

Return to On-Campus Instruction



ST. JOSEPH
CATHOLIC SCHOOL

ST. JOSEPH ELEMENTARY SCHOOL

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The Return to Campus

The school and the COVID-19 task force team, consisting of our Health and Safety Committee (8 parents who are professionally fully licensed physicians), school staff and administration, have been preparing for the return to in-person instruction. The school applied to the county for a waiver to allow for in-person instruction for students in grades TK – 2 on October 22. We look forward to the day when we will be able to provide in-person instruction for all of our students. In the meantime, our students in grades 3-8 will continue to remain in distance learning due to the waiver guidelines.

We acknowledge that we are still facing the challenges of a pandemic. This document outlines the adjustments that St. Joseph Elementary School has made to be in alignment with public health guidelines.

Office Schedule

The office hours are Monday through Friday, 7:30 AM – 3:30 PM.

Visitor Guidelines:

Anyone other than Postal Carriers, UPS or Federal Express must adhere to the following guidelines:

- *Visitors must state their business at the campus and will:*
 - *have their temperature taken before entering the building. Temperatures of 100.4 will not be granted entrance.*
 - *answer a series of health screening questions.*
 - *Wear a face covering at all times while on campus.*

At-Home Health Screenings

Parents are strongly advised to monitor for symptoms at home and to keep sick children at home until they are fever and vomit free (without medication) for three days. Parents will use the “Daily Home Screening Tool” (attached), until symptoms screen their children prior to arrival.

Arrival

We have one entrance that is open at drop off and pick up time for students and one designated entrance and exit for staff, based on location of the classroom. Drop off time for students is between 7:30 AM and 8:00 AM. Drop off must be staggered in order to allow for temperature checks. Parents will use “Daily Home Screening Tool” (attached) to symptoms screen their children prior to arrival. Student temperatures will be taken by a designated staff member while still in their parent’s car. If the child does not have a temperature over 100.4 degrees, they will then exit their car and walk directly to the classroom. Arrival time for staff is 7:00 AM. Staff will use “Daily Home Screening Tool” (attached) to symptoms screen prior to arrival. Staff temperatures will be taken by a designated staff member before entering into the building.

Arrival Schedule (by last name):

Z-S	7:30 – 7:40AM
R-M	7:35 – 7:45 AM
L-F	7:40 -7:50 AM
A-E	7:50- 8 AM

*Pick-Up Schedule:***

Alpha K	2:30 - 3 PM
Kinder	2:30 - 3 PM
First	2:30 - 3 PM
Second	2:30 - 3 PM

***The school day for first weeks of on-campus instruction will end at noon, in order to properly on-board our students.*

On-Campus Screening/Symptoms Monitoring:

All staff and students will be monitored throughout the day for signs of illness. Daily health checks will be performed at school consisting of temperature check and health screening. Students will be monitored for signs of illness throughout the day. Each classroom is equipped with no-touch thermometers. Teachers will perform visual health screenings on the children throughout the day. If a child has a temperature of 100.4 degrees or higher, the school nurse will escort the student from the classroom to the isolation room. Parents will be called immediately. All staff will use the “Daily Home Screening Tool” to perform symptoms screening. Temperature checks will be performed upon arrival to the school.

Any staff member with a fever of 100.4 degrees or higher, or who are experiencing other COVID-19 symptoms will be sent home to begin immediate 14-day quarantine. Any student exhibiting symptoms will immediately be placed in the school’s isolation room until they can be transported home or to a healthcare facility. The school will electronically submit a Weekly Exposure Form to the Long Beach Department of Health and Human Services to report positive cases, exposures, hospitalizations or deaths due to COVID-19. The principal will communicate with exposed school community members using SchoolSpeak, the school’s student information system. In the instance that our school experiences 3 positive cases of COVID-19 in a 14-day period, we must, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a full campus closure.

Surveillance Testing:

Every 2 months, all staff will participate in COVID-19 surveillance testing. Twenty-five percent of staff will participate in surveillance testing at various times over a two-month period. Testing results will be reported to the

Long Beach Department of Health and Human Services. Testing can be accessed through the employee healthcare providers and through 2 sites in Long Beach.

Influenza Program:

All staff and parents of students will take part in a flu vaccination program resulting in influenza immunization for all staff and students prior to the re-opening of St. Joseph Elementary School. Proof of flu vaccination must be presented to the school before students are admitted on campus for the first day of re-opening. The school will be using resources from the CDC to provide the necessary information regarding the importance of flu vaccination from the following source:

<https://www.cdc.gov/flu/resource-center/toolkit/social-media-toolkit.htm>

Face Coverings/Physical Distancing:

All staff and all students are required to wear a clean face, cloth or disposable, face mask and to keep a physical distance of 6 feet. The face mask must fit securely around the ears. Everyone entering campus must wear a facial covering and must keep a physical distance of 6 feet. In addition to a face mask, staff are encouraged to wear face shields, provided by the school. Medical grade masks, face shields and rubber gloves will be provided for staff members that will care for sick students. Students also have access to face shields for added protection, upon request. Students will remove their facial coverings while eating. All staff must wash and replace their face coverings on a daily basis. All parents are instructed to provide 2 clean face coverings per day for their children. The school has an ample supply of cloth and paper face coverings for students and staff members that may have forgotten to bring them.

All desks and student worktables in the classrooms have desk shields for added protection for students and teachers. All teacher and student desks and worktables are separated by a distance of 6 feet.

Staff have already been receiving training and education over the summer break through staff meetings and updates on the CDPH guidelines. Staff will receive training again about our plans before reopening and will revisit plans frequently during our weekly staff meetings. Signs are displayed around campus, especially in highly visible areas. The signs promote everyday protective measures like physical distancing, handwashing, and mask wearing. The school has also shared with staff and families the following resources from the Los Angeles County Public Health and the CDC about what COVID-19 is and how it is transmitted, along with ongoing reminders on topics such as wearing facial coverings, hand hygiene, etc. in weekly principal newsletters. <https://publichealthsb.org/what-is-covid-19/> <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

On-Campus Schedule for Grades TK – 2

*We will offer in person instruction for students TK – 2, based on guidance from public health. The school day will begin at 8:00 AM and will end at 2:30 PM. **The school day for first weeks of on-campus instruction will end at noon, in order to properly on-board our students.*

Hybrid Accommodations – Due to cohorting restrictions, a hybrid schedule consisting of Distance Learning and Face-to-Face instruction has been designed for students in grades TK – 2. Students will rotate in fixed hybrid, grade level cohorts (TK, K, 1, 2), consisting of no more than 12 students and 2 adults.

Cohorting: Small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort. St. Joseph cohorts will consist of 12 students and 2 adults.

St. Joseph Elementary School will have students remain in their grade level cohort of 12 with the same teacher for grades TK to 2 throughout the school day to reduce infection possibilities. Desks are facing one direction, equipped with desk shields made of clear, plastic plexiglass. Students will use individual baskets placed next to the desk to store books and supplies. Students will engage in physical activity six feet apart. They will be assigned to specific play areas on our large campus and will not mix with other cohorts. They will not share equipment in their designated areas during recess and lunch. A playground supervisor and a cohort assigned teacher will provide supervision during recess and lunch. High touch areas of classrooms will be disinfected while students are out at breaks and after they return to their classrooms.

The schedule is as follows (the quantity of student numbers will be subject to change, based on registrations):

Track A:

Distance Learning Monday, Face-to-Face Instruction – Tuesday/Thursday

Track B:

Distance Learning Monday, Face-to-Face Instruction – Wednesday/Friday

Grade/Cohort	Day and Time	Teacher	Qty of Students	Remote Qty of Students
AK-A	T/Th 8 AM - 2:30 PM	Perez/Reyes	11	11
AK-B	W/F 8 AM - 2:30 PM	Perez/Reyes	11	11
K-Blue A	T/Th 8 AM - 2:30 PM	Dellavalle	12	14
K-Gold A	T/Th 8 AM - 2:30 PM	LaRiccia	12	0
K-Blue B	W/F 8 AM - 2:30 PM	Dellavalle	11	28
1-Blue A	T/Th 8 AM - 2:30 PM	Mata	11	18
1-Gold A	T/Th 8 AM - 2:30 PM	Sansenbach	8	0
1-Blue B	W/F 8 AM - 2:30 PM	Mata	12	25
2-Blue A	T/Th 8 AM - 2:30 PM	Yurak	10	26
2-Gold A	T/Th 8 AM - 2:30 PM	Aguirre	10	0
2-Blue B	W/F 8 AM - 2:30 PM	Yurak	6	30

Restroom and Handwashing Breaks are as follows:

	AM Handwash /Snack	Recess & Restroom	Before Lunch Handwash	Lunch	Lunch Recess & Restroom	PM Handwash
AK	8:45	9:00-9:30	11:00	11:15	11:30-12:00	1:30
K	8:45	9:00-9:30	11:00	11:15	11:30-12:00	1:45
1	9:15	9:30-10:00	11:30	11:45	12:00-12:30	2:00
2	9:15	9:30-10:00	11:30	11:45	12:00-12:30	2:15

Distance Learning Option for Grades TK – 2

St. Joseph Elementary School will continue to offer Distance Learning via on-line streaming, for students in grades TK – 2 throughout the entire school year for students choosing not to return to campus and for students that are required to stay at home due to illness or quarantine. The learning schedule for students on campus and for the students in distance learning will be the same.

Attendance

Students record of attendance will continue daily.

- ***On-Campus Students:***
 - *Attendance will be taken by teacher and recorded in the school student information system.*
 - *Parents are required to call or send an email to the office by 9:00 am regarding an absence.*
 - *Parents are required request Distance Learning for their child due to an extended absence, such as quarantine or surgery.*
- ***Distance Learning Students:***
 - *Please refer to the Distance Learning Handbook*

COVID-19 Health and Wellness Protocols

A COVID-19 Compliance Team consisting of the principal, 2 staff members and 2 parent members has been formed to ensure the education and safety of all school staff and students. The two parent members of the school Compliance Team are medical doctors. Three members of the school Compliance Team have earned certification after participating in an online training course through Johns Hopkins.

Health and Hygiene Practices/Handwashing:

Students and staff must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and wipe down high-use items and areas regularly. Students and staff are trained and reminded frequently on proper hygiene, cleaning, physical distancing protocols, etc.

Students and staff will be given frequent opportunities to wash their hands for a minimum of 20 seconds with soap, rubbing thoroughly after application and using paper towels to dry hands thoroughly. The school has two sets of restrooms designated for student use. Each restroom has four sinks with touchless faucets. All of the student toilets are also touch free. Three classrooms have sinks in them. Staff will use designated restrooms located in the Parish Life Center and the adult restroom, located in the Upper Grade building.

Frequently scheduled mandatory handwashing breaks or opportunities will occur before and after eating, after using the restroom, after outdoor play and before and after any group activities. Student and staff break times are staggered throughout the day. Hand washing time is written into each teacher's daily plan. Each classroom is equipped with a large bottle of hand sanitizer. Students will use hand sanitizer upon entering the classroom and will keep a small bottle of hand sanitizer at their desks to be used throughout the day.

The school will always maintain sufficient protective equipment on hand to comply with the California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. The school currently has and will maintain a sufficient supply of Personal Protective Equipment (PPE) including hand sanitizers, soap, tissues, paper towels, gloves masks and shields.

Cleaning and Disinfecting:

St. Joseph school will maintain safety by continuously cleaning and disinfecting throughout the day:

<i>Campus Maintenance Procedures</i>	
Category	Frequency
<i>Workspace (classrooms, office)</i>	<i>At the end of each use/Once a day</i>
<i>Appliances (refrigerators, microwave)</i>	<i>Daily</i>
<i>Electronic Equipment (copy machines, shared computers, devices, printers, telephones)</i>	<i>At the end of each use and day</i>
<i>General Used Objects (handles, light switches)</i>	<i>At least 4 times a day</i>
<i>Student and Teacher Restrooms</i>	<i>Twice a Day</i>
<i>Faucets</i>	<i>Twice a Day</i>
<i>Common Areas (Library, Gym)</i>	<i>At the end of each use and day</i>

All classrooms will be cleaned as classes go out to their staggered recess and lunch times as well as at the end of the school day. The school has purchased EPA-registered products from List N (disinfectants for use against SARS-CoV-2). The school custodians will also use a ULV sprayer in the bathrooms, classrooms, and lunch tables.

In the classroom all students will have their own items. Students will have their own pencils, crayons, markers, scissors and bag of classroom manipulatives. All items will be stored in the students' baskets located next to their desk.

MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

Physical Distancing Practices:

All students will remain with their grade level classmates and practice physical distancing of 6 feet. Our large campus allows for multiple play areas for various cohorts. Recess and lunch times will be staggered. Lunch tables will be disinfected between cohorts. Two cohorts will go to recess and lunch together but will be assigned specific play areas on the campus to play far away from other cohorts ensuring that the cohorts do not mix. Play spaces will be designated by colored cones corresponding to each grade level. Play spaces will rotate each week. To maximize physical distancing, our school will use outdoor space as classrooms as much as possible.

There are physical distancing markers throughout the campus, lunch tables and grass area. Desks are spaced 6 feet apart in the classroom with a desk shield. Teachers will utilize outdoor space for learning as much as possible. All of the doors and windows are open during the school day to provide for proper ventilation and air circulation. We have taken the necessary precautions by spraying markers on the grass under the shade trees to give students places to sit to ensure proper physical distancing. Students will bring their own items to play individually during recess and lunch breaks.

Students will eat snacks at their desks and will eat lunches outdoors on designated lunch benches.

Staff will also be physically distanced during the school day. Staff breaks are staggered and will not allow for more than 5 to be in the designated space at any given time. Breaks may be taken indoors or outdoors on a secluded patio. The size of this space allows for staff to employ adequate physical distance at all times.

Reporting Positive Cases

We will adhere to the reporting protocols set forth by the CDPH, the Long Beach Public Health Department, and the Archdiocese of Los Angeles.

Handling a Positive Case of COVID-19:

Margaret Alvarez is the COVID-19 point person who is responsible for:

- establishing and enforcing all COVID-19 safety protocols,*
- ensuring that staff and students receive education about COVID-19, and*
- serving as a liaison to the Department of Public Health in the event of an outbreak on campus.*

As stated above, isolation will occur in the school faculty room when students or staff exhibit symptoms. A plan is in place for disinfecting all affected areas afterward. St. Joseph Elementary School will follow the local public health agency's specific protocols and sample communications.

If there is a positive case of COVID-19, St. Joseph Elementary School will participate in weekly reporting to the local city, follow all county health public health reporting procedures and complete the ADLA COVID-19 Report Form & Instructions to report it to the Los Angeles Archdiocese.

If St. Joseph Elementary School is contacted by the health department or any other entity with the directive to partially or entirely close, the school will contact the ADLA Assistant Superintendent for guidance and support.

Responding to Positive Cases

After a confirmed case is reported, specific safety protocols must be followed, and the information about the case will be appropriately shared with the school community.

Plan for Partial or Full Campus Closure

St. Joseph Elementary School will support all students through Distance Learning if the county health department requires the campus to close.

If there is a positive case of COVID-19, St. Joseph Elementary School will participate in weekly reporting to the local city, follow all county health public health reporting procedures and complete the ADLA COVID-19 Report Form & Instructions to report it to the Los Angeles Archdiocese. The school will follow Los Angeles County's Exposure Management Plan.

If St. Joseph Elementary School is contacted by the health department or any other entity with the directive to partially or entirely close, the school will contact the ADLA Assistant Superintendent for guidance and support.

Considerations for Partial or Full Closure

If the school experiences 3 positive cases in 14 days, St. Joseph Elementary School will consult the Archdiocese of Los Angeles and local health officials to consider closure.

Communications Plan

The superintendent will inform students, staff and parents about cases and exposures to COVID-19. The superintendent will review the privacy requirements such as FERPA and HIPAA, before sending any communication.

St. Joseph Elementary School will follow the Long Beach Health and Human Services COVID-19 Exposure Management Plan, Protocol for K-12 Schools Appendix X2 and the Los Angeles Archdiocese guidelines. The school will use communication below to communicate cases of exposure at the school to the Archdiocese.