



March 11, 2021

Dear St. Bernardine of Siena Families,

St. Bernardine of Siena School is committed to keeping our children, parents, faculty and staff safe and healthy. Thank you in advance for the part you will play by following our school procedures. We will continue to follow the health and safety practices from local & state health departments. These guidelines may change as conditions in our county change and/or upon guidance to do so from experts. See full [Re-Opening Plan](#).

Daily Morning Routines

Drop Off:

- Student drop off will be 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.
- Arrive on campus through the car line gate off of Valley Circle Blvd. Please do not make a left onto campus; rather, please make a left on Victory, left on Pat Avenue, left onto Calvert, and right on Valley Circle. Please pull all the way forward to allow for as many cars as possible.
- All passengers in the car must be wearing a face mask.
- **All families must use car line. Parents are not allowed to walk up.**
- **The Valley Circle Gate will close at 8:20 a.m.**

DAILY STUDENT HEALTH CHECK

- **Please fill out the [Student Health Check](#) before your child is dropped off at school.** Any student without this form filled out will not be able to enter the classroom. It is suggested that you have this form saved on your phone, so that you may fill it out in the carpool line if you do forget. Please make this an essential part of your morning routine.
- When you arrive at school, please place the green Health Check Confirmation Sheet on your dashboard, confirming with staff that you have filled out the Health Check for your child(ren). Two **Green Health Check Confirmation Sheets** will be given to you during your first day drop off time. The two confirmation sheets will allow you to have a sheet in multiple cars. Should you need additional confirmation sheets, please contact the School Office.

- Once a staff member sees the health check confirmation sheet, temperatures will be taken, and students will be asked to exit the car.
- A reminder that it is important to arrive for drop-off and pick-up during your child's time slot. If you are arriving to school late (and the Valley Circle gate is already closed), we ask that you **park** in the Church parking lot (off Calvert Street). Please **call** the School Office (818) 340-2130 letting us know you arrived, and a staff member will meet you at your car. Please **do not** allow your child to walk to the gate by himself or herself.

New Health Department Guidance for Schools: The only way that this will allow us to be the most successful at mitigating the spread of COVID-19, is for every one of our families to be transparent and follow all guidelines to the fullest extent possible.

If a student within a cohort comes to school with a COVID symptom (fever, sore throat, new uncontrolled cough "that is different from the baseline", difficulty breathing, diarrhea, vomiting, abdominal pain, new onset of severe headache, especially with fever) that student is immediately isolated and sent home and we recommend consultation with the child's pediatrician and follow through with COVID testing.

The new requirement/guideline is that in addition to quarantining that student, the ENTIRE cohort must be quarantined as a result. This also applies to a cohort even if a responsible parent keeps their child home due to illness, notifies the school of the child's illness, and keeps the child home from school that day and for the duration of the illness. According to this new guidance if that student was at school in the two days prior to the onset of symptoms, that cohort still must quarantine until it is known whether that child is COVID positive/negative. If that student in question is not tested, the cohort must quarantine for 14 days. They may return if the student tests negative after being tested 2 - 3 days from the onset of symptoms.

School Day Routines

Cohorts: A cohort is a single grade. Students remain with their class cohorts during recess in designated areas.

Ventilation: Classroom doors and windows will be open to promote good air circulation and ventilation in the classrooms.

Water Bottles: Drinking fountains are closed. Students should bring a water bottle to school each day which can be refilled at the bottle filling stations. Please be sure your child's name is clearly marked on his/her water bottle.

Recess: Students will eat and play outside and will be 6 feet away from one another. Students may take their mask off when eating snack. Snacks must be from home and cannot be delivered to campus. Please pack food and drinks that are easily accessible and able to be opened by your child. Teachers and aides are not supposed to assist in opening the items.

Lunch: Students will eat lunch and play outside and will be 6 feet away from one another. Students may take their mask off while eating lunch. Students must bring lunch every morning. **Lunches may not be delivered to campus or dropped off during the day.** Please pack food and drinks that are easily accessible and able to be opened by your child. Teachers and aides are not supposed to assist in opening the items.

Item Drop Off: At this time, parents and volunteers are not allowed on campus. If you need to drop off forgotten items during the day, please leave it on the cart at the pedestrian gate and ring the bell to let the office know you've dropped something off.

Instruction - In-Person, Live Streaming, and Distance Learning

Our goal is to give the same instruction whether the student is in-person or at home. Groupings for reading and math will continue. Teachers may utilize Office Hours as necessary for group instruction. Instructional aides will be focused on students who are in Distance Learning so we are able to give more small group instruction/directions. In order for students who are in Distance Learning to contribute to the instructional flow, **all work must be turned in by 3:00 p.m. daily.**

Health & Wellness

Home Health Check: Each day check your child's health prior to leaving home. Any child or staff member displaying [symptoms](#) of illness or COVID-19 should not come to school. **Please fill out the [Student Health Check](#) before your child is dropped off at school.** Any student without this form filled out will not be able to enter the classroom. If temperature is under 99.4°F, they will not be able to enter the classroom.

Please do not bring your child to school if they have a fever of 99.4 or higher or have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Masks: All students are required to wear a **clean** mask everyday. Acceptable forms of facial coverings meet the criteria in the CDC image below. Students may not wear neck gaiters or bandanas. [Please see State of California Guidelines for Facecoverings.](#)

Handwashing: All students will wash their hands more frequently during scheduled times throughout the day. Hand sanitizer will also be provided when handwashing is not practicable.

Appointments: Students who need to leave early will be called to the office. Upon arrival parents should ring the buzzer at the pedestrian gate. Students will be walked out to the pedestrian gate and **Office Staff** will complete the sign out sheet. Parents must send a note or email the office before picking up their child. This is our documentation of a child's early dismissal from school. **Please email the office (not the classroom teacher) if it is after 8:00 a.m. on the day of your child's early pick-up.**



End of Day Routines

Pick Up: Students will be picked up between 2:15-2:35 p.m. (Monday through Thursday)

- **Last Names A-G:** Pick up at 2:15 p.m.
- **Last Names H-M:** Pick up at 2:25 p.m.
- **Last Names N-Z:** Pick up at 2:35 p.m.
- We will be using our Rainy Day Pick-Up:
 - **All families must use car line. Parents are not allowed to walk up.** Please place yellow car line sign on dashboard. (Sign will be passed out on your first day of in-person instruction.)
 - All passengers in the car must be wearing a face mask.
 - Arrive on campus through the car line gate off of Valley Circle Blvd. Please do not make a left onto campus; rather, please make a left on Victory, left on Pat Avenue, left onto Calvert, and right on Valley Circle. Please pull all the way forward to allow for as many cars as possible.
 - Students will be called to their cars from the classroom.
 - Cars will exit the car line gate and leave the campus through the Calvert exit.
 - **The Valley Circle Gate will close at 2:45 p.m.**

Due to limitations of teachers interacting with cohorts, all specialty classes will be livestreamed into homeroom classes. Teachers will have Office Hours from 2:45-3:00 daily. The school day will be over at 3:00 p.m.

No Extended Day Care: 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.

Home Routines

Cleaning: Please wash your child's uniform and facial coverings daily. Clean backpacks frequently.

Check Student Progress: Homework will be online and/or paper-free as much as possible to reduce exchange of materials. Be sure to regularly check Seesaw/Google Classroom, Gradelink, and newsletters for teacher feedback and updates from the school.

What to Pack: **Please make sure to clearly mark all belongings with your child's name.**

- Water bottle
- **Snack** - Please pack food and drinks that are easily accessible and able to be opened by your child. Teachers and aides are not supposed to assist in opening the items.
- **Lunch:** Students must bring a lunch each morning. **Lunches may not be delivered to campus or dropped off during the day.** Please pack food and drinks that are easily accessible and able to be opened by your child. Teachers and aides are not supposed to assist in opening the items.
- Please consider purchasing a rolling backpack for your child. The rolling backpack would serve as storage in the classroom with easy travel home.
- For younger students, if possible, please have your child wear velcro shoes or please double knot them in the morning.
- Please bring items from the material list teachers send out (workbooks, school books, school supplies) so your child is prepared for class.
- Students need a **fully charged** iPad (or laptop for 8th grade) every day.

Attendance

Student attendance will continue to be taken daily.

- For students **on-campus**:
 - Attendance will be taken by the teacher and recorded in the school student information system.
 - If your child is scheduled to be on-campus and will be out for any reason, please call the office by 8:30 a.m. to report the absence.
 - If your child needs to be at home for an extended period due to quarantine, the student will participate in instruction through distance learning. It is your responsibility to communicate and coordinate this with the child's teacher(s). If your child needs to be at home for an extended period due to illness, please coordinate with the administration and teacher.
- For students **at-home** (whether due to cohorting or distance learning):
 - Attendance will be taken beginning at 8:15. There also needs to be some evidence of completed student work in order to be marked "present" for the day.
 - Teachers will record attendance in Gradelink.

- If your child is unable to participate in the day's at-home learning due to illness or other reasons, please call the office by 8:30 a.m. to report the absence.

Uniform Guidelines

Students will not need his/her Full Uniform at this time. Students will only need a "regular" uniform or their P.E. uniform. Students may wear P.E. uniforms **only** on their assigned P.E. days. **All other uniform guidelines will be in effect.** Please be certain that your child is in the proper uniform each day. (Uniform Guidelines are attached.). Students MUST be in appropriate school shoes (white, black, navy blue – or a combination of all three). Students may not wear boots or sandals. Please contact the School Office with any questions.

EIGHTH GRADE

In looking at the fact that our eighth graders will only wear a St. B's uniform for one more trimester, we are sensitive to the cost of purchasing new uniforms. For the remainder of the year, all 8th grade students may wear appropriate free dress bottoms and any St. B's shirt. Shirts can include polos, P.E. shirts, 8th grade t-shirts, Festival shirts, and/or any St. B's shirt that still fits. We ask that students wear St. B's sweatshirts or their 8th grade sweatshirt.

P.E. DAYS:

Kindergarten - Tuesdays and Wednesdays

Grade 1 - Mondays and Wednesdays

Grade 2 - Mondays and Tuesdays

Grade 3 - Tuesdays and Thursdays

Grade 4 - Wednesdays and Thursdays

Grade 5 - Mondays and Thursdays

Grade 6 - Mondays and Thursdays

Grade 7 - Tuesdays and Thursdays

Grade 8 - Wednesdays

Faculty and Staff Surveillance Testing

The St. Bernardine of Siena Faculty and Staff began the Surveillance Testing process the week of February 8, 2021. All staff will be tested every two weeks.

Frequently Asked Questions

What if my child has allergies or asthma symptoms? [Information from [COVID-19 and Re-Opening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California](#), page 27]

Symptom and Exposure Screening

Daily screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for school can prevent some people with COVID-19 from coming to school while infectious, thus preventing in-school transmission. Screening does not prevent asymptomatic cases from being at school and spreading SARS-CoV2, the virus that causes COVID-19.

CDPH recommends that:

1. Parents be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2.
2. Staff members be provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.

Note: If a student or staff member has chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom.

2. What if my child (or staff member) develops COVID-19 symptoms while at school? [Information paraphrased from COVID-19 and Re-Opening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, page 28]

- Students will be placed in an isolation room (Yellow Small Group Room). This room has a video feed to the School Office so we can observe the child.
- Any students or staff exhibiting one or more symptoms are required to wait in the isolation room until they can be transported home.
- There is no need to exclude asymptomatic students.
- Testing of symptomatic students is recommended. Individuals with symptoms of COVID-19 should not return to in-person instruction until they have met the CDPH criteria to discontinue home isolation for those with symptoms:
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - Other symptoms have improved; and
 - They have a negative test for COVID-19 or a healthcare provider provides documentation that symptoms are typical of a chronic, underlying condition (e.g. allergies, asthma, etc.) or has confirmed an alternative diagnosis (e.g. strep throat, sinus infection, etc.); or at least 10 days have passed since symptom onset.

3. What if there is a confirmed or suspected case of COVID-19 in school? [Information from COVID-19 and Re-Opening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, page 31]

	Student or Staff with:	Action	Communication with school community
	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per <u>CDC Symptom of COVID-19</u> .	<ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed.

	<p>Close contact (†) with a confirmed COVID-19 case.</p>	<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.
	<p>Confirmed COVID- 19 case infection.</p>	<ul style="list-style-type: none"> • Notify the LHD. • 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 LHD 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 results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 	<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
	<p>Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.</p>	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

Resources:

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California](#)

[Los Angeles County Department of Public Health TK-12 Schools COVID-19 Toolkit](#)

[Archdiocese of Los Angeles COVID-19 Webpage](#)

[St. Bernardine of Siena School COVID-19 Updates and Information](#)

