



**STARTING THE SCHOOL YEAR SMART
2021-2022 REOPENING PLAN
COVID-19 Containment, Response and Control Plan**

SAN GABRIEL MISSION ELEMENTARY SCHOOL

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utmost importance. This document outlines the steps that San Gabriel Mission Elementary School will take in order to help protect our students during the continuing COVID-19 pandemic. This represents practices aligned to the standards set out by the County Department of Public Health (CDPH) and in collaboration with the Archdiocese of Los Angeles.

The most significant measures San Gabriel Mission Elementary School will take to maintain a healthy environment will involve the following:

- ❖ use of face coverings/shields for staff and students
- ❖ maintaining physical distancing throughout campus (when and where feasible)
- ❖ hand washing, limiting sharing personal items/supplies and frequent cleaning of surfaces

Mission Statement

San Gabriel Mission Elementary is committed to academic excellence through a rigorous standards-based curriculum, which is enriched by the Dominican and Claretian charisms of sharing the Word and Truth of Jesus Christ. We are dedicated to educating healthy, well-rounded students and we believe in setting high academic and moral expectations and appropriately challenging our students in both curriculum and character. As a STEM Network school, our goal is to ensure that our students will be learning in an environment that encourages them to think, question, create, make mistakes and grow in a very inquiry-based and student-centered way.

Office Schedule

The office will be open Monday through Friday from 7:30am-3:45pm. We will minimize visitors to the campus in an attempt to keep our faculty and staff healthy and safe. To this end, we ask that, when possible, you make an appointment to come to the office or call ahead so that we are expecting you. Upon arrival, please ring the front doorbell and we will attend to you. Please always wear a mask and maintain social distance when you come to the office.

Communication

Communication will primarily be sent through two systems:

- Gradelink - Our Student Information System (SIS) is used to manage student records of the school and communication with families.
- Weekly Spartan Mail newsletter

Parents are asked to communicate with teachers via email; a phone conversation or Zoom call can be arranged via email. Rather than a set period of office hours, teachers will respond to parent requests to “meet” as they arise. Please remember that the teachers’ priority is time with the students. Teachers will respond as soon as possible, but within 24 hours.

The school administration will provide weekly updates via Friday Spartan Mail newsletters and during the week via Gradelink if the need arises.

POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS

COVID-19 Containment, Response and Control Plan and Notification/Communication Regarding COVID Cases and/or Exposure

In the case that a student or staff member has a confirmed case of COVID-19, that individual will be mandated to isolate at home for 10 days and, in the case of a student, will study from home with guidance and support from the grade band teachers. Additionally, school administration will inform those who have had close contact with a person diagnosed with COVID-19, specifically those in the grade band, to self-monitor for symptoms, follow CDC guidance if symptoms develop and seek COVID-19 testing. SGMES will help provide families and staff with COVID-19 resources, including how and where to get tested. SGMES will also send out a general notification to inform the school families and staff of a new case.

In accordance with state and local laws and regulations, school administration will notify local health officials, staff, and families immediately of any confirmed case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act, FERPA and other applicable laws and regulations; due to HIPAA regulations, families will not be informed of the identity of an individual or individuals who have tested positive for COVID-19.

School administration will report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health, complete the Line List for Cases and Contacts.

If COVID-19 symptoms occur at school, the individual will wait in our COVID-19 designated area, be given a surgical mask to wear and be supervised until they are picked up by a parent or guardian. School will instruct that family to quarantine, and provide them with resources, including how to get tested. A general notification to inform the school families and staff will be sent

SGMES will maintain thorough and ongoing communication with our families and stakeholders via email and Zoom meetings

Surveillance Testing of Staff and Students

To ensure the safety of students and staff, mandatory surveillance testing will be implemented. All staff will be tested weekly. School employees who need testing may either go to their health care provider, or a state-operated, or community testing site. Additionally, SGMES will contract with a certified testing company to test weekly on campus; families will also be highly encouraged to have their children tested weekly and may utilize this on-campus company, free of charge. The State of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff, or staff may seek public testing site options. Staff members will be required to report their test result to Mrs. Garcia.

COVID-19 Testing Resources

Regular COVID testing, not only following potential exposure but also when we are asymptomatic, is an important way for us to help ensure that our staff and students are safe. Free and for-cost testing is available in many places and your child's pediatrician is a good source of information in regard to COVID and testing in general. However, below are three popular sources of COVID testing opportunities you may avail yourself of:

<https://covid19.lacounty.gov/testing/>

<https://coronavirus.lacity.org/testing>

<https://www.cityofpasadena.net/public-health/covid-19-testing-info/cvs.com>

Additionally, SGMES will be contracting with Code3 Life to provide weekly, on-site and free COVID tests for staff, students and their families.

Screening and Monitoring

SGMES will no longer require a daily screening before a staff member or child is allowed to enter the campus, although students will be monitored for signs of illness throughout the day.

Student Health Screening: Parents are strongly advised to monitor for symptoms at home and must keep children who are sick *at home* until they are fever and vomit free (without medication) for 24 hours. Students who have a persistent cough, shortness of breath, fever, and any other abnormal symptoms **MUST STAY HOME**.

Staff Health Screening: All Staff members will be asked to self-monitor for symptoms before reporting to work each day. No staff member will be permitted to report to work if he/she is experiencing or has experienced COVID-19 symptoms in the previous 24 hours.

Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students will be encouraged to self-monitor symptoms throughout the day. Staff or students who develop symptoms during the school day must notify school health services or another identified point of contact in the school building immediately.

Immunizations

The state of California has not changed its requirements for childhood immunizations. As a result, San Gabriel Mission Elementary School requires vaccination records from parents or guardians. In addition, the CDPH strongly recommends faculty, staff, and students get their influenza immunizations in the autumn. This helps to decrease the occurrence of illnesses with symptoms similar to COVID-19.

Monitoring and Excluding for Illness

All members of the school community, including staff, students and families must be vigilant in monitoring for symptoms of illness and protect others by staying home when they are feeling ill and following COVID-19 specific exclusion and self-quarantine guidance when appropriate.

- ❖ Mrs. Garcia is designated as a liaison to DPH in the event of an outbreak on campus.
- ❖ Mrs. Garcia and Mrs. Munoz will be responsible for responding to COVID-19 concerns.
- ❖ Symptomatic staff or students will immediately be given a disposable mask, isolated and will wait to go home in the current MakerSpace, which has been designated as and set-up for this purpose and which has an exterior door for a safe exit. All other types of care (e.g., medication administration or first aid) will be handled in the main Office.
- ❖ Families are asked to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days. This can be done *confidentially* by calling the school office at 626-281-2454 and asking to speak with Mrs. Garcia or Mrs. Munoz.
- ❖ Sick staff members or students **may not return to campus** until they have met CDC's criteria to discontinue home isolation. Follow this link for more information.
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation>
- ❖ Staff and students **may not** come to school, and **should notify Mrs. Garcia** if they test positive for COVID-19 or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- ❖ The classroom, outdoor spaces and MakerSpace, where the ill staff member or student has been, will be closed off and not used again until after they are cleaned and disinfected (24 hours later). Remaining students will be moved into an unoccupied classroom that has been prepared for such a situation.
- ❖ Please see the Exposure Management Plan, Screening Charts and CDC Quarantine and Isolation information that follow.

Exposure Management Plan

School COVID-19 Compliance Task Force
 Enforce all COVID-19 safety protocols and collaborate with Department of Public Health (DPH)

Managing Exposure to 1 COVID-19 Case at School

1. School notified of 1 confirmed case at school
2. Case on Home Isolation
3. Advise case to get tested & DPH will contact

4. Identify close contacts at school
5. School consults with DPH
6. School notifies contacts of school exposure & DPH will contact case
7. School sends general notification to inform school

Managing Exposure to 2 COVID-19 Cases at School

1. Follow steps 1-7 for 1 confirmed case

Managing Exposure to 3+ COVID-19 Cases at School

1. If cluster of ≥ 3 cases within 14 days, school notifies DPH
2. Follow steps 2-7 for 1 confirmed case
3. DPH investigates if outbreak criteria met & works with school

If symptoms of COVID-19 illness occur at school

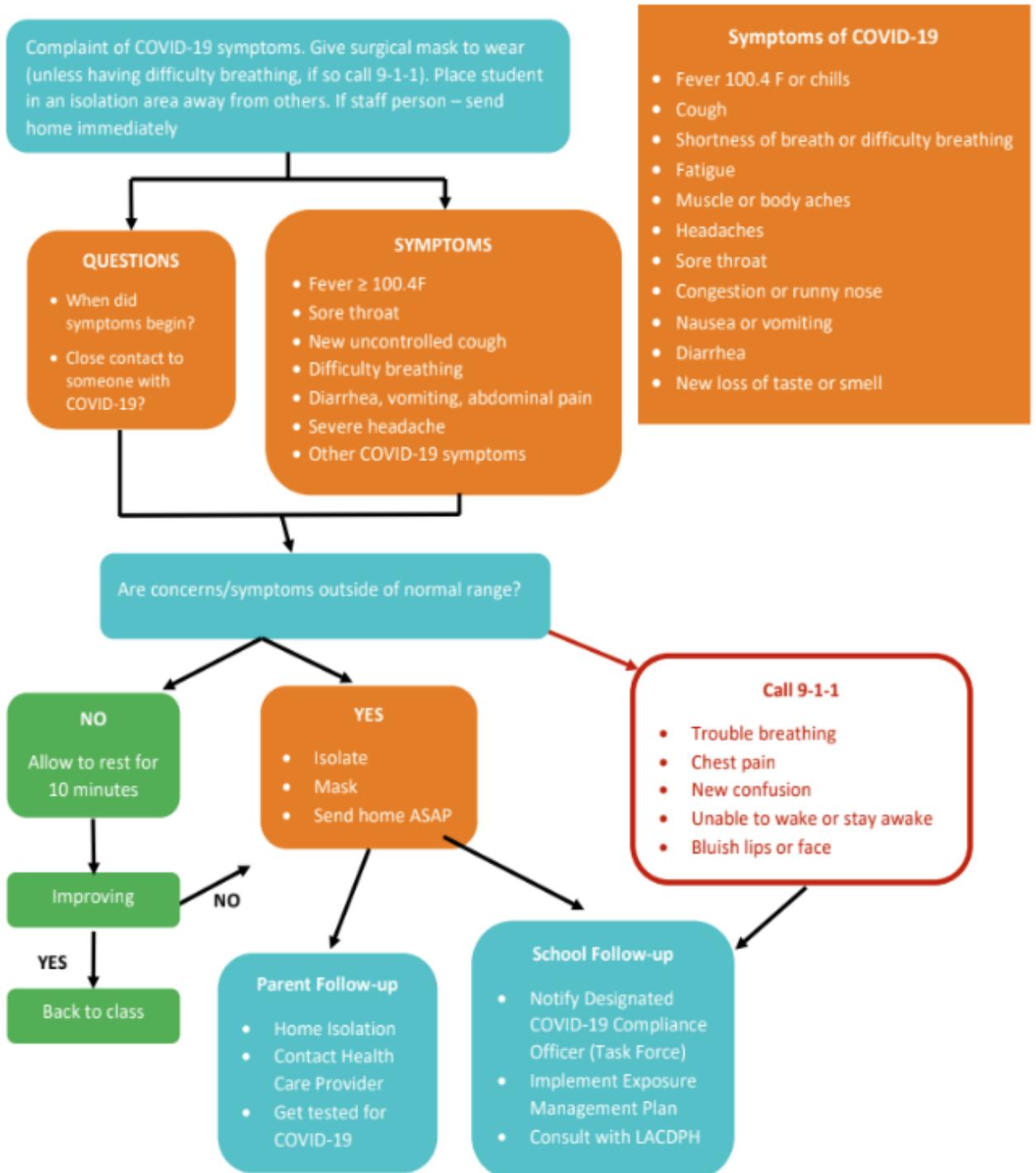
- Student will wait in isolation area with supervision
- Student given a surgical mask, if available, to wear (if tolerated)
- Arrangements made for parent to pick up student

4. School provides updates to DPH until outbreak resolved

- School advise parent to contact health care provider and get tested for COVID-19
- School provide information to parent on resources to get tested for COVID-19

- Symptoms of COVID-19**
- Fever 100.4 F or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell

COVID-19 Screening Flow Chart



EXPOSED TO COVID-19 “Now What” Flow Chart

I just found out...

Symptoms of COVID-19

- Fever 100.4 F or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

I'm COVID-19 positive

- Follow Home Isolation instruction
- Stay home, avoid infecting others

May return to school when:

- 24 hours with no fever (no use of fever-reducing medication)
- Other symptoms have improved
- At least 10 days have passed since symptoms first appeared.
- For persons who never developed symptoms, isolation can be discontinued 10 days after date of testing positive

I've been exposed/had close contact with someone who is COVID-19 positive

- Follow Home Quarantine instruction
- Contact health care provider
- Get tested for COVID-19
- Self-monitor for COVID-19 symptoms

If test positive for COVID-19

Begin Home Isolation (see steps for COVID-19 positive)

May return to school when:

- Complete 14 days from
- Home Quarantine for 14 days from last date of exposure
- If test negative for COVID-19, must still complete all 14 days of quarantine

I have been exposed/had close contact with someone who was exposed to COVID-19

Practice steps to stay healthy:

- Physical distance 6 feet
- Wear a face covering
- Wash hands often with soap & water for 20 seconds or use hand sanitizer with 60% alcohol
- Avoid touching eyes, nose & mouth

May return to school immediately

No restrictions

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.



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ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19



- Stay home until after
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved



If you tested positive for COVID-19 but do not have symptoms



- Stay home until after
 - 10 days have passed since your positive test



If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

cdc.gov/coronavirus

MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

Physical Distancing in the Classroom

- ❖ Desks will be arranged so as to minimize contact between students.
- ❖ Windows and doors will remain open and the air running for as long as the weather permits to increase ventilation (this will also minimize the touching of door knobs throughout the day).
- ❖ For students who take naps, nap cots will be marked and used by the same student each day. During naptime, mats will be spread apart from each other by several feet to ensure social distancing. Mats will be cleaned and disinfected daily.
- ❖ Teachers will utilize outdoor spaces for instruction when possible.

Student Restrooms

All restrooms are equipped with single sinks with easy touch faucets, soap dispensers, no-touch paper towel dispensers and no-touch trash cans. New urinal partitions have been installed in the boys' restrooms. Hand sanitizer is available outside of the bathroom.

Physical Distancing in Other Areas

- ❖ At this time, assemblies and large gatherings of any type are not allowed

Limited Supply Sharing

- ❖ SGMES will supply adequate supplies to minimize sharing of high-touch materials (specific art supplies, equipment, etc.) to the extent practicable and clean and disinfect between uses.
- ❖ SGMES will minimize sharing electronic devices, toys, books and other games or learning aids as much as practicable. In cases that iPads need be shared, the devices will stay within a classroom for the entirety of a school day and then be cleaned and disinfected for use by a different group of students the next day.

Recess and Lunch Schedules and Hygiene

In order to both promote social distance as well as to allow the students time to socialize in the fresh air, a critical component of education, both recess and lunch schedules will be further staggered to ensure fewer students eating at the benches or on the yard at a time.

Breaks (Recess/Lunch) will be staggered according to grade bands cohorts:

TK (independent schedule)

Grades K-2 9:50/11:50

Grades 3-5 10:10/12:15

Grades 6-8 10:20/12:25

Staff on duty will monitor student interactions and help ensure that social distancing is respected at all times. Students will be permitted to remove masks for eating and when playing outside.

MEASURES TO ENSURE INFECTION CONTROL

Use of Masks

- ❖ Staff and students will wear masks whenever indoors.
- ❖ Visitors and all other adults (when permitted on campus) must wear face coverings on campus at all times.

Cleaning and Cleaning Schedule

Students will be given opportunities for hand washing and hand sanitizing breaks throughout the day. Students will wash and sanitize their hands before and after going outside to eat and play. Teachers will constantly speak to students of proper hand washing practices and signs to remind students are hung in all bathrooms.

Prior to reopening campus, San Gabriel Mission Elementary School will be completely cleaned and disinfected. Upon reopening, SGMES will maintain safety by continuously cleaning and disinfecting with regular frequency, using cleaning supplies which are in compliance with the approved disinfectants.

Every evening, a licensed cleaning crew will clean and sanitize every classroom, bathroom and shared space, including surfaces, handles, knobs and switches. This will allow adequate time for the spaces to air out before students arrive the following day.

All HVAC systems have been serviced to maximize performance and classrooms will maintain the windows and doors open (weather permitting) to ensure circulation of air.

Hygiene Practices for Outdoor Time

Portable sinks will be rented and placed on the playground to promote handwashing and to limit the number of students entering the restrooms; students will have access to water, soap, paper towels and sanitizer without entering the restroom.

Additionally, 3 bottle-filling stations have been installed on campus. Students will be asked to bring a bottle to refill throughout the day and traditional water fountains will be blocked off.

Parents/Visitors on Campus

Unfortunately, one of the very special aspects of SGMES, the fact that our families are so involved and so present on campus, will be impacted in the coming months of the 2021–2022 school year. As a practice for the foreseeable future, the campus will be largely restricted to the students and staff only. For the safety of everyone, we will be monitoring the health and exposure of our own staff members but cannot do that effectively for every other adult who may want to come on to campus to pick up a child, visit a classroom, talk to a teacher or see the principal. To that end, other than for staff members, entrance to the campus for other adults will be greatly restricted. We ask that if you wish to speak to a teacher or the principal, that you begin with an email. If you are picking up a student before the regular dismissal time, please come to the front door. Thank you for your understanding.

MISCELLANEOUS POLICIES/PRACTICES

Attendance Policy

For the 2020–2021 school year, or as long as we have a drive-through morning drop-off procedure, the Attendance Policy, whereby tardies negatively affect a student's Work Habits grade, will be suspended. However, if a family is habitually tardy, the principal will request a conference to problem-solve with the family, as tardies negatively impact a student's ability to learn.

While absences will be tracked as is legally required, no Attendance Awards will be awarded in the 2021–2022 school year. SICK STUDENTS MUST STAY HOME until they are well and we do not want to incentivize sending sick students to school.

CYO Sports/ After School Activities

At this time, SGMES is discussing potential participation in CYO sports and will continue to monitor the COVID–19 situation and recommendations before making a decision. Parents will be kept informed as to our decision. Other after school activities, such as Dance class, Cheerleading and Cooking class, will be offered online until deemed safe to be done in person.

Online Learning Option

SGMES understands and respects families' concerns about sending their children to school in-person during this time however, at this time, online and hybrid learning will not be offered at SGMES. We will, however, put a system in place to ensure a continuity of learning for students who may be home sick or quarantining after exposure. This system will be communicated to our families in the coming weeks.

Although we will have procedures in place to keep our students and staff safe, there may be times during the year when local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning or if SGMES students or staff members have had exposure to COVID-19 or have become sick with the virus. At that time there may be the need to revert back to a distance learning program.