

**Beatitudes of Our Lord School  
2020-2021  
Return to School**



Updated: 1/21/2021

\*This document outlines guidelines related to in-person instructions for Beatitudes' return to school protocols. The school reserves the right to make additions, amendments, and deletions at any time.

Dear Beatitudes of Our Lord Families,

In following the guidance from the Archdiocese of Los Angeles, California Department of Education, and public health officials, Beatitudes of Our Lord Catholic School seeks to lower the risk of viral contagion from COVID-19 while promoting the development of our students academically, emotionally, socially, and, most importantly, spiritually. We recognize that we cannot completely eliminate that risk, but we can make every effort to pursue prudent measures on campus to minimize the spread of COVID-19 and other diseases. We are eager to partner with our families in order to ensure that we can safely pursue on-campus instruction. The Department of Catholic Schools has issued guidelines outlining ways to modify our school environment and procedures to meet the directives set forth by state and local officials. We are currently in the waiver process and working to make the necessary adjustments at our school by following the guidelines so that we are able to safely pursue on-campus instruction. We do not have a reopening date at this point in time. All we can do is plan for a safe reopening. **We will reopen when it is absolutely safe to do so.**

We believe the benefits of in-person school support the social, emotional, physical, spiritual and academic development of our students. We also understand the situation can change daily and will continue to monitor and make necessary adjustments for the safety and well-being of all students and our families. Please know that students and families who do not wish to return to in-person instruction at any time will still be able to participate in remote/distance learning. Below, we have outlined the measures and precautions we are planning to ensure we can provide a safe environment for students, staff, and families and reduce the potential spread of the virus. The faculty and staff will be trained on all of the procedures and protocols as well as recognizing symptoms of student illness.

*We understand that even with the procedures and modifications we are planning, there are still families, for both medical and/or personal reasons, who may not feel comfortable returning for in-person instruction if we are approved to do so. We will continue to provide the option for remote learning so we can still support your child and family during this time.*

*Blessings,*

*Andre Villegas*

## A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS

### ✓ Covid-19 Compliance Team

Our Covid-19 Compliance Team is responsible for enforcing that all community members follow COVID-19 safety protocols, as well as, ensuring that staff and students receive explicit training about Covid-19, our specific guidelines, and procedures to follow these guidelines.

Name	Title	Contact Information
Andre Villegas	Principal	562-943-3218
Jonelle Faria	Vice Principal	562-943-3218
Mary Forrest	COVID Liaison	562-400-9515

Mary Forrest will be the team member designated as a liaison to the Los Angeles Department of Public Health, LADPH, in the event of an outbreak on campus.

## ✓ Steps to follow Upon Notification of Positive Test

Beatitudes of Our Lord School will be following Los Angeles County Public Health Decision Pathways to guide our immediate steps upon notification to school officials that any member of the community (faculty, staff, student, or visitor) tests positive for, or has symptoms consistent with COVID-19. Community members can report cases to our school by phone 562-943-3218 or use our [online COVID-19 Case Reporting Form](#). Our school will report call cases and exposures to ADLA and LADPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#).

### Isolation of Individual

1. If an employee, student, or visitor becomes ill on campus/district, he/she will immediately report to the school's designated **isolation room which is located next to the Front Office in the Main Building**. This room is also close to an exit that is not regularly used and can provide more privacy for the individual and our compliance team.
2. Once the employee, student, or volunteer arrives at the isolation room, this person will be provided with a N95 mask and gloves if they do not have it. This is to help protect other employees and students and prevent the spread of the potential virus.

#### **Note Key Terms**

**Contact:** *A contact in this application is referred to a person who is less than 6 feet from a case for less than 15 minutes within a 24 hour period. In some school situations, it may be difficult to determine whether an individual is a contact. In this case, an entire cohort, classroom, or other group may need to be considered exposed, especially when individuals have spent time together indoors.*

**Cohort:** *A cohort is a consistent group of fixed members that stay together for all courses and activities during the school day. This group will limit contact with other persons or cohorts.*

3. Complete and submit the [Reporting Form](#) to the Department of Public Health and Department of Catholic Schools.
4. Contact the local health authority and seek advice regarding transportation and location based on given symptoms. The liaison will be the primary contact for the Department of

Public Health, but in case of their absence, any member of the compliance team will assist.

- ❑ The compliance team and others attending the suspected infected person should also wear a N95 mask and gloves while working with the individual in isolation.
- ❑ The compliance team will direct the individual to leave work or will call the legal guardian of the student to be picked up. We will provide **Factsheets** with materials for follow up before they go home.
- ❑ The compliance team and administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- ❑ The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, after 24 hours, in addition to all other common surfaces recently touched by the employee or student.
- ❑ The compliance team will ensure all further instructions given by the Department of public health are followed.

## Resource

## Guidance for Exposure

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

✓ **School Exposure Management Plan: Isolation and Identification of Contacts**

Incident	Action	Communication
<p><b>A</b> Covid - 19 Symptoms (e.g., fever, cough, loss of taste, smell, difficulty breathing.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Isolation room and send home</li> <li><input type="checkbox"/> Recommend testing</li> <li><input type="checkbox"/> School/class remain open</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide family factsheet</li> <li><input type="checkbox"/> Discuss results of test</li> <li><input type="checkbox"/> If tested positive, follow steps for Incident C.</li> </ul>
<p><b>B</b> Close contact with confirmed COVID-19 case</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Isolation room and send home</li> <li><input type="checkbox"/> Quarantine for 14 days from last exposure</li> <li><input type="checkbox"/> Recommend testing</li> <li><input type="checkbox"/> School/class remain open</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider school community notifications of known contact.</li> <li><input type="checkbox"/> Confidentiality will be maintained in this correspondence</li> </ul>
<p><b>C</b> Confirmed COVID-19 case infection</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Isolation room and send home if individual is at school.</li> <li><input type="checkbox"/> Notify local public health department and report to district support team.</li> <li><input type="checkbox"/> Isolate case and exclude from school for 14 days from symptom onset or test date.</li> <li><input type="checkbox"/> Identify contacts, quarantine, and exclude exposed contacts from the school for 14 days after the last date the case was presented at the school while infectious.</li> <li><input type="checkbox"/> If this individual has been close to a cohort, quarantine the whole cohort for 14 days</li> <li><input type="checkbox"/> Disinfect and clean all classrooms and primary spaces where case spent significant time in.</li> <li><input type="checkbox"/> Must provide doctor's note stating approval to return to school.</li> <li><input type="checkbox"/> School remains open</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School community is notified of a positive case with steps taken to mitigate further transmission</li> <li><input type="checkbox"/> Confidentiality will be maintained in this correspondence</li> </ul>
<p><b>D</b> Testing negative after symptoms</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> May return to school three days after symptoms resolve</li> <li><input type="checkbox"/> Provide doctor's note stating approval to return to school.</li> <li><input type="checkbox"/> School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider school community notifications of known contact.</li> <li><input type="checkbox"/> Confidentiality will be maintained in this correspondence</li> </ul>

### ✓ **Control Measures**

Beatitudes of Our Lord School will continue to monitor students, faculty, and staff throughout the day for signs of illness. Any individual with fever of 100.4+ or displaying Covid-19 symptoms will be sent home immediately and isolated as stated in our Isolation and Identification Plan. Legal guardians will be instructed to pick up students or adults in our designated area outside the school. Our legal guardians will call our office to confirm their arrival and the suspected individual will be walked out to their transportation vehicle. Legal guardians will not be allowed to enter our campus.

### ✓ **Testing of Staff & Safety of Employees**

School staff are essential workers, and staff include all employees including teachers that may have contact with students or other staff. Beatitudes of Our Lord School will provide staff time during working hours to schedule regular testing as capacity permits and as practicable, using our community resources. To ensure consistent frequent testing, all staff will be tested over a period of 2 months, where 25% of staff are tested every 2 weeks. As essential workers based on County guidelines, all staff will be setting their appointments at nearby [County Testing Centers](#). Administrators will support staff in this endeavor including incurring cost when needed to ensure testing is completed. All surveillance testing results will be reported to the Department of Public Health.

All employees who are deemed vulnerable (Age 65 or with chronic health conditions that would place them at high risk if infected) who have expressed interest in teaching in-person are required to be cleared by their doctor. The school will support employees with reasonable adjustments whenever possible.

### ✓ **Response to Multiple Cases and Consideration of Partial or Full School Closure**

Beatitudes of Our Lord School's Compliance Team will be contacting the Los Angeles Department of Public Health when three or more cases have taken place at our school. We will contact the Department via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) and call (888) 397-3993 or (213) 240-7821 for consultation in addition to the steps already taken based on our management plan. The county will support our school to determine if the cluster is an outbreak and properly respond. In addition, our compliance team will communicate with our Department of Catholic Schools in the Archdiocese of Los Angeles. In the event that the school experiences multiple positive cases in a 14-day period, the school, through our consultation with LADPH and ADLA, will consider partial or full closure. Please see the [COVID-19 and Reopening Framework](#)

[from K-12 Schools in California](#) or the [LA County Reopening Protocols for K-12 Schools](#) for details.

## ✓ **Maintaining A Healthy Environment for All**

### Personal Protective Equipment

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

#### **Masks & Face Shields**

Face masks are an important part of employee protection, as well as, personal hygiene, social distancing, and frequent cleaning efforts. The school will continue to review the [CDPH Guidance for Use of Face Coverings](#) for any applicable updates or additional health department guidance. Beatitudes of Our Lord will follow all required guidelines in its prevention plan. With stated flexibility for younger children consistent with child development recommendations. However, any student with an age of TK through 2nd grade is required to wear a face covering. A face shield is an alternative for children in cohorts that cannot wear the face mask properly. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

#### **Students**

CDPH guidance on face coverings for students uses flexible language and states that, *“Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained such as school buses or other settings where space may be insufficient”*. Thus, the general expectation is to teach and communicate that students should wear masks and keep them on to the degree that it makes sense in a given setting. We anticipate that for some students, wearing a mask consistently will be an issue of practicality. Students in early childhood and primary grade levels will likely have a hard time keeping face coverings on their face, as well as keeping them clean. In addition, students with asthma or other health challenges may not be able to wear a facemask and a face shield will be an alternative option for them. It is acceptable for the face coverings to come off while on school property only when students are eating, drinking, or carrying out other activities that preclude use of face coverings. In those instances, additional measures to maintain adequate physical distancing are in place. Face shields are also appropriate alternatives if a mask cannot be worn.

## General Guidance Include

- A face mask must be 2-ply cloth. Neck gaiters, triangle bandannas or masks with vents will not be allowed.
- Masks should be taken home and cleaned daily.
- Any loss of masks will be discarded after each day.
- Teachers and Guardians will collaborate to teach the students how to properly wear and care for their face covering during the school day; however, guardians are responsible for continuing the reminders at home. We recommend that each student have two clean masks with them every day. Our school will provide disposable masks in case any masks are lost during the school day.

### **Staff**

For staff, the CDPH guidelines use more specific language stating that, “All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields which enable younger students to see their teachers’ faces and to avoid potential barriers to phonological instruction only when this instruction is given.”. Thus, staff are required to wear face coverings.

### **Visitors**

Visitors and all other adults must wear face coverings on campus at all times. No exceptions will be made; therefore, if a visitor has any conditions that prevent one from wearing a mask, they can schedule a zoom conference/meeting to contact the school.

#### **VISITORS ON CAMPUS**

The safety of our staff and students remains the school’s primary concern. We will encourage **little to no visitation** as often as possible. In order to reduce the risk, we feel that no visitors on campus is the best and safest protocol at this time. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

**Visitors in the office will be allowed by appointment, ONLY.**

**VISITOR SELF-SCREENING FORM / Self declaration by visitors will be completed.**

## COVID-19 Health & Safety Plan for Re-Opening Familial Adjustments

- **Students and adults with a fever** (100.4 or higher) should not come to campus for 72 hours.
- **Students failing the symptom check** during the school day must be picked up immediately. They will be isolated from other students and staff to limit exposure.
- **Families are encouraged** to practice social distancing, mask-wearing, and all other appropriate and recommended behaviors. Doing so enables our school to remain open, keep our students and their families safe, and allow us to learn and grow in a more optimal environment. Because repeated disregard of these expectations may jeopardize our community, the administration of the school and parish may choose to take appropriate measures towards their individuals to ensure the safety of our community.
- Lastly, we encourage our families to set a positive and spiritual example for our students! If you have concerns, please bring them to our administration, rather than vent in front of your children. By working together in communion, we can ensure the best possible outcome for all.

## Campus Adjustments - Health Screenings

- 1. Faculty & Staff** will be required to go through a brief health screening and temperature check upon their arrival to campus.
- 2. Parents** are expected to daily check their student's health and must conduct a brief health screening prior to coming to campus.

**3. Important:** Do not bring your child to campus if they are exhibiting any signs of illness.

a. Parents are required to monitor their children closely and not bring them to school if the answer to any of the following questions is 'yes':

- *Do you live with anyone or have had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?*
- *Do you or anyone in your household have fever, chills, loss of taste or smell, vomiting and or diarrhea?*
- *Do you or your children have any other signs of communicable illness such as a cold or flu?*
- *Has your children received any fever reducing medications (Tylenol or Motrin) in the last 12 hours?*
- *Is your child not feeling well?*
- *Has your child had close contact (with a person for more than 15 minutes and within 6 feet of distance), with anyone outside your household who became sick or tested positive for COVID within the past 14 days?*

b. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.

#### **4. Drop-Off – Health Screening & Temperature Check**

a. Symptom check at the front gate and carline – Brief Health Screening & Temperature Check

1. *The carline will be the primary location utilized for drop off with a brief health screening and temperature check conducted for each student.*
2. *If parents need to walk their child to the main gate, they will be required to wear masks and abide by social distancing rules. They will need to remain with their child while a temperature check and health screening is conducted before the child can enter the gate.*

3. *Students can arrive, utilizing the carline as early as 7:15 AM for drop off. Classes will not begin until 7:40 AM each day. Please provide ample time for students to arrive safely.*
- b. All students and staff will be monitored throughout the day for signs of illness.
  1. *We will complete a mid-day temperature check for all students.*
  2. *Students or staff who have fever or exhibit other symptoms will be isolated and required to be sent home .*

**5. End of the Day Pick-Up - Staggered Schedule** (detailed information will be provided closer to the re-opening)

**6. Procedures & Routines - Adjustments Within the Classroom**

- Contactless mailbox communication – A contactless faculty and staff only mail system will be utilized to provide communication between the office and classrooms; students will not be involved in this process.
- Limited Visitors - no informal observations. No parents will be allowed on campus for the foreseeable future.

**Remote Distance Learning** – Students who will not be returning for in-person instruction will have live viewing of math, language arts, & religion materials.

- Distance Learning students will have support from teachers and/or aides at specified times during the day.
- Technology & Supplies - Students in all grade levels will have their own items (iPad, textbooks, supplies) and instructional materials.

**Classrooms** – All procedures will be established and posted in the appropriate areas for the following:

- Movement around the classroom and out-of-seat activities
- Device/backpack/lunchbox/etc. storage

## **Handwashing**

- Teachers will encourage proper handwashing.
- Hand sanitizer will be available at each door and throughout campus.
- Additional time will be scheduled into the day for routine hand-washing.
- Additional outdoor hand washing stations are available to limit bathroom traffic.
- Drinking Fountains – No drinking fountains will be available for use. Students are encouraged to bring a reusable water bottle and will only be able to utilize the no-touch refillable component.

## **7. Sanitization of common surfaces (switches, handles, desk surfaces)**

- The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis, as well as, multiple times a day for high use items and areas.
- Beatitudes of Our Lord will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved “N” list and train workers on appropriate use, safety guidelines and protocols.
- Beatitudes will provide proper PPE to custodial staff and other employees who clean and disinfect.
- Students will clean their own desks before leaving at the end of the school day under their teacher’s supervision.

## **8. Face Coverings**

- a. Faculty, staff, and volunteers will be required to wear face coverings to/from campus and throughout the duration of their time on site.
- b. After consultation with the faculty and staff to ensure we can protect, to the greatest extent possible, all individuals on campus, all students in grades Kindergarten - 8th grade will be required to wear face coverings/masks at all times.
- c. For students in grades Kindergarten - 2nd grade, a face shield may be an acceptable alternative to a face mask for children in this cohort who cannot wear a mask properly and can submit a waiver of approval from a medical professional.

d. Students must wear their face coverings coming to and from school, moving to areas of the campus such as hand-washing or using the restroom, and movement throughout their classrooms and during play outside. ***Students may remove their face covering when eating.***

e. Face coverings are most essential in settings where physical distancing cannot easily be maintained. ***To be clear, face coverings are not a replacement for physical distancing, but they will be required to mitigate virus spread when physical distancing is not feasible.***

f. We will have staggered/split recess with designated areas for each grade level.

g. There will be limited use of sports equipment. Any equipment used will be designated per student and/or grade level

h. Parents are asked to send snacks and lunch with their children. To limit individuals on campus throughout the day, we are asking that no snacks and lunches are delivered to the office.

i. At this time, the cafeteria is not open.(1-1-21)

**9. Afterschool Care (contingent on space, staff availability, and if approved). This is an added expense.**

a. Interest families must pre-register so we can plan. No drop-ins will be allowed at this time.

b. Spread out in grade levels

c. Utilize outdoor areas as often as possible

d. Designated sports equipment

**10. Extracurriculars**

a. Athletics - Follow guidance of local sports groups and health officials

b. Outside organizations & after-school activities – likewise

**At this time, we will only offer virtual opportunities for athletics or other extracurriculars. When the guidelines allow we will inform you of the changes and what we can offer.**

## **11. Office Procedures**

a. Only one person/family in the office at a time. If it is occupied, please wait outside.

**Marked a six foot waiting line outside the door.**

b. Families are asked to return items, payments, etc. back with students or by phone to make appointments.

c. To minimize contact and spread of any illness, there is a specific room near the office that will be available to isolate children who have fever or exhibit other symptoms that will be required to be picked up. Parents will be contacted immediately.

## **12. Events**

a. All events involving adults and large gatherings are cancelled and will be livestreamed until further notice

b. Morning Prayer & Assembly

**Our Parish is offering outdoor Mass. Please see the bulletin on the Beatitudes of Our Lord (BOLchurch.net) website for other ways to celebrate Mass and sacraments.**

## **13. In the Event of An Illness**

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

or exhibits symptoms throughout the day, he or she will go home immediately, and a member of the staff/principal/vice principal will substitute.

**As recommended by the CDC:** The area that was visited by the ill person will be closed off. We will open outside doors and windows and use ventilating fans to increase air circulation in the area. We will wait 24 hours or as long as practical before beginning cleaning and disinfection.

#### **14. Procedures for Symptoms/Exposure/Positive Cases**

- a. Faculty, staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.

**According to the CDC, the key symptoms to look for are a temperature of 100.4 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever. School staff screening individuals who show any of these symptoms will also recommend these individuals get testing for COVID-19.**

**Students, faculty, staff, and volunteers/visitors who test negative can return to school 3 days after symptoms resolve.**

- b. If a student or faculty or staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or staff member must quarantine at home for 10 days, shifting to distance learning during that time.

**It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.**

- c. If someone in the school (faculty, staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for 10 days, shifting to a whole class distance learning plan.

**All guidelines for informing DCS and any health department officials will be followed.**

**Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19; however, due to HIPAA regulations, families will not be informed of the identity of that person.**

d. Students, faculty or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

### **15. Testing of Staff and Students**

a. To ensure the safety of students, faculty and staff, surveillance testing will be implemented. The school will facilitate staff testing periodically, as testing capacity permits and as practicable.

**All faculty and staff will be tested within 7 days of the first day of school on campus. The faculty and staff will be given a list of local test sites and the administration will follow up with staff to document testing information. Each Faculty and staff member will be tested every 2 months.**

b. When a student or school staff exhibits COVID-19 symptoms, the student or school staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider, or a state-operated, or community testing site. The State of California requires all health plans to pay for COVID-19 testing for all essential workers, including school staff.

**If a student does not have a primary care doctor or there is difficulty accessing the testing we will call LA COUNTY HEALTH DEPT.**

### **16. Consideration for Partial or Full School Closure**

In the instance that Beatitudes of Our Lord experiences multiple positive cases in a 14-day period, we may need to, in consultation with the Archdiocese and local health officials, consider a partial or full school closure.

**17. Staff Training & Parent Education**

The reopening plan for Beatitudes of Our Lord Catholic School was first published and shared with faculty, staff & families in August 2020. The faculty and staff continue to be trained in the details of this reopening plan as we planned for the school year and re-opening for in-person instruction in the 2020-2021 school year (contingent on health and safety protocols). As this plan is updated and modified, all members of the community will be notified and trained accordingly. We will continue to share all information for our families to ensure we can help to mitigate and reduce the spread of Covid-19.

**18. School Liaisons**

Name	Title	Contact Information
Andre Villegas	Principal	562-943-3218
Jonelle Faria	Vice Principal	562-943-3218
Mary Forrest	COVID Liaison	562-400-9515

**APPENDIX A: Parent Survey Results**

Below is the summary of data from the parent survey from November 2020. The 29.1% of families that do not wish to return to in-person instruction will be able to continue with distance learning using the Hyflex teaching model. Concerns have been addressed in parent newsletters and the school website.

For the current school year, please check your preference.

127 responses

