

Our Lady of Victory Catholic Elementary School-COVID-19 Protocols

Introduction

In following the guidance from the Archdiocese of Los Angeles, Department of Catholic Schools, and public health officials, Our Lady of Victory School seeks to lower the risk of viral contagion from COVID-19 while promoting the development of our students academically, emotionally, socially, and, most importantly, spiritually. We recognize that we cannot make that risk zero, but shall 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.

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 and will continue to monitor and make necessary adjustments for the safety and well-being of all students and our families. Currently, the instruction taking place at Our Lady of Victory School is in-person.

COVID-19 Health & Safety Plan for Re-Opening

We encourage our families to set a positive spiritual example for our students! If you have concerns, please bring them to our administration, rather than vent in front of your children. By working together, we can ensure the best possible outcome for all.

The Our Lady of Victory School Reopening Plan is posted on the Our Lady of Victory School website, our ladyofvictorycatholicschool.org

The faculty and staff continued to be trained in the details of this reopening plan as we prepared for the school year and re-opening for in-person instruction in August 2021. As this plan is updated and modified, all members of the community are notified and trained accordingly. This document describes Our Lady of Victory's comprehensive approach to preventing and containing the spread of COVID-19 on campus.

COVID-19 Compliance Team

The individuals who act as the COVID-19 Compliance Team to communicate directly with the County of Los Angeles Public Health with questions, concerns, etc. as well as enforce all safety protocols to ensure that staff and students receive education about COVID-19 are the following:

- Xavier Jimenez, Principal
- Olivia Kelly, Administrative Assistant & Registrar
- Brenda Guevara, Teacher: Kindergarten
- Derek Gray, Teacher: 4th grade
- Carlos Velador, Teacher: 6th grade

In the event of a positive COVID test or exposure:

We will follow all county public health procedures and complete the ADLA COVID-19 Report Form and Instructions to report it to the Archdiocese as well as initiate the School Exposure Management Plan:

<https://ourladyofvictorycatholicschool.org/wp-content/uploads/2021/10/OLV-August-2021-Exposure-Management-Plan-003-2.pdf>

The Archdiocesan Exposure Management Plan is posted in the office for quick reference. Please see the principal or his assistant for this document.

If students feel ill or exhibit symptoms throughout the school day, they will be isolated from the classroom and will stay in either the infirmary, or sacristy until they are picked up by their parents. The student who is sick will not be allowed back in the classroom. Parents must pick up students as soon as possible, but no longer than 30 minutes after they have been notified. If the student is complaining of or exhibiting symptoms of COVID-19, the school will provide resources for the family to take a COVID-19 test and consult with their physician.

Informational materials are given to the student/family covering regulations governing self-isolation, including the following links to sites with further information:

- [COVHomeQuarantine.pdf \(lacounty.gov\)](#)
- [HomeisolationenCoV.pdf \(lacounty.gov\)](#)
- [COVID19 - Caring for someone at home | CDC](#)

If a student or staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or staff member must quarantine at home for two weeks, shifting to distance learning during that time. It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately. If someone in the school (staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan. All guidelines for informing DCS and any health department officials will be followed.

1. Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
2. Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
3. If a student does not have a primary care doctor or there is difficulty accessing the testing we will call County of Los Angeles Public Health at (213) 240-8144
4. The school will implement the School Exposure Management Plan to isolate the case, identify persons exposed and immediately quarantine exposed employees and/or students. Access to testing for all exposed individuals within the school is assured and all exposures at the school will be reported to the Department of Public Health.

5. The School Exposure Management Plan details procedures to immediately report a cluster of cases (3 or more within 14 days) to the Department of Public Health (DPH). The DPH will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
6. In the event that Our Lady of Victory School experiences multiple positive cases in a 14-day period, we may need to, in consultation with the Archdiocese and local health officials, consider a partial or full school closure, returning to 100% distance learning.

Surveillance Testing

To ensure the safety of students and staff, surveillance testing will be implemented.

The school will facilitate staff testing periodically, as testing capacity permits and as practicable.

- All staff will be tested within 7 days of the first day of school for in-person learning on campus.
- The staff will be given a list of local test sites, however are encouraged to be tested through their Primary Care doctor first. The administration will follow up with staff to document testing information. [Testing - Coronavirus COVID-19 Response \(ca.gov\)](#)
- All teachers and staff members will show proof to the principal that both doses of COVID-19 vaccine have been administered or if not vaccinated, a negative proof of testing will be provided to the principal on a weekly basis.
- All surveillance testing results will be reported to the Department of Public Health.

Campus Adjustments

Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees should discuss any concerns with their healthcare provider to make appropriate decisions on returning to the workplace.

Using 100% distance learning has allowed the school to reconfigure for increased opportunities to work from home. The closest testing site to the school is at St. John Well Child and Family Center, 2115 N. Wilmington Avenue, Compton, CA. The school can assist potentially-exposed individuals with finding a testing location. <https://covid19.ca.gov/get-tested/#top>

If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home immediately, and a member of the office staff will substitute. As recommended by the CDC: The area that was visited by the ill person will be closed off. We will open outside doors and windows and use ventilating fans to increase air circulation in the area. We will wait 24 hours or as long as practical before beginning cleaning and disinfection.

Staff have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. Those who display potential symptoms of COVID-19 will be isolated and sent home.

- According to the CDC, the key symptoms to look for are a temperature of 99.4 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever. School staff screening individuals who show any of these symptoms are recommended to get tested for COVID-19.
- Information has been provided to employees regarding leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- Students, staff, and volunteers/visitors who test negative can return to school 3 days after symptoms resolve
- Use of school facilities for non-school purposes is not permitted.
- Breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- Appropriate signage is displayed so that all employees as well as on-site visitors are provided with instructions regarding maintaining physical distancing and the required use of face coverings when around others.
- Touchless hand sanitizers are available at the front office.
- The school has received donations from a variety of sources including the Archdiocese and local vendors of masks, gloves, as well as has purchased a sufficient quantity of PPE materials such as touchless hand sanitizers, touchless trash receptacles and face shields to supply all staff and provide students with needed supplies. Classroom desk barriers (for each student) and teacher desk are available upon request.

Screening

- Faculty and staff will be required to go through a brief health screening and temperature check upon their arrival to campus in the school office.
- Parents are expected to regularly check their student's health and must conduct a brief health screening prior to coming to campus. Parents are expected to provide weekly COVID-19 screening tests for their child and share the results with the school (Ms. Olivia Kelly) by calling (310) 631-1320.

Face Masks

- To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- Staff are to wear face coverings, offered at no cost, that cover the nose and mouth. It is to be worn at all times during the workday when in contact or likely to come into contact with others. If an employee has been instructed by their medical provider that they should not wear a face covering, a face shield with a drape on the bottom edge, in compliance with State directives, is acceptable. A drape that is form-fitting under the chin is preferred.
- Students in grades TK through 8 are required to wear a mask while on campus both indoor and on certain circumstances, outdoors.

- A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a cloth face covering.
- Staff and students are instructed to wash or replace their face covering daily.
- Students should have extra face masks in backpack or school supplies in case one gets soiled during the day.
- For students in Grades Kindergarten - 2nd grade, a face shield may be an acceptable alternative to a face mask for children in this cohort who cannot wear a mask properly and can submit a waiver of approval from a medical professional.
- Extra face masks available in the office if a student forgets their masks.

Adjustments Within the Classroom

The teacher’s desk is positioned at least 6 feet from the closest student desk. Student desks will be in modified physical distancing between the next student desk in grid style format. Individual desks will face the front of the classroom and will be three feet apart from each other. At the request of the teacher, desks will have three sided dividers.

Common areas used are disinfected frequently, on the following schedule:

Location	Time
Common areas of assembly (e.g. classrooms Faculty room, Front office, cafeteria)	Daily
Restroom facility for teachers and students (including frequently used faucets)	Daily
Copier, printers, shared computers or devices, Telephones	Daily
Frequently-touched Objects (door knobs, light switches, Push plates, cabinet handles)	Daily
Playground equipment	Once a week

Sanitation

- High touch areas in staff break rooms are disinfected on a daily basis, and commonly shared items, such as coffee pots, refrigerators and copy machines are thoroughly cleaned after each use by a different person.
- Disinfectant and related supplies are available to employees in their classrooms and at the front desk.
- Students must wear their face coverings coming to and from school, moving to areas of the campus such as hand-washing or using the restroom, and movement throughout their classrooms and outdoors.
- Students may remove their face covering when eating.
- Students will use the hand sanitizers available at the entrance to each classroom when they arrive to class. They will use the hand sanitizer again after their recess time. Additional time will be scheduled into the day for routine hand-washing.

- Drinking Fountains – No mouth-to-nozzle drinking fountains will be open and available for use. Students are encouraged to bring a reusable water bottle to refill at the bottle-fillable water fountains.
- Soap and water are available to all students in the restrooms and employees in the break room restroom.
- Staff and students are assigned their own tools and work supplies. Sharing of workspaces and held items is to be minimized or eliminated.
- Copies of this Protocol have been distributed to all employees and is available on the school's website [Our Lady of Victory Catholic School Compton California – Welcome to Our Lady of Victory Catholic School!](#)

Esurance of Physical Distancing by Staff, Students, and Visitors

- Utilize outdoor areas as frequently as possible.
- Only one person waiting in the office at a time.
 - Marked six foot waiting line
 - Families are encouraged to take advantage of virtual administrative offerings to Keep office visits at a minimum.
 - All visitors to the office must use the provided touchless hand sanitizer before entering.
 - Break room capacity is limited to 1 staff member and 2 teachers at a time.
 - Maximum number of students permitted on campus for in-person learning is limited to 205 in order to maximize physical distancing with appropriate physical barriers in place.
 - Each student should limit in class walking - own supplies at or near desk.
 - Physical Education will be taught outdoors. Equipment used will be sanitized and contact sports are not permitted.
 - Whole-school assemblies will take place outdoors in the primary yard (Sunday church) and field trips will not occur until further notice.

Additional Measures in Use to Ensure Physical Distancing

- Drop off/Pick Up
 - **Drop-Off:** Parents must wait for their child to get their temperature taken before leaving the student. This assures no students are on campus with a temperature.
 - TK and K parents park their car and take students to TK and K gate for temperature check before entering campus. Parents must wear a mask and maintain social distancing while temperature is being taken.
 - **Drop-Off:** For morning assembly, all students (grades TK -8) enter the primary yard through the pedestrian door. The teacher will take their contactless temperature before parent leaves and they report to their classroom. Students in the middle school will follow their teacher when crossing the street to report to their classroom.

- **Pick-Up:** Students in grades TK through 5 are picked-up from the primary yard's pedestrian gate. Students from middle school (grades 6-8) may be picked up from the administrative parking lot. Contactless temperature checks are not taken during this time.
- **Cafeteria:** Walkways will be marked with tape to support physical distancing and encourage "lanes" for students to walk in each direction. Students will line up six feet apart from each other, and where appropriate tape will be put down in the classrooms to guide them.

In the Classroom

- For in-person instruction, the maximum number of students to one adult is 25.
- Student desks are 3-feet distance from the next student. From the teacher's desk, they are six feet distanced. In order to ensure this social-distanced space, students' bookbags are kept outdoors hung on a hook in the corridor/hallways.
- Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.

Meals

- Snacks will be eaten during recess time according to the department's schedule.
- Recess Schedule:
 - Grades K - 2: 9:20 to 9:40 a.m.;
 - Grades 3 -5: 9:40 to 10:00 a.m.;
 - Grades 6-8: 10:00 to 10:20 a.m.

Students in grades TK will eat their snacks and lunch inside the classroom to make sure they are properly removing their mask and are not facing other students. The Principal, bookkeeper, and classroom aides are added to break supervision to ensure adequate supervision and breaks for all faculty.

Student Support Services

- Student support staff, including therapists are mandated to wear facial masks when working with students and instructed to maintain a physical distance of at least 3 feet to the extent feasible while engaging in student support activities on campus. Furniture and equipment are arranged to promote the 3-foot distance.
- Staff offering these support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

Administrative Areas

- Signage is visible to all to alert everyone to the need to maintain a 6-foot distance while waiting for school office personnel.
- The office Administrative Assistant has a plexiglass barrier around the desk when physical distancing is not feasible.

Insurances of Infection Control

- **Important:** Do not bring your child to campus if they are exhibiting any signs of illness.
- Parents are required to monitor their children closely and not bring them to school if the answer to any of the following questions is yes:
 - Do you live with anyone or have had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have fever, chills, loss of taste or smell, vomiting and or diarrhea?
 - Do you or your children have any other signs of communicable illness such as a cold or flu?
 - Have your children received any fever reducing medications (Tylenol or Motrin) in the last 12 hours?
- Students exhibiting COVID-19 symptoms while at school will be sequestered in the sacristy (grades TK through 5) or the library (grades 6 through 8). Their families will be called for immediate pick-up.
- Public Testing guidelines and information would be provided based on residential area.
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves and a medical grade mask for the student to wear until the student leaves the building.
- The COVID-19 Compliance Team is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives.
- Adult visitors and staff who have had close contact with an individual who has screened positive for COVID-19 symptoms are instructed to return home to self-quarantine as required until such time as it has been determined that the individual screening positive has received a negative screening result.
- Students who have had close contact with an individual who has screened positive for COVID-19 are accompanied to a preselected quarantine space where they can wait until arrangements are made to return home. The student(s) will then self-quarantine as required until negative results are provided.
- **Limiting the risk of infection due to visits by outside individuals**
 - Parents may come to the office to take care of business (tuition payments etc.), but there will be no parents in the classrooms.
 - Visitors other than parents are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address and are instructed to come to their appointments alone. If they must be accompanied by another person, their information is also captured in the visitor log.
 - Visitors/parents arriving with non-enrolled children must ensure that these children stay next to an adult, avoid touching any other person or item that does not belong to them and are masked if 2 or older (and are not at risk due to a respiratory condition).

- Visitors are limited in their movement only to designated areas (such as the office and meeting rooms) and are not permitted to interact with any cohort of students.
- Visitors are reminded to wear a face covering at all times while in the school. To support the safety of everyone, a face covering will be provided to visitors who arrive without them.

Age	Facial Covering Required
Under 2 years of age	No
2 years through 2 nd grade	Strongly encouraged. <i>Face coverings are strongly encouraged if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.</i>
3 rd grades through high school	Yes, unless exempted by their medical provider
All adults and visitors	Face coverings are required at all time

- Optimal ventilation
 - At least 50% of classroom learning, meals and activities have been moved to outdoor space whenever feasible and weather permitting.
 - The school’s HVAC system is in good working order and systems are set to maximize indoor/outdoor air exchange unless outdoor conditions make this inappropriate.
 - Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
 - Air filters have been upgraded to the highest efficiency possible.
- Esurance of Appropriate Cleaning and Disinfection Throughout the School
- A cleaning and disinfecting schedule is established (see page 5)
- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N”) are used according to product instructions.
- Custodial staff and others responsible for cleaning and disinfecting surfaces and objects are trained on manufacturer’s directions and Cal OSHA requirements for safe use as required by the Healthy Schools Act.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate PPE as required by the product.
- All cleaning products are kept out of children’s reach and stored in a space with Restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

- Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day and before the start of the afternoon cohort.
- Esurance of use of appropriate face coverings by all staff, students and visitors:
 - Staff, parents and students are informed of the requirement and are reminded on a regular basis throughout the year.
 - See chart for age requirements on page 9.
 - Signage at all entries to the school and throughout the school buildings reinforces the face covering requirement and depicts the proper use of cloth face coverings.
- **Esurance of Frequent Hand Washing by Staff, Students and Visitors:**
 - All staff and students are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application and use air blown dryers to dry hands thoroughly. Students are required to use a designated bathroom according to their departments.
 - Grade TK – Students use their own within the building
 - Kindergarten through grades 5 – Use restrooms in the primary yard
 - Grades 6 through 8 – Use student designated restrooms in the administration wing

Communications to the Campus Community and the Public

- Information for all parents and students can be found within this document as well as posted to the public school website:
 - Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
 - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.
 - Who to contact at the school if student has symptoms or may have been exposed.
 - How to conduct a symptom check before student leaves home.
 - Required use of face coverings.
 - Importance of student compliance with physical distancing and infection control policies.
 - Changes in academic and extracurricular programming in order to avert risk.
 - Changes in school meals in order to avert risk.
 - Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.
- A copy of this protocol is posted on the school's website.
- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.

- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

Esurance of Equitable Access to Critical Service

- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.
- Liturgical and Mass Procedures
 - Student body Masses are conducted in-person for all students (except grades TK until January) in the primary yard.
 - Mass practices are conducted in-person for students in grades Kindergarten through eighth grade in the primary yard.
 - Sacraments of Reconciliation is scheduled with the pastor and is conducted outdoors in the primary yards for grades 3 through 5 and in the middle school yard for students in grades 6 through 8.

You may contact the following person with any questions or comments about this protocol:

Contact Name: Xavier Jimenez, Principal

Phone number: (310) 631-1320

Date Last Revised: November 5, 2021

