

Our Lady of Grace Catholic School



COVID-19 Safety Plan (CSP)

Updated 11 January 2021

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1. Introduction

Our Lady of Grace (OLG) School is extremely grateful to the parents, staff and community members that volunteered their time on our COVID council to help in the development, review, and improvement of this plan.

The COVID-19 pandemic has presented one of the greatest challenges and public health crises in generations. Although looking ahead and creating solid plans is difficult, Our Lady of Grace School (OLG School) is resolved to enact all necessary health, safety, and wellbeing procedures to be able to reopen our campus. Our goal is to be as proactive as possible in our planning and ensure that our school's mission is at the heart of every decision we make.

Our plans for reopening the school are guided by the following public health assumptions:

- There will not be a broadly circulated vaccine in use to prevent COVID-19 during the 2020-2021 school year
- Students, staff, and members of the community with underlying health conditions will continue to be at higher risk for developing serious symptoms of COVID-19
- Teaching and reinforcing prevention behaviors such as properly wearing face coverings, staying within stable groupings, keeping physical distance, adequately ventilating learning spaces, proper handwashing technique, staying home if symptomatic, promoting flu vaccinations, and covering coughs and sneezes.
- Frequent cleaning and disinfection of high-touch surfaces done by trained and qualified school personnel will be necessary throughout this public health emergency
- Increased ventilation and utilizing designated, physically distanced, outdoor learning spaces will be an important measure for slowing the spread

Through careful study of and adherence to the Centers for Disease Control (CDC), the California Department of Public Health (CDPH) and the San Diego County Health and Human Services Agency (HHSA) guidelines, recommendations, and health orders, OLG School has worked hard to find ways to mitigate risk and keep students, staff, and families healthy and safe.

This plan for a safe reopening and re-engagement is guided by four principles:

1. Prioritizing student, family, faculty and staff community health and wellbeing through implementation and enforcement of guidelines, recommendations, and orders for schools by the CDC, CDPH, and SD County HHSA
2. Making decisions and taking actions in the school's re-engagement that are in accordance with OLG School Mission, Philosophy, and Schoolwide Learning Expectations
3. Preferring a return to in-person learning while mitigating risk to the extent that it is possible to do so while providing a "hyflex" model that allows for seamless transitions in and out of distance learning daily
4. Developing the capacity to be responsive and flexible to reflect current health and educational best practices

OLG School reopened for in-person learning on September 1st, 2020. This in-person reopening was accompanied by a robust and rigorous distance learning "hyflex" program where families

may choose to keep their student home for the remainder of the year for any reason and feel equity as learners. OLG School is committed to working with families to support their health and wellness by making distance learning an option for each student, each day, and not requiring a long-term commitment. Students may transition easily from in person to at home due to our streaming and collaboration-based approach to distance learning.

The COVID Council will continue to meet regularly as needed to evaluate the fluidity of the situation and discuss what is best of the entire OLG School community.

OVERVIEW:

Mission Statement

The mission of Our Lady of Grace Catholic School is to prepare today's students to be tomorrow's leaders by integrating the three core values: Faith above All, Others before Self, and Excellence in Learning within a Christ-centered environment for children grades K through 8.

Philosophy

Our Lady of Grace Catholic School provides an excellent education to students by presenting them with opportunities to grow into change, to become independent thinkers, and to develop into moral leaders who respect and serve all of God's creation in a setting that personifies life based on Gospel values.

Schoolwide Learning Expectations (SLEs)

The Our Lady of Grace School community is committed to three core values: Faith Above All, Others Before Self, and Excellence in Learning

Faith Above All

- Developing a personal, communal, and liturgical prayer life
- Connecting scripture and traditions of the Church to daily life
- Incorporating Gospel values into life decisions

Others Before Self

- Possessing respect for the beliefs, authority, and worth of others
- Advocating for the betterment of God's creation
- Communicating views effectively, ethically, and responsibly

Excellence in Learning

- Demonstrating curiosity through self-motivation
- Engaging in rigorous curriculum with a growth mindset
- Applying sound reasoning and judgement across all disciplines

Student, Family, and Staff Population

The entire OLG School community- faculty, staff, students, parents, vendors, community members, and parishioners- all share equally in the responsibility to know, respect, uphold, and enact all aspects of this Reopening and Re-Engagement Plan. As shareholders, each is expected to live our Schoolwide Learning Expectations and put others before themselves for the betterment of the entire schoolwide community. It is OLG School tradition that the parents,

teachers, staff, and community partner together to raise and educate our students for the betterment of all. These shared values and expectations have never been more important than they are today.

Catholic Identity

Each day at OLG School presents students with multiple opportunities to participate in a wide variety of prayer forms. Each month a class leads the school community in prayer to celebrate or commemorate an important aspect of our faith life. Attendance at mass is a critical component of living our Catholic faith. Our goal is to provide opportunities for students to go to mass in-person with their class on assigned days with their stable grouping. Mass will take place outside and students will wear face coverings and maintain social distance. Each student at OLG School also attends religion class each day. As part of an effort to support student mental and emotional wellbeing along with academic achievement, we are offering opportunities for reflection and prayerful meditation throughout the day.

Ability to Implement or Adhere to Measures

OLG School is blessed with generous parents, parishioners, and shareholders that live and support the OLG School mission. OLG School is hiring additional instructional aides to allow larger classes to be spread across two classrooms, making physical distancing and small, stable group possible. The OLG Parish has generously given up use of many of their facilities so the school can expand into those rooms to allow for physical distancing. Additionally, the school purchased four handwashing stations to be placed outside of the restrooms that will allow for more frequent handwashing opportunities.

To enable high-quality, rigorous distance learning for students that choose to continue learning at home, the internet speed and Firewall at OLG School has been upgraded and wireless connection has been brought to Parish facilities that previously were not connected. Lightspeed Relay, a management and content filtering service, was also purchased to manage, filter, report, and control school-owned student devices from a distance. 140 chromebooks were purchased (adding to our existing supply of 105 chromebooks and 245 iPads) so that any student that is learning from home has a fully functional device that meets their academic and developmental needs. When we return to in person learning, we know that opportunities to be outside are critical, so shade structures were added on our field so students can enjoy the outdoor space comfortably. All excess furniture including lockers, bookshelves, and extra desks were removed to allow for at least 6 feet of physical distancing between each student in a classroom.

New signage has been added around campus including posters reminding students to wash their hands with steps, adhere to maximum occupancy of rooms, physically distance, stay home if they are sick, cover coughs and sneezes, not touch their face or mouth, and wear their face coverings properly. Sit spots were also added in designated outdoor classroom areas to ensure students are physically distanced while eating or learning in that location.

Extended Care

Although OLG School has historically offered morning and afternoon extended care, the school has chosen to suspend the service for the 2020-21 school year.

Negative or Unintended Consequences

We recognize that in order to be successful in the age of COVID-19, we need, as an entire school community, to be incredibly resilient and flexible. Face coverings, stable grouping, physical distancing, and many other new procedures may be overwhelming or difficult for some students. For that reason, OLG School has brought Ben Fishburne, a licensed therapist onto the staff to work one day a week with classes, groups, students, and families that need or want extra support. We have also made many attempts to focus on relationship building and Social-Emotional Learning to ensure our students return to school both physically and mentally healthy.

Plan Implementation

OLG School administration, faculty, staff, and the Pastor are responsible for the implementation of this plan. The school Principal, Mrs. Mares, and the school Administrative Assistant, Mrs. Peters, are designated as the health liaisons that will respond to all staff, family, student, and community COVID-19 concerns. Mrs. Mares and Mrs. Peters will coordinate appropriate documentation and spearhead contact investigation and tracing in consultation with the San Diego Health and Human Services Agency. The school's re-engagement plan is located on the homepage of the school's website, www.olg.org and on the Diocese of San Diego Office for School's webpage which can be found at <https://sites.google.com/view/sd-catholic/school-re-engagement?authuser=0>

External Community Organizations

No external community organizations may utilize the site and campus resources while in-person school is in session.

2. Distance Learning

OLG School administration, faculty, and staff believe it is of paramount importance that families have the option to keep their children at home for any reason during the COVID-19 pandemic while also continuing their rigorous, well-rounded, and robust education at in-person OLG School. Importantly, as students continue their education at OLG School, we are also ensuring students at home continue to build relationships and community with their classmates and teachers.

An At-Home By Choice distance learning program will be provided to students and families who do not feel comfortable returning to in-person instruction during the entire 2020-21 school year. This option will be made available regardless of student health conditions to encourage families to keep students' home when they aren't feeling well but are experiencing a symptom or symptoms of COVID-19. Families can choose to opt in or out of distance learning each morning. Whether students participate for a day or a year, we are confident that our "hyflex" distance learning program will uphold the rigorous curriculum and academic integrity of what is happening on campus, so students will have no problem transitioning between them. Our distance learning program relies on our incredible OLG teachers maintaining flexible and resilient pedagogy to assure student success.

Students at home will attend class via Zoom. Teachers will have a laptop issued to them by the school to use specifically for streaming and video conferencing with the students that choose distance learning. These students will be fully integrated into the classroom learning environment by participating in class discussions, working on digital assignments with in-person learners, and digitally collaborating on platforms such as Padlet, Google Suites, Kahoot!, and Flipgrid. Additionally, to ensure social relationships are also built and flourishing, distance learning students will eat lunch at the same time as their in-person classmates and the chromebook with their videos will be moved to the in-person lunch area to allow for socializing.

All students participating in the distance learning model have the option of checking out either an iPad or a Chromebook from the school. Both devices are managed by the OLG School administration using the Relay Management. Students cannot download any new apps or content, delete anything, disable recording of search history, or enter incognito mode without remote permission from an OLG School administrator. Also, with Lightspeed Relay content filtering, OLG School can filter, manage, monitor, protect, and analyze any school device, whether they are at home with students or on campus. This facilitates partnership between school and home to ensure students are safe and secure while participating in online learning. The OLG School Vice Principal is dedicated as the individual in charge of managing the distance learning program and attending to the concerns, questions, and needs of families choosing this option.

Although there are no conditions required to choose to participate in distance learning, there are situations that result in students participating in distance learning out of necessity. Occasionally, some students are required to stay at home, if only for a short period of time, as a precautionary measure or to isolate them from their stable group and the rest of the school community if they have symptoms of COVID-19, have been identified as a close contact, or have a family member who has tested positive or is presumptive positive for COVID-19. When a student is sent home

due to COVID-19 symptoms, the school health liaisons will consult and follow all guidance from the San Diego Health and Human Service Agency (HHSA) regarding contact tracing and determining which students will be required to participate in distance learning.

At this time, OLG School has no students that are designated as English Language Learners or that are not fluent English speakers. Additionally, OLG School currently does not have any families that are not proficient enough in English to receive and comprehend all communications in English. If this ever changes, OLG School would make every effort to adapt to the student or family's needs and ensure they can receive schoolwide communications and participate fully in classroom instruction. We will utilize the HHSA's communications to relate information about health orders, protocols, and information.

The following are also components of our "hyflex" distance learning program

- Option to use borrow either a school iPad and/or school Chromebook for use at home
- All classroom content streamed via Zoom to students
- Families schedule contactless item/resource pickup as necessary in consultation with the homeroom teacher and OLG School administration
- Students will turn in all work virtually over Google Classroom or another developmentally appropriate application
- Distance learning students will be grouped on digital assignments with in-person students
- Attendance policies will take into account the special circumstances of the COVID-19 pandemic
- Teacher will provide feedback on assignments in a digital format
- Students participating in distance learning will be graded and assessed the same as in-person students unless special arrangements are made between the family and OLG School administration
- Students with an Individualized Learning Plan (ILP), 504 Plan, Student Success Team (SST), or receiving any additional special services will continue to receive all accommodations, modifications, and services including, but not limited to, one-on-one support, note-taking assistance, instructions delivered in varied formats, and the option to handwrite or type assignments depending on need

3. Face Coverings and Other Essential PPE

As part of OLG School's commitment to protecting the health, safety, and wellness of every member of our community, and in accordance with CDPH Industry Guidance for Schools and School Based Programs, it is mandatory that each student in grades K-8, faculty, and staff member wear an approved face covering. Teaching and reinforcement of face covering use for students in grades K-2 will be administered as much as practicable due to developmental and chronological needs. Each struggling student will have the educational goal of wearing the mask consistently for the duration of the school day except when eating or drinking. At drop-off, students will be reminded to wear their face covering over nose, mouth, and chin both verbally and with aid from signage. We will exempt students, faculty, and staff from wearing a face mask if they fall within the CDPH guidelines for individuals exempt, but they will then be required to wear a face shield with a drape.

OLG School also notifies staff members who share spaces with unmasked or sub-optimally masked individuals about the environment and employs several additional mitigation strategies. OLG School faculty and staff will exercise care when working with students that may have sensory, medical, cognitive, or behavioral needs that make wearing a mask difficult. Those students and their families will be encouraged to use a face shield with a drape or opt for our hyflex distance learning program.

Wearing a face covering is a sign of our care and concern for one another- you wear a mask to protect me, and I wear one to protect you. All students are required to bring two of their own cloth face masks/covers or a face shield with a drape to school every day. Faculty and staff are encouraged to wear disposable 3-ply surgical masks or to bring two cloth masks of their own. The second mask will be used in the event the first becomes soiled or dirty. Each student will be provided a personalized lanyard with a bag attached that is refreshed daily that students can use to store their mask while they are eating or drinking. Masks will be provided to students and families that forget or cannot provide their own. [In order to comply with the California Department of Public Health guidance, OLG School will exclude students in grades K-8 from campus if they refuse to wear an approved face covering.](#) In addition, teachers can use face shields when pedagogically necessary, immediately placing face mask back on when it becomes necessary. Students and staff will be instructed on the proper use, removal, and washing of cloth face coverings, including being careful not to touch the mask and areas of the face. Parents will be asked to frequently reinforce and review this protocol at home. Visual reminders on school signage present throughout the campus will reinforce proper protocol for wearing face coverings. Employees are also encouraged to consider use of disposable gloves to supplement frequent handwashing or use of hand sanitizer due to handling commonly-touched items or frequently-touched surfaces.

Teachers and staff will set reminders for not touching faces, washing hands, and properly caring for face masks. Teachers and staff of OLG School will work with all shareholders to train, educate, and reinforce the need for face coverings and PPE. Staff was trained before the start of the school year on their requirements to wear a face covering and will remind students throughout the day for the duration of the school year about proper usage. Every individual is responsible for the daily cleaning of their personal face covering. Disposable face masks are

single-use and must be thrown away at home and a new one worn each day. Cloth face masks must be washed before subsequent use on a following day. Likewise, face shields must be disinfected each night before the next school day. Teachers and staff will use gloves if they are involved in health screenings or in contact with high-touch surfaces or the collection of work.

Although no visitors are allowed on campus, any parent or vendor that must visit the school in the event of an emergency must comply with the use of a CDC-approved face covering and maintain physical distance. Signage at all entrances reinforces this requirement.

4. Stable Grouping

Students are assigned to grade-level stable groups and will remain only in that stable grouping through the entire school day. These cohorts are maintained in classrooms, recess and lunch times, during school entrance and egress, dismissal, and emergency drills. Recess and lunch times will be staggered, and stable groupings are assigned a designated outdoor lunch area on campus. Teachers will instruct curriculum and frequently reinforce grade-level appropriate instruction to students on the importance of maintaining stable groupings and physical distancing. Grade level stable groupings will be kept with the same teachers or staff to the greatest extent practicable.

Stable Groupings

Kindergarten- one stable group one classroom

1st grade- one stable group, one classroom

2nd grade- one stable group, two classrooms

3rd grade- one stable group, two classrooms

4th grade- one stable group, two classrooms

5th grade- one stable group, two classrooms

The junior high is departmentalized with a 4-teacher team and 1 instructional aide. Students remain stationary in their stable groupings while the teachers rotate. As they rotate, they clean and disinfect their teacher stations. All teachers have their own portable technology devices that travel with them.

6th grade- one stable group, Parish Youth Room

7th grade- two stable groups, Lauerman Center

8th grade- one stable group, Parish Center

Each classroom allows for students to be physically distanced a minimum of 6 feet. Desks are arranged to face the same direction. Outdoor classrooms are able to contain all grade level stable groupings while students are physically distanced on a designated sit spot and wearing their face covering unless actively eating or drinking. Each grade/cohort has a separate, designated outdoor classroom that is shaded either naturally or with donated coverings and pop-ups.

Physical Education

To uphold the small, stable groups, classroom teachers will work in consultation with our designated PE teacher to plan lessons, but the PE teacher will not enter the student classrooms. While at PE with their stable group, students will maintain physical distancing and teachers will instruct and provide frequent reminders to students about not over-exerting themselves while wearing face coverings. Before PE, students must sanitize hands and at the completion of class will utilize handwashing stations.

Art

OLG School is fortunate to have a designated Art teacher. To maintain the stable groups, the art teacher will not come to the students' classrooms but will record asynchronous lessons that will

be played in class by the teacher. The lesson will provide an anticipatory set and instructions to begin the art project, and then students will complete with their own materials at their desk. There will be absolutely no sharing of materials permitted.

Music

Students will experience music class in an outdoor setting while wearing facial coverings and maintaining 6 feet of physical distance.

Technology Class

Technology class, which traditionally involved students leaving their classrooms to attend class in a different room, has been suspended in order to maintain stable groups. All students have now moved to be 1:1 with technology devices in the classroom to ensure a smooth transition in and out of distance learning.

K-5 Science

Once a week, the Science Coordinator, who works with students and teachers in grades K-5, joins the class via Zoom. She does not interact with the class or teachers in person.

School Day Schedule

6:45- Front office opens to begin faculty and staff health screenings

7:30- Drop off begins with families completing the Daily Parent Symptom-Free Affidavit. Students are dropped off and welcomed into their outdoor classroom.

7:40- Students are welcomed into outdoor classrooms (in inclement weather, students travel straight to indoor classrooms)

8:00- School begins

K-3 will wash/sanitize hands prior to classroom entry, recess, and lunch

Kindergartners have their own bathrooms they can use at any time

9:15- Kinder recess in the kindergarten site's courtyard

9:20- 1st grade bathroom and handwashing break

9:30- 2nd grade bathroom and handwashing break

9:40- 3rd grade bathroom and handwashing break. 1st, 2nd, and 3rd grade recess in outdoor classrooms

9:50- 4th grade bathroom and handwashing break

10:00- 4th and 5th grade recess in outdoor classrooms. 6th-8th grade recess in outdoor classrooms

11:20- K-5 Lunch followed by recess in outdoor classrooms

11:45- 1st grade bathroom and handwashing

11:55- 3rd grade bathroom and handwashing

12:00- 6th-8th grade handwashing, bathroom, and lunch

12:05 2nd grade bathroom and handwashing

1:00- 4th grade bathroom and handwashing

1:10- 5th grade bathroom and handwashing

2:40- Pick up of students called by last name to front of school for K-5. Students in grades 6-8 exit from the back of the school. Process is staggered, physically distanced, and masked.

5. Physical Distancing Inside and Outside the Classroom

Physical distancing involves keeping a safe distance (6 feet) from people outside your household to slow the spread of COVID-19.

Classroom Seating

Traditionally, OLG School offers one classroom per grade level. To allow for 6 feet of physical distance between each student desk in each classroom, our larger classes have been broken up into two separate classroom spaces. The students' area is clearly separated from the teacher area in each classroom by at least 6 feet of physical distance. Teacher desks are placed at least 6 feet from student desks. Teachers will minimize movement around the classroom to the extent practicable. Markings will be placed on the classroom floors to ensure physical distance is maintained throughout the day even as desks shift slightly during student use. All student desks face the same direction to minimize face-to-face contact. Even while physically distanced, all students on campus up are required to wear a CDC-approved face covering. All faculty, staff, and parents are required to wear a CDC-approved face covering for the entire duration of their time on campus.

Areas and practices prone to congregation including turning in work, seeking teacher help, hand washing stations and restrooms have measures in place to manage the students. Access to student cubbies has been suspended. As much as practicable, teachers will post assignments and learning materials digitally to reduce the spread of COVID-19 through the exchange of paperwork. Shared cubbies and lockers have been removed from OLG School classrooms and all students will keep all materials with them at their personal desks. Assigned teachers will monitor capacity and physical distancing at restrooms and hand washing stations. We understand that for some assignments, students, and grade levels, going entirely digital is not developmentally appropriate. Teachers will exercise sound judgement to ensure minimal paper passing and touching of materials. Students try to remain stationary as much as practicable.

The use and maximization of outdoor space for learning, eating, and classroom activities is prioritized. Each grade has a designated outdoor space shaded by coverings and pop-ups generously loaned to us by families and members of the OLG community. Students have assigned sit spots to ensure the practice of physical distancing in outdoor learning spaces.

Small Group Instruction

Small group learning, centers, and station rotations are historically an integral part of instruction at OLG School. In recognition and adherence to physical distancing requirements laid out in the COVID-19 Industry Guidance: Schools and School-Based Programs document published by the California Department of Public Health (CDPH), students will not physically be brought together for small groups of any kind or purpose. Instead, the teachers and staff at OLG will utilize a variety of digital collaboration tools to meet the instructional needs of students while also maintaining critically important health and safety protocols.

Break Room and Workroom

All OLG School employees are required to wear CDC-approved face coverings when moving about common areas. If an employee touches or comes into any contact with a shared surface,

service, machine, or area, they will disinfect it after use. Employees may not eat while students are present because doing so requires they remove their face coverings. All shared rooms including the break room and staff workroom will be cleaned after each use by trained staff members. Additionally, shared rooms will be disinfected on a regular basis. Maximum capacity signs will be posted in each space and signage will reinforce healthy hygiene and physical distancing practices. All employees are encouraged to utilize faculty and staff outside designated spaces as much as possible.

Lunch

Students will eat lunch on their sit spots in their physically distanced, shaded, designated outdoor learning space, weather permitting. On a rainy or extremely hot day, students would eat inside their classrooms. Teachers are assigned a time to take their class to use the handwashing stations before and after lunch. Teachers will make sure students are physically distanced and washing their hands in compliance with the best practices they teach and reinforce each day. Signs describing the proper handwashing technique will be posted by handwashing stations and bathrooms.

OLG School does not provide a hot lunch or any lunch service program. Students must come to school with a packed lunch each day. No visitors are allowed on campus, so parents may not come to school and drop off a lunch to be delivered to students after school begins for the day. Extra Lunchables will be kept in the front office refrigerator in the event that a student needs a lunch. Absolutely no sharing or trading of food between students, staff, or faculty is permitted. Signage will be present to remind students of this rule.

Recess

Each grade is assigned a different location for recess so that there is no mixing between the small, stable groups. Recess times are staggered so that adequate supervision can be provided. The designated essential supervisors serve as recess supervisors so that there is no mixing between stable groups. While supervising recess, the aide will assist students in adhering to posted signage reminding students to practice physical distancing, wear face coverings properly, cover coughs and sneezes, and not touch their eyes, nose, or mouth. Students will be encouraged to socialize and play creatively, including engagement in parallel play, but to minimize the spread of germs, only stable grouping-assigned equipment will be utilized and sanitized after each use.

Assembly

All in-person schoolwide assemblies are suspended. Schoolwide community-building opportunities will instead take place virtually or over the PA system.

Mass

Students have the opportunity to attend “Mass on the Grass” weekly with their class (weather permitting). Students that are choosing distance learning also have the opportunity to attend with their class if they wish. Mass is held outside and all students must maintain at least 6 feet of physical distance at all times and are required to wear facial coverings.

Faculty and Staff Meetings

All faculty and staff meetings will take place over Zoom for the 2020-21 school year. Faculty and staff are not permitted to gather in person for any reason.

Visitors and Volunteers

Currently, no visitors or volunteers are allowed on campus. In the event of an emergency, any parent, visitor, or vendor that must enter the school must use a CDC-approved face covering, maintain physical distancing, and participate in a health screening and temperature check. Every effort will be made to prevent contamination of a cohort by a parent, visitor, or volunteer.

6. Arrival and Departure

EMPLOYEES

Entrance

Faculty and staff members may begin entering the school at 6:45am. The Administrative Assistant, who also functions as our school Health Liaison, will take each faculty and staff member's temperature to ensure it is below 100.0°F. She will also ask each individual if they or anyone in their household is exhibiting symptoms of COVID-19. After completing the health screening, teachers will wash their hands and then continue on to their individual classrooms. All teachers and OLG Staff members that travel out of state must quarantine for 2 weeks at home before returning to work.

Exit

After supervising student dismissal, school employees may leave out of the main gate or the front office gate to return home.

STUDENTS

All entrance, egress, and movement protocols have signage posted and were designed in order to maintain physical distancing and small, stable cohorts. Students in grades K-8 must be wearing CDC-approved face coverings from the moment they exit their cars at drop-off to the moment they enter cars at pickup. Parents may not exit their cars for any reason.

Entrance (Dropoff)

Time frame for arrival is 7:30-7:55am.

- 7:30am - 7:55am Arrival K-8: Every family MUST complete the Daily Symptom-Free Parent Affidavit each school morning after your students have been evaluated and prior to arrival: [FORM](#). Families use the Medford entrance ONLY, and follow directions from school staff for student drop-off locations.
- There are 3 Traffic Maps. Cars will not be allowed past the Health Screening Checkpoint if the [FORM](#) has not been completed. Click on the map below that applies to your family:
 - [Single Student Family in Grade K Only](#)
 - [Multi-student Family WITH Kindergarten](#)
 - [Grades 1-8 - NO Kindergarten](#)

In order to maintain CDPH-approved stable grouping and avoid any mixing of groups, students will follow signage and report to their outdoor classrooms, where teachers are waiting, and remain physically distanced at all times. Teachers will conduct an additional visual screening of the student to ensure they are not displaying obvious symptoms of COVID-19.

Late Students

Students that are late must be dropped off at the front office gate. Students will be buzzed in by the Administrative Assistant and she will ensure the Symptom-Free Parent Affidavit has been completed. She will conduct a visual screening of the student and if everything is in order, late students will proceed directly to their cohort's location. Students will be monitored on the school

security cameras to ensure they maintain physical distance and keep their face covering on as they move to their classroom.

OLG School Daily Symptom Free Parent Affidavit

Before coming to school each morning, parents must complete the following form and attest that neither their student nor anyone in their household is exhibiting anything the CDC identifies as a symptom of COVID-19 or is not in compliance with San Diego County Health Orders. The survey reads:

“Parents, please review the symptoms below. If your student/s or anyone in your home exhibits any symptom listed, please do not come to school. Completion of this form is required each day for admittance to campus.

Email Address:

Family Name:

Symptom Checker

1. Fever at or above 100.0 °F or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

By checking this box below, you are verifying that you took your child or children’s temperature this morning and it is below 100°F and he/she is COVID-19 symptom free.

By checking the box below, you are verifying that neither your students nor anyone in your home has tested positive for COVID-19.”

Egress (Pickup)

Time frame for dismissal is 2:40-3:00

- Dismissal begins at 2:40 for K-8 students. Families use the **Navajo entrance** and follow directions from school staff. Families picking up Kindergartners or 8th Grade single student ONLY should use the Medford entrance.
 - [Single Student in K or 8 Only](#)
 - [Grades K-8 Pickup](#)

All students, K-5, are called by last name in small groups to ensure physical distance is maintained, helping with reporting of carpools. Students wait at assigned numbers (one-seven) as parents pull up to designated parking spaces.

Outdoor Arcades (Hallways)

Teachers and staff will ensure that students maintain physical distancing in lines as they move throughout the outdoor hallways in their stable groupings. Signage marks the direction students are to move. Classrooms in the first arcade that have two doors will have those doors labeled as either an entrance or an exit.

Restrooms

Students will visit the restrooms at their designated class time to avoid mixing of cohorts when practicable. If a student needs to use a restroom outside this time frame, they will be reminded of the importance of physical distancing and keeping their face covering in place. Signage in the bathroom will remind them of maximum occupancy and best practices for hand washing.

Students are required to wear their face covering for the full duration of their restroom visit, from getting up in their seat to sitting back down in the classroom. Limits on the number of students in the restroom at any time will be clearly posted on the restroom door. If capacity is reached, students should socially distance in line to go in. During breaks, staff members will be outside the restroom to ensure appropriate distancing and limit the number of students inside the bathroom. Each class will have scheduled time throughout the day to allow for restroom usage.

Lunch:

Students are to come to school with their lunch which will stay with them at their desk. No late lunches may be dropped off in the office. Students will sit in their socially distanced designated lunch area. Face coverings will be removed for eating and drinking. Hand sanitizer or hand washing opportunities will be given to students before and after eating.

Signage

Signage throughout the campus will be used to remind students to maintain physical distancing, wear their face coverings properly, wash their hands frequently and properly, and to practice good hygiene.

7. Ventilation

OLG School ensures ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers. This includes the contact of a mechanical engineer, heating, and ventilation, and air conditioning (HVAC) design professional, or mechanical contractor in order to evaluate the school's ventilation system in regard to the guidance. All classrooms are required to have a minimum of two windows or doors open at all times when students are in class.

OLG School administration is considering installing portable high-efficiency air cleaners, upgrading the building's air filters, to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.

8. Healthy Hygiene Practices

Promoting Healthy Hygiene Practices

OLG School will participate in ongoing education of healthy hygiene practices and will teach and reinforce hand washing, avoiding contact with eyes, nose, and mouth, proper face covering guidelines, and covering coughs and sneezes. Teachers and staff will set reminders for not touching faces, washing hands, and properly caring for face masks. Every individual is responsible for the daily cleaning of their personal face covering. Disposable face masks are single-use and must be thrown away at home and a new one worn each day. Cloth face masks must be washed before subsequent use. Likewise, face shields must be disinfected each night before the next school day.

Hand Washing and Sanitizing

Frequent hand washing is an effective way to stop the spread of COVID-19. In addition, use of hand sanitizer can be effective when hand washing is not available. Permanent and portable handwashing stations have been made available to each arcade and building. Throughout the school day, frequent opportunities for hand washing will be given to students and proper washing techniques will be taught in class. Students will be required to wash their hands before and after recess, PE, and lunch time and anytime they use the restroom. As indicated on the supply lists, a personal pack of tissues was requested for each student so there does not need to be any sharing between students. Preventative hygiene best practices will be reinforced to students frequently, beginning on the very first day of school. Staff will model proper handwashing technique and reinforce handwashing throughout the day. Signs and reminders will be posted around the campus, advising students to: Avoid touching your face, nose, and mouth, wash your hands frequently, maintain 6 feet of distance between you and others, cover your coughs and sneezes. Handwashing Stations will be available outside each student bathroom to enable more frequent hand washing throughout the day and minimize congregation within the bathrooms.

Staff and families are provided educational materials in the following safety actions:

- Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- How to Protect Yourself and Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
- Coughing and Sneezing: https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
- Handwashing: <https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>
- Cleaning and Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Community Related Exposure: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

At the beginning of the school year, staff and families were trained on the Reopening and Re-Engagement Plan and safety protocols and provided with educational materials for implementing the protocols in their classrooms and with their children.

9. Cleaning and Disinfection

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents.

Before School Re-Opened for In-Person learning on September 1st, 2020:

- Carpets were professionally deep cleaned
- Hand sanitizer became available at the entrance of each of the classrooms
- Air conditioning units and filters were serviced, and ventilation checks made
- Created school-site disinfecting practices that avoid both under and overuse of cleaning products from EPA approved list
- Established needs and prioritized cleaning spaces and frequency in all areas
- Determined essential vs. non-essential equipment/ furniture
- Executed plan for non-essential equipment and storage
- Procured necessary PPE, cleaning, and disinfecting
- Disabled use of drinking fountains
- Disinfecting wipes stored with restricted access to only those staff members who have been properly trained

Before School Re-Opened for In-Person learning after Thanksgiving Break on November 30th, 2020

- Carpets were deep cleaned

Before School Re-Opened for In-Person learning after Thanksgiving Break on January 19th, 2021

- Ventilation checks completed

The school will use and provide cleaning and disinfectant products approved for use against COVID-19 as outlined on the Environmental Protection Agency (EPA) “List N: Disinfectants for Use Against SARS-CoV-2” (“List N”) labeled to be effective against emerging viral pathogens. Teachers will be trained in effective procedure so they can successfully clean and disinfect frequently touched surfaces and objects between use during the day. A full disinfection protocol will take place once all the students have gone home at the end of the day.

Shared Surfaces and Spaces

OLG School employees are required to disinfect their workspace when needed, paying special attention to frequently touched surfaces. Cleaning and disinfecting products are accessible in secured areas throughout the workplace.

- Staff will clean frequently touched surfaces at least twice throughout the school day
- Disinfecting wipes and/or sprays will be provide for each classroom to trained teachers and staff who know how and where to replace depleted supplies
- Bathrooms will be checked throughout the day to ensure soap is stocked
- Soap dispensers and hand sanitizers in the classrooms will be stocked throughout the day

- Drinking fountains have been disabled. Students must bring their own water bottles that can be refilled at touchless bottle filling stations posted throughout the campus

Shared Items

As far as it is practicable, there is to be no sharing of items. Objects will be limited and individually purchased, packaged, and used where practicable. Equipment will be shared only amongst stable groupings. When sharing is absolutely necessary, cleaning or disinfection will be done by a trained OLG School employee.

Frequently touched surfaces that will be cleaned by teachers include but are not limited to:

- Handles
- Hand rails
- Light switches
- Sinks
- Door
- Tables
- Student desks
- Chairs
- Cabinets
- Drawers

Schoolwide Disinfection

Students will remain in their grade-level cohorts to reduce viral transmission. When cohorts are changed at the designated time, classes will be sanitized and disinfected. All materials will go home with students and be brought to class when returning from the break. Additionally, cleaning and disinfecting initiated by trained classroom teachers and instructional aides will occur frequently throughout the day. In compliance with SDCOE, only properly trained staff will conduct the cleaning operations to be compliant with California state law. Under no circumstances will cleaning or disinfecting be assigned to students. Disinfecting agents used by our after-hours professional cleaning crew are approved by the United States Environmental Protection Agency (EPA) for use against SARS-COV-2 (COVID-19) and will be used safely. Cleaning protocol will include a combination of one-time kill disinfectants and preventative sprays in all areas used by school children.

Custodial staff and any other workers, including teachers and instructional aides, that clean and disinfect the school site will be equipped with proper PPE including gloves, eye protection, respiratory protection, and other appropriate PPE as required by product instructions. All products will be kept out of reach of children and will be stored in a protected area with restricted access.

Category: Workspaces

Area: Classrooms, offices

Frequency: At the end of each use and day

Category: Appliances

Area: Refrigerators, microwaves, coffee machines
Frequency: At the end of each use and day

Category: Devices

Area: Student iPads and Chromebooks, teacher computer/laptop
Frequency: At the end of each day

Category: Electronic Equipment

Area: Copy machines, printers, telephones
Frequency: At the end of each use and day

Category: Frequently touched surfaces

Area: handles, hand rails, light switches, sinks, doors, tables, student desks, chairs, cabinets, drawers
Frequency: At least twice (during recess and lunch) and at the end of the day

Category: Common areas

Area: Teacher workroom, front office, kitchen, common areas
Frequency: At the end of each use and day

Areas used by an individual that is identified to have COVID-19, is presumed to be infected, was exposed to infection, was identified as a close contact according to CDC guidelines, or that has been diagnosed with an infection with the virus that causes COVID-19 will be closed off and not used before sanitization and disinfection. The safe and correct application of disinfectants using PPE and ventilation recommended for cleaning will be followed.

10. Checking for Signs, Symptoms, and Exposures

Students

All parents or guardians must screen their children at home for signs and symptoms of illness prior to coming to school and attest to this screening by filling out the Symptom-Free Parent Affidavit. They must determine if their child has: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea.

If a child has any of these symptoms **OR** has been in direct contact with someone who has tested positive for COVID-19, they must be kept at home and have the option of participating in distance learning.

If a student falls ill during the school day, the child will be removed from their stable group immediately and held in a designated isolation area in the school administration building. The student must keep his or her face covering on at all times, regardless of his or her grade, while in the isolation area. They will be screened in the conference room for a fever 100.0°F or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea, or contact with any person who has tested positive for COVID-19.

If the symptom is a result of a chronic illness or pre-existing condition, a note from a licensed healthcare provider confirming diagnosis will be allowable and the student may return to school immediately.

If the child exhibits any of these symptoms during the school day, they **MUST** be picked up and taken home as soon as possible and COVID testing is encouraged. Students and their families are encouraged to first consult with their primary care physician. Families will also be made aware of county testing sites if a physician will not test. For a student to return to campus, they must have met San Diego County HHSA criteria to discontinue home isolation, including: 24 hours with no fever and no medication, symptoms have been resolved for 72 hours **AND**, 10 days since symptoms first appeared or test date. If a student tests negative, they may return 72 hours after symptoms have resolved.

Faculty and Staff

Teachers and staff will be held to the same health guidelines as outlined in the student section. Teachers are required to self-screen at home prior to coming to school. Upon arrival, staff will be visually screened for symptoms of COVID-19 and verbally asked if they or anyone in their household has tested positive for COVID-19 or has traveled out of state. Staff temperatures will be taken with a no-touch thermometer. If the staff member answers yes to any symptom or has a fever of 100.0°F or higher, he or she will be sent home. If throughout the day a teacher or staff member develops a fever or any other symptoms, they will be screened following our policies and procedures designated for students. Teachers and staff will be allowed to return to campus when they have met CDC criteria to discontinue home isolation, including: 24 hours with no fever and no medication, symptoms have been resolved for 72 hours **AND**, 10 days since

symptoms first appeared or test date. If a teacher/staff member tests negative, they may return 72 hours after symptoms have resolved.

Visitors

Visitors and volunteers are not allowed on campus. In the case of an emergency, all visitors to campus will be screened and follow the same procedures outlined in the faculty and staff section of this document. Signage at the entrance of the school states this procedure.

Procedure for Positive or Suspected COVID-19 Case

Close Contact

The CDC defines contact as a person who is <6 feet from a case for >15 minutes cumulative within a 24-hour period. If a student within a cohort becomes symptomatic, is positive, or presumed positive, OLG School may need to consider the entire cohort exposed. The Health Liaisons will work with SD HHSA Consultation to make final determinations and take necessary action to isolate and quarantine exposed persons

Student or staff with:	Action	Communication with school community
1. COVID-19 Symptoms	<ul style="list-style-type: none"> • Send home if at school • Recommend testing (if positive, see #3, if negative, see #4) 	<ul style="list-style-type: none"> • No action needed
2. Close Contact with a confirmed COVID-19 Case	<ul style="list-style-type: none"> • Send home if at school • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting
3. Confirmed COVID-19 Case Infection	<ul style="list-style-type: none"> • Notify the Local Health Department • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date • Identify school contacts, inform the Local Health Department of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test result will not shorten 10-day exclusion) • Disinfection and cleaning of classroom and primary spaces where case spent significant time 	<ul style="list-style-type: none"> • School community notification of a known case • Notification of persons with potential exposure if case was present in school while infectious

	<ul style="list-style-type: none"> • School remains open 	
4. Symptomatic Person Tests Negative or Healthcare Provider Gives Documentation that Symptoms Typical of 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/classrooms remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

11. Training and Educating Staff and Families

Before returning to in-person learning, all school employees acknowledged they have read and understood the expectations and implications of this plan and agreed to faithfully execute it. At a staff meeting held before students return to campus, all employees were trained formally on the Reopening and Re-Engagement Plan and provided with educational materials and tools and supplies for implementing the protocols in their classrooms and with their students.

All parents, staff members, and members of the OLG community have been provided with the link to the OLG School Reopening and Re-Engagement Plan which can also be found on our school homepage at www.olg.org. All school families must attest that they have read and understand the plan and agree to faithfully implement all aspects and components of the plan that apply to them. OLG School will send a schoolwide email notifying faculty, staff, families, and the community if any changes are made to the document. At this time, all OLG School families speak and read English in a manner proficient enough to receive school communication in English only. The Health Liaisons will stay apprised of the community's linguistic needs and adapt if it becomes necessary.

Upon return to school, all students will be trained by their homeroom teacher in protocols relevant to them in a developmentally appropriate manner. Students will also be directed to refer to signage posted around the campus reminding them of healthy habits and hygiene.

OLG School is committed to remain open for in-person learning with all procedures and policies outlined in this plan securely in place. We realize how critical educating and engaging the students and parents on how health, hygiene, and the choices we make play a vital role in the health and wellness of our whole community, nation, and world. OLG School is committed to the sentiments expressed in the document, Parents for Healthy Schools, published by the CDC which explains parent and school staff must work together to support and improve the learning, development, and health of children. OLG School is also utilizing the Parents for Healthy Schools Guide published by the CDC for resources, ideas, and information regarding partnering with parents to ensure health and hygiene practices taught at school is reinforced at home.

OLG School relies on parents to promote and reinforce the same hygienic practices we will direct students to adhere to during the school day, including:

- Wearing face coverings
- Covering coughs and sneezes with a bent arm or tissue and washing hands or using hand sanitizer after
- Washing hands with soap and water for 20 seconds, drying hands with a paper towel, and then using the paper towel to turn off the faucet
- Keeping hands away from nose, mouth, and eyes
- Avoiding the sharing of food, drinks, and personal care items
- Using water bottles and only refilling them using the contactless bottle fillers provided on campus

OLG School also enforces current travel and gathering health orders made by the San Diego County Health Officers.

Staff and families are provided educational materials in the following safety actions:

Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

How to Protect Yourself and Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

Coughing and Sneezing: https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Handwashing: <https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>

Cleaning and Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Community Related Exposure: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

12. Maintaining Healthy Operations

The Principal and Administrative Assistant have been trained and are designated as liaisons to support county contact tracing, investigation, consultation. They work to create and submit lists of possible exposed students and staff to the local health department and notification of exposed contacts. They will work with and immediately contact San Diego County HHSA in the event a student, faculty member, staff member, or employee that has been on campus becomes positive, or presumed positive for COVID-19. Staff and families have been trained and instructed to contact designated liaisons should an issue arise. Parents of close contacts will be notified via school email if communication is warranted.

The COVID-19 Health Liaisons will attend weekly San Diego County HHSA briefings on Tuesdays at 10:00 am and work closely with San Diego County HHSA personnel to track students and staff who have COVID-19 symptoms or who test positive or are presumed positive. They will ensure that proper communication goes out to families and staff when a case or any close contacts are identified. Although OLG School does not currently have any families with language needs other than English, liaisons will stay apprised of the linguistic needs of the community. Additionally, they will receive training on contact tracing and help the contract tracing investigator for each case. Contact tracing, a core disease control measure used by local and state health department personnel for decades, is a key strategy for preventing further spread of COVID-19. They will frequently consult CDC guidelines for close contacts to ensure they are practicing procedures in accordance with best practices.

When close contacts of a case are present at the school, the health liaisons will investigate any factors at the school that could have contributed to the infection so that risk can be minimized in the future. By collecting daily documentation of carpools, supervision, and campus personnel, health liaisons are able to quickly gather information to help with reporting within the 14-day period. They will work with San Diego County HHSA officials to determine the areas of the school that need to be temporarily closed for deep cleaning and disinfection. They will also work with San Diego County HHSA and the school families to ensure the procedure outline for a positive or suspected COVID-19 case is followed and that the student does not return to school until it is safe for them to do so.

Finally, one of the health liaisons will perform staff health screenings and oversee the schedule of COVID-19 testing for the staff. She will monitor testing dates so that 25% of the faculty will be tested every two weeks, allowing 50% to be tested once a month and the entire faculty to be tested within a two-month period.

13. School Closure Determinations

OLG School health liaisons, faculty, and staff will work with the San Diego County HHSA Private School Consultation office to determine triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-21 School Year published by the CDPH.

CDPH Guidance on School Closures

Individual school closure is recommended based on the number of cases, the percentage of the teachers, students, and staff that are positive for COVID-19, and following consultation with the Local Health Department. OLG will work in conjunction with the Local Health Department actions and notify parents/guardians and staff of a cluster or outbreak investigation related to the school and encourage them to follow public health recommendations. Health Liaisons will identify absenteeism among those in affected classes or stable groups and coordinate with the Local Health Department to contact these absentees to screen for symptoms. Health Liaisons will coordinate with the Local Health Department on notifications to the school community if the school is to be closed for 14 days due to widespread or ongoing transmission and repeat recommendations for prevention or control measures. A school outbreak will be considered 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 with each other in any other case investigations.

Criteria for School Closure

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected
- The Local Health Office may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data

Length of Closure

CDPH outlines that if a school is closed for in-person learning, it may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

OLG School is committed to partnering with the CDPH and San Diego HHSA to provide them with any necessary information in a timely manner and support them in every capacity.

Implementing Distance Learning

In the event of a whole school or grade level (cohort) closure, OLG School will immediately switch to a distance learning model. All faculty and staff members are familiar with policies and

procedures for distance learning and will transition smoothly to holding class over Zoom. The school schedule will remain the same and students will log in for a full school day from home. OLG School's Hyflex Distance Learning model allows for seamless toggling between distance and in-person learning.

14. Communication

Our school will email all families and staff should an urgent update be warranted. The school will also post all necessary information on our school's website. Information communicated to school families, staff, public health officials, and the community will maintain confidentiality as required by FERPA, HIPPA and state law related to privacy of educational and health records. In addition, the school administration will meet the linguistic needs of the community when circumstances dictate the need. OLG School administration will make this accommodation swiftly and based off of lists that provide this home language data.

Our Lady of Grace School will document incidents of possible exposure and notify local health officials, staff, and families in protocol with CDPH guidelines while maintaining confidentiality as required under FERPA, HIPPA, and state law related to privacy of educational and health records. The health liaisons are designated as persons to support contact investigation, tracing, and the creation and submission of lists of exposed students and staff to the local health department and notification of exposed contacts. Staff will be trained and instructed to contact designated persons should an issue arise.

The school will communicate with employees, faculty, and staff members regularly through the Friday staff bulletin. This bulletin will contain any updates to the plan, procedure, or policies outlined in this document. Any urgent health-related updates sent to families will also be sent to staff members.

15. Testing

Testing can allow for early. Identification of cases and exclusion from school to prevent transmission. It is not used as a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to. Maintain all other mitigation strategies even if a recent negative test has been documented.

There is not a program in place for systematic testing of students. Students with symptoms of COVID-19 are encouraged to get a test through their health care provider or at a community testing site. Close contacts in stable groups are heavily encouraged to take a COVID test as well when a positive or presumptive case is present.

Faculty and staff members are required to test once a month. Scheduling is set by the Health Liaisons and testing documentation is sent to the Health Liaisons to help with contact investigation and tracing if needed.

If positive with PCR COVID-19 Viral Test, school liaison will identify all close contacts (as defined by CDC) and work in conjunction with public health officers. Identify all stable groups affected. Quarantine and exclude close contacts and work with public health on decision to exclude entire cohort for 14 days after last date case present. Isolate the case and student/staff may return when 24 hours without fever, symptoms are improving, and it has been at least 10 days since symptom onset or test date. Notification of school community of a known case.

Without PCR COVID-19 Viral Test, if signed note from a licensed MD/DO/NP/PA, or public health defines case as presumed COVID-19 virus based on symptoms and circumstances, then in conjunction with public health officers, exclude close contacts (defined by CDC) for 14 days from last day of exposure. Isolate the case and student/staff may return when 24 hours without fever, symptoms are improving, and it has been at least 10 days since symptom onset or test date. Notify staff and parents of class of potential exposure.

In the case of confirmed chronic illness, a signed note from a licensed MD/DO/NP/PA who manages that condition must confirm the chronic diagnosis, include provider's contact information, explain how symptoms are unrelated to COVID-19, and be accompanied by signed consent for school to interact with MD/DO/NP/PA. May return to school immediately. Information will be included in individual's student health file to prevent any future unnecessary dismissals.

16. Vaccinations

OLG School strongly recommends that all persons eligible to receive COVID-19 vaccinations receive them at the first opportunity available. Currently, people under 16 are not eligible for the vaccination so students are excluded from this group.

In addition to vaccines required for school entry, OLG School strongly recommends that all students and staff be immunized each fall against influenza unless contraindicated by personal medical conditions in order to decrease illness that cannot be readily distinguished from COVID-19.