



Re-Opening Plan

St. Bernardine of Siena School
6061 Valley Circle Blvd.
Woodland Hills, CA 91367
(818) 340-2130
www.stbernardineschool.org

Table of Contents

Purpose	3
Cleaning & Disinfection	3
Cohorting	4
Entrance, Egress, and Movement within the School	6
Facial Coverings & Other Essential Protective Gear	7
Health Screenings for Students & Staff	8
Healthy Hygiene Practices	9
Identification & Tracing of Contacts	10
Physical Distancing	10
Staff Training & Family Education	11
Testing of Staff	12
Triggers for Switching to Distance Learning	12
Communication Plans	14
Public Health Contacts & Resources	15
References	15
Faculty/Staff Survey Results	16
Grade K-2 Parent Survey Results	17

Purpose

The emergence of COVID-19 (coronavirus) in late 2019 has radically altered our day-to-day lives. At St. Bernardine of Siena School, we are committed to keeping our staff, students, and families safe while also ensuring that educational goals are met. As such, we have developed the following measures to minimize the spread of COVID-19 to the extent possible. This document outlines how the school will plan, prepare, and respond to the new reality. It includes an approach informed by the CDC and state and local health department guidance related to maintaining a clean, safe work environment and limiting the transmission of COVID-19. We reserve the right to make additions, amendments, and deletions at any time.

Cleaning & Disinfecting

The school has sourced from its janitorial supply company EPA-registered products. The school custodians have been trained in best practices for cleaning and disinfecting and [has reviewed the latest guidance for cleaning and disinfecting public spaces](#). We will continue to review procedures on a monthly basis to ensure that the school is staying informed of the most current guidance. We will use a ULV disinfectant sprayer in bathrooms, classrooms, play structure, and around outdoor tables/benches. To the extent possible, the school has removed soft surfaces from classrooms such as cushions and area rugs. Employees are asked to wipe down their own workspaces daily and more frequently, if needed.

Teachers and staff will prepare individual material packets for students to limit sharing. This includes classroom supplies such as pencils, crayons, scissors, etc.; learning manipulatives; and promoting activities at recess that limit contact and sharing of equipment. If items have been shared, they will be cleaned between uses, and students will be required to wash their hands. Teachers and staff will use buckets or bins to keep disinfected items sorted from those that have been used and need cleaning.

Staff will clean and disinfect high-touch surfaces and high-traffic spaces frequently throughout the day. Those surfaces and areas include, but are not limited to the following:

Category	Frequency
Restrooms & Water Bottle Filling Stations	Three times/day
Workspaces (teachers' desks and office desks)	At end of each use and/or daily
Electronic Equipment	At end of each use and/or daily
High Touch Surfaces (i.e., door handles, faucets, light switches, water filling stations)	Three times/day
Appliances (i.e., refrigerator/microwave handles)	Daily
Common Areas	At end of each use and/or daily
Office Reception Area (i.e., countertop, pens, payment drop box)	At end of each use and/or daily

Hand sanitizer, disinfecting wipes and cleaning supplies are available in every classroom and office.

Cohorting

Cohorts will remain stable groups of no more than 12 students and 2 adults to a cohort. There will be a total of 6 cohorts for students in Kindergarten through Grade 2. There will be a Blue Cohort and Gold Cohort for each class. The Blue Cohort will attend in-person classes on Mondays and Wednesdays and the Gold Cohort will attend in-person classes on Tuesdays and Thursdays. All cohorts will remain at home for Distance Learning on Fridays. When cohorts are not on campus for in-person instruction, they will be Distance Learning at home.

Students will be kept with their cohorts and practice the recommended physical distancing throughout the school day. At this time, students will be dismissed from school before lunch. Due to limitations of teachers interacting with cohorts, all specialty classes will be in the afternoon. Students will resume classes via Distance Learning at 1:30 p.m. The school day will be over at 3:00 p.m.

Due to cohorting and staffing, there will be no morning or afternoon day care at this time. We ask parents to make arrangements for **on-time** pick up.

Cohorts will go to recess at the same times but play in their designated areas. Play areas will rotate each week. Staff will supervise yard duty and enforce physical distancing practices. Each class will eat snack outside with 6-foot distancing using the Pavilion (lunch benches), courtyard space (with markings, see Physical Distancing), and blacktop. The Pavilion will be disinfected between each use.

No more than five (5) students may use the restroom at a time. Between staggered recess times, the staff will disinfect high-touch surfaces in bathrooms.

As much as possible and weather permitting, the school will make use of outdoor space to bring learning outside. Some courtyard tables have been outfitted with umbrellas. Additionally, alternate indoor spaces (math/day care room, Spanish room, music room, small group rooms) are available for small group activities with non-classroom teachers and staff to allow for maximum physical distancing. Spaces will be disinfected after each use.

While the school will do its part to maintain cohorts throughout the course of the school day, it also recognizes that there are siblings in other class cohorts. The school will continue to encourage families to make safe and healthy choices outside of school and will keep the familial connections in mind should positive cases impact more than one cohort group.

Entrance, Egress, and Movement within the School

Parents will enter the school campus in their vehicle through a morning carline drop-off. When the vehicle stops, students will have their temperature checked and health screening questions asked before proceeding to their classrooms. Parents will not exit their vehicle and will leave once their child's health check has been completed. All passengers in the car must wear a mask during health screening to ensure the safety of school staff. School staff conducting checks will protect themselves and others by wearing a mask, gloves, and using a no-touch infrared thermometer. Student drop off will be staggered between 7:50-8:10 a.m. daily.

- Last Names A-G: Drop off at 7:50 a.m.
- Last Names H-M: Drop off at 8:00 a.m.
- Last Names N-Z: Drop off at 8:10 a.m.

Parents must use car line and are not allowed to walk on to campus.

The school hallways are marked with arrows indicating a one-way traffic pattern to allow for 6-foot or greater distancing. Teachers will plan to have one class at a time using the hallway during transition times, while mainly utilizing the outdoor spaces for transitions. Markers painted on the blacktop will allow for students to line up after recess or other transitional times with 6-foot distancing.

Students will be dismissed from school through the same carline pattern as mornings. Students will remain in the classroom with their classmates and teacher for their parent/guardian to drive onto campus. Students will be picked up between 12:25-12:45 p.m. (Monday through Friday)

- **Last Names A-G:** Pick up at 12:25 p.m.
- **Last Names H-M:** Pick up at 12:35 p.m.
- **Last Names N-Z:** Pick up at 12:45 p.m.

All families must use car line. Parents are not allowed to walk up.

To maintain healthy operations, the school will not have volunteers and visitors on campus. If parents need to drop off forgotten supplies, snacks, etc., there will be a cart outside the main school entrance (off Calvert Street) for delivery. At this time we will not host outside guest speakers nor participate in off-site field trips. Instead teachers will enrich lessons with virtual and multi-media activities, where possible.

Facial Coverings & Personal Protective Equipment

The California Department of Public Health (CDPH) guidance titled “Face Coverings” has been reviewed carefully. It states that *“School should review the [CDPH Guidance for the Use of Face Coverings](#) and any applicable local health department guidance and incorporate face covering use for students and workers into their COVID-19 prevention plan. Some flexibility may be needed for younger children consistent with child development recommendations.”*

The school received a very large donation of disposable masks, hand sanitizer, and face shields. Additionally, we purchased 250 plexiglass barriers, 250 face shields, 30 plexiglass barriers for teacher and aide desks, plexiglass barriers for the office, 40 gallons of hand sanitizer, 10 hand sanitizer dispensers, disposable gloves, and disposable face masks.

Students

St. Bernardine of Siena School is taking a conservative approach to protect all members of our community. Therefore, it is required that all K-8 students wear facial coverings in indoor settings. They should also wear facial coverings outdoors when participating in activities that might make it difficult to maintain physical distancing. Therefore, ALL students should arrive to school each morning for health checks wearing a clean mask. Should a student or adult forget his/her mask, one will be provided by the school. Cases of refusal to wear a mask or chronic failure to bring a mask to school will be referred to the principal for follow up action with the family. Signs are posted around campus as reminders.

Adults

All adults on campus must wear masks and adhere to the guidance for facial coverings. For staff, CDPH guidelines state that, “All staff must use face coverings in accordance with CDPH guidelines unless California Division of Occupational Safety and Health Administration (Cal/OSHA) standards require respiratory protection” (p.8) It also states that, “In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as

long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.” (p. 8) Thus, all staff are required to wear face coverings.

All

Facial coverings may be removed during snack times. As recommended by the CDC, facial coverings should be made of two or more breathable layers of fabric, completely cover your nose and mouth, and do not have exhalation valves or vents.

Health Screenings for Students & Staff

Parents will do a daily health check at home and are reminded to keep children home when they are sick. Upon arrival each morning students will have their temperatures checked with no-touch infrared thermometers, be asked health screening questions, and staff will do a visual health screening before they will be admitted to their classrooms.

Prior to beginning work each day, staff members must complete and record the [health survey](#) and temperature check. A no-touch infrared thermometer and QR Code linked to the health check survey are located in the faculty room. Responses to the Google Form survey are monitored daily. When a teacher is sick, an auxiliary staff member from the same cohort will serve as the substitute teacher.

If a student or staff member does not pass the daily health screening (temperature exceeding the 99.5, show [symptoms consistent with COVID-19](#), suspected exposure to COVID-19), the school will follow the recommended [Los Angeles County Public Health Department protocol](#). See *Triggers for Switching to Distance Learning* on page 10. If a student or staff member develops symptoms during the course of the school day, he/she will be isolated in the Health Office until home transportation can be arranged.

Healthy Hygiene Practices

Hygiene will be a priority for all teachers, staff and students. Students and staff will have frequent opportunities to wash their hands for a minimum of 20 seconds with soap and water, rubbing thoroughly, and drying hands with paper towels. All teachers will also explicitly teach students the importance of handwashing and keeping hands away from mouth, nose and eyes. All staff members have hand sanitizer in their classrooms for use when washing with soap and water is not feasible.

Students will be asked to wash their hands or use sanitizer upon arrival to school each morning. Frequently scheduled handwashing opportunities will occur at a minimum of before and after eating, after using the restroom, after outdoor play. Students will also be asked to wash hands as needed. Teachers will train their students on routines like handwashing, best practices for coughing and sneezing and not touching their faces.

To promote good hygiene, students will not be allowed to use the drinking fountains. Water stations for students to refill water bottles from home may still be used, as needed during the day. Classroom windows and doors will be kept open to allow for good ventilation. Exterior doors (classrooms, office, hall, etc.) will be kept open to the extent possible to cut down on the number of people touching door handles.

The school will maintain sufficient personal protective equipment 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 is well stocked with PPE supplies such as hand sanitizer, disinfectant, masks, shields, gloves, and plexiglass dividers on each student, teacher, and aide desk. PPE will be replenished as needed.

Identification & Tracing of Contacts

The school will monitor faculty, staff and students throughout the day for signs of illness. Students, faculty and staff with a fever of 99.5 degrees or higher, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home.

If a student or staff member exhibits symptoms during the course of the school day, he/she will immediately be required to wear a facial covering and be isolated on the bench outside the school office until home transportation can be arranged.

When there is a confirmed case of COVID-19, our COVID-19 point person (Matt Wilson) and principal (Katy Kruska) will report to the LA County Department of Public Health, the Department of Catholic Schools and support them in contact tracing including identifying students and staff who have been exposed. Following the Public Health Department recommended protocol, the principal will communicate with the exposed school community using Gradelink, the school's student information system.

Should the school experience multiple positive cases of COVID-19 in a 14-day period, we may need to, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a partial or full campus closure. The school and authorities would consider the scenarios in the Public Health Department protocol and the Triggers for Switching to Distance Learning.

Physical Distancing

CDPH guidance on physical distancing states, *"Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact"* (p. 12)

Classrooms will have 6-foot distancing between student desks and the teacher desk. When 6-foot distancing between student desks is not possible, student

desks will be at least 5 feet apart and utilize desk shields. As stated previously, teachers will keep windows and doors open to promote better ventilation, intersperse periods of outdoor learning time, and make use of instructional aides and specialist class scheduling to group students into smaller work groups when practicable.

The blacktop, lunch benches, and courtyard benches are taped with physical distancing markers to help students and teachers maintain 6-foot distance when outdoors. Teachers will train students in using the markers when lining up after recess.

St. Bernardine of Siena School will not hold any assemblies or large gatherings in the church or Parish Hall. Emergency drills will be held for individual classrooms on a rotating schedule throughout the year.

Adult bathrooms have been assigned to staff members to cut down on the number of people using each space. Additionally, no more than four members are allowed to enter the faculty room at a time in order to maintain physical distancing.

When 6-foot distancing is not possible or practicable, other preventative measures will be in place such as plexiglass barriers and limiting one student in the office at a time to lessen exposure in the office reception area.

Staff Training & Family Education

Staff have been receiving training and education through staff meetings, updates on CDPH guidelines, and in disseminating our specific COVID-19 Plan. Training will be ongoing as we prepare to reopen campus and as guidance changes.

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 is preparing a short training video for parents and students demonstrating the new school COVID-related procedures that will be released prior to the opening of campus. The school has also shared with staff and families the following resources from the LA 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.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Testing of Staff

Twenty-five (25%) of the staff will be tested for COVID-19 every two weeks. Staff members may go to the free [LA County testing sites](#), an urgent care, or to their primary care doctor. All positive cases will be reported to the Department of Public Health and the Department of Catholic Schools.

Triggers for Switching to Distance Learning

Our school will close if at least 5% of the student body and staff are diagnosed with COVID-19 within a 14-day period, according to the Department of Public Health guidance. The school will follow the Los Angeles County recommended protocols for symptoms, potential exposure, and/or close contact in a school setting.

A. When a student, teacher or staff member tests positive for COVID-19 and had exposed others at our school, we will implement the following steps:

1. Contact the LA County Department of Public Health and the Department of Catholic Schools.
2. Isolate the case and exclude from the school until criteria for a return have been met.
3. Send the school community notification of a known COVID-19 case.
4. Identify contacts, quarantine and exclude exposed contacts (i.e., likely the entire cohort) for 14 days after the last case was present in the school while infectious.
5. Recommend testing of contacts and prioritize symptomatic contacts. (Testing does not shorten the 14-day quarantine period).

6. Disinfect and clean the classroom and spaces where the known case spent significant time.
7. The rest of the school will remain open.

B. When a student, teacher or staff has [COVID-19 symptoms](#), answers yes to a health screening or has a temperature of 99.5 or above, we will implement the following steps:

1. The individual will be sent home for quarantine.
2. The individual or family contacts their healthcare provider immediately for a medical evaluation which may include testing. If the test is positive, we will follow steps listed in section A. If the test is negative, we will follow steps D and E.
3. The cohort remains open.

C. When a student, staff or teacher has close contact (a person is within six feet from a confirmed positive case for longer than 15 minutes) with a confirmed case of COVID-19, we will implement the following steps:

1. The individual will be sent home for home quarantine.
2. The length of quarantine will be for 14 days from last exposure.
3. Recommend testing. (Testing does not shorten the 14-day quarantine period).
4. If any symptoms develop, the individual will contact a medical provider for evaluation.
5. The cohort remains open.
6. The school will send community notification of a known close contact.

D. When a student, teacher or staff tests negative for COVID-19 after having COVID-19 symptoms, the school will implement the following steps:

1. The person may return to school three days after the symptoms resolve.
2. The cohort remains open.

E. When a student, teacher or staff that has had [symptoms of COVID-19](#) for whom a medical provider diagnoses another cause of the symptoms, the school will implement the following steps;

1. The individual will need to provide a note from their medical provider with return to school instructions following the guidelines for the specific illness.
2. The cohort remains open.

Communication Plans

The school will continue to communicate with the school community on relevant COVID-19 related topics such as handwashing, use of facial coverings, physical distancing, etc. in weekly principal newsletters sent via email through the school's Student Information System Gradelink. Additionally, the school will utilize its social media platforms for ongoing communication and will send text alerts, as needed, for more urgent and/or time-sensitive messaging. The school administrator will communicate regarding possible incidents of exposure using the template letters from Los Angeles County Department of Public Health. Communications will be directed to the cohort and/or the whole school community, depending on the scenario, if there has been a positive case among staff/students or an incident of close contact with someone who has tested positive. In said communications, the identity/identities of those affected will be kept private.

Public Health Contacts & Resources

[California Public Health Department](#)

[California Department of Education](#)

[Center for Disease Control \(CDC\)](#)

[COVID-19 Call Center: 211](#)

References

[CDC School & Child Care Programs: Plan, Prepare, and Respond](#)

[CDPH Guidance for the Use of Face Coverings](#)

[CDPH COVID-19 & Reopening In-Person Learning Framework for K-12 Schools in California, 2020-21 School Year](#)

[CDPH COVID-19 Industry Guidance: Schools and School-Based Programs](#)

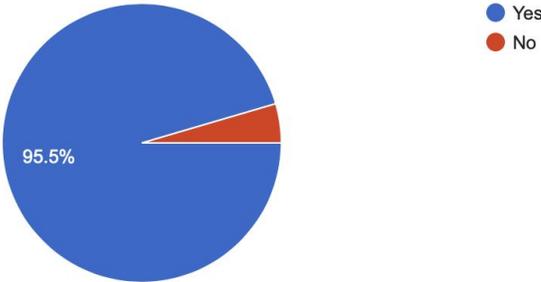
[CDC Symptoms of Coronavirus](#)

Faculty/Staff Survey Results

I am in favor of our school applying for the waiver currently available that allows for K-2 to return to in-person instruction and possibly will be extended to other grades.



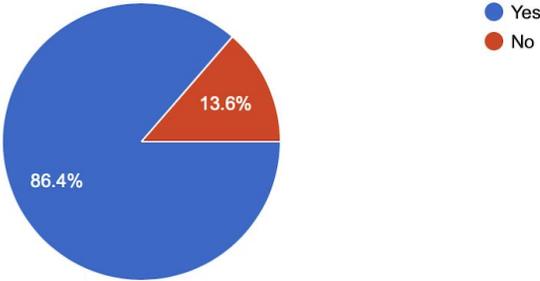
22 responses



If LA County is approved to move to Tier 2 (Red Tier) and can open schools K-12 or receives approval for a waiver, I am committed to teaching in-person instruction in the hybrid model.



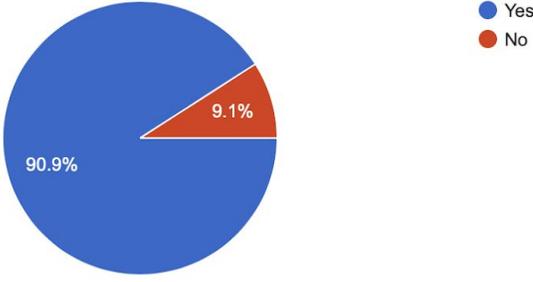
22 responses



I acknowledge that I will be responsible to teach both the students willing to return via hybrid and those who are remaining on Distance Learning.



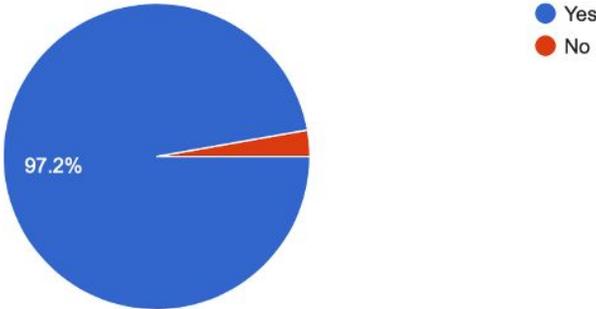
22 responses



Grade K-2 Parent Survey Results

I am in favor of our school applying for the waiver for Grades K-2, which will allow for these grades to return to in-person instruction.

72 responses



If this waiver is approved, I will send my child in Grades K-2 to campus for in-person instruction via the hybrid model.

72 responses

