

- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptom’s screening practices.
COVID-19 specific symptom identification.
- How COVID-19 is spread.
Enhanced sanitation practices.
The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had
- close contact with has been diagnosed with COVID- 19.
For staff, COVID-19 specific symptom identification and when to
- seek medical attention.
The employer’s plan and procedures to follow when staff or
- students become sick at school.
The employer’s plan and procedures to protect staff from COVID- 19 illness.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

OLPH will recommend bi-weekly testing for students and staff. Students and staff can access free testing through Riverside County Public Health <https://gettested.ruhealth.org/home> or they may inquire with their own healthcare provider.

The school will also follow the guidelines for testing as laid out below. The Diocese is currently developing a testing program for all schools.

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

OLPH school administration will communicate with the Office of Catholic Schools and Riverside County of Public Health about any reported cases of COVID-19. OLPH has a COVID-19 response team that will ensure communication is relayed to the necessary channels according to HIPPA and FERPA regulations. Lists of exposed and/or positive COVID-19 cases will be created and sent to RCPH and we will notify our school community while maintaining 31 FERPA and state law related to privacy of educational records.

OLPH will notify and work with the Diocese of San Bernardino and the local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

- o The full name, address, telephone number, and date of birth of the individual who tested positive;
- o 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
- o 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.
- This reporting shall continue until this directive is modified or rescinded.

Information reported to the local health officer pursuant to this directive shall not be disclosed except to (1) the California Department of Public Health; (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19; (3) if required by state or federal law; or (4) with the written consent of the individual to whom the information pertains or the legal representative of the individual.

This reporting does not replace or supersede any other statutory or regulatory requirements that require reporting of COVID-19 cases and/or outbreaks to other entities or institutions, such as Cal/OSHA.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

OLPH school administration will communicate with the Office of Catholic Schools and Riverside County of Public Health about any reported cases of COVID-19. OLPH has a COVID-19 response team that will ensure communication is relayed to the necessary channels according to HIPPA and FERPA regulations. Lists of exposed and/or positive COVID-19 cases will be created and sent to RCPH and we will notify our school community while maintaining 31 FERPA and state law related to privacy of educational records

OLPH School will ensure we communicate with our employees, parents and students and school community that each of us need to adhere to the following:

- Employees and parent need to report COVID-19 positive cases, symptoms, exposure or hazards to school administration via phone, email, text or through the use of OSHA forms.
- All can report with no repercussions
- Administration will be in charge of reporting to Riverside County of Public Health and the Diocese of San

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- Families and staff are responsible for reporting to the principal symptoms, positive cases and possible exposures to Alisa Covarrubias at acovarrubias@olphindio.net

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: OLPH School Board

Date: November 1, 2021

OLPH School has no labor organization. All staff participates in training, discussions, questionnaires and meetings to confirm their consultation. Staff does sign documents confirming attendance of virtual or on-site training. Each employee does sign forms stating they confirm the receipt of all documents, training or consultation.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Riverside County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)