



Return to In-Person Instruction COVID-19 Plan

**Our Lady of Mount Carmel School
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Purpose

The emergence of COVID-19 (coronavirus) in late 2019 has radically altered our day-to-day lives. At Our Lady of Mount Carmel 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

Describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Custodial 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 & Outdoor Handwashing Stations	Three times/day
Workspaces	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

The school has sourced from its janitorial supply company EPA-registered products on [List N: Disinfectants for use against SARS-CoV-2](#). The school custodian has 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. The school custodian 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.

Cohorting

Describe how students will be kept in 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.

For the majority of the school day, students will be kept with their grade-level classmates and practice the recommended physical distancing. Students will play outdoors at recess and lunch on a staggered schedule, with students only in their cohort which will be organized as follows: K-2, 3-5, 6. Staff and a limited number of trained volunteers will supervise on yard duty and enforce physical distancing practices. Each class will eat lunch outside with 6-foot distancing using the lunch benches and field space according to the staggered schedule. Lunch benches will be disinfected between each use.

One set of bathrooms will be designated for use by grades K-2. The other set of bathrooms will be used for students in grades 3-6. Between staggered recess and lunch times, the school custodian 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. Circles have been painted on the field and markings on the blacktop to ensure physical distancing. Some lunch benches have been outfitted with umbrellas, while others are located under the shade structure to provide alternate learning spaces. Additionally, alternate indoor spaces (art room, library, parish hall) are available for small group activities with non-classroom teachers and staff. Spaces will be disinfected after each use. With the school field being the designated evacuation area in the event of a disaster, physical distancing markers can also be utilized at those times, should the need arise.

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 grade level 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

Describe how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Parents will enter the school campus in their vehicle through a morning carline drop-off according to the pattern on the following map. 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. Drop off time is between 7:45 and 8:15 a.m. daily.



The school hallways are outdoors and will be 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. Markers painted on the blacktop will allow for students to line up after recess, lunch, or other transitional times with 6-foot distancing.

Students will be dismissed from school through the same carline pattern as mornings. Students will wait outside with their classmates and teacher for their parent/guardian to drive onto campus. Families with last names A-L will come through the pick-up from 2:30-2:40 p.m. and last names M-Z will pick up from 2:40-2:50 p.m. In the case of blended families in which children have different last names, parents should adhere to the schedule for the last name of the oldest child.

To maintain healthy operations, the school will limit the number of volunteers and visitors to campus. If parents need to drop off forgotten supplies, lunches, etc., there will be a cart outside the main school entrance (Hot Springs) for delivery. At this time we will

not host outside guest speakers nor participate in offsite field trips. Instead teachers will enrich lessons with virtual and multi-media activities, where possible.

Facial Coverings & Other Essential Protective Gear

Describe how CDPH's face covering requirements will be satisfied and enforced.

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."

Students

Our Lady of Mount Carmel 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 family. Signs are posted around campus as reminders.

Adults

All adults on campus, whether staff or anyone entering the school campus to conduct business, 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 and lunch 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

Describe how students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

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 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. Additionally, at the beginning of each school year, teachers submit emergency sub plans for two days' worth of work and activities to the principal.

If a student or staff member does not pass the daily health screening (temperature exceeding the 100.4, show [symptoms consistent with COVID-19](#), suspected exposure to COVID-19), the school will follow the recommended [Santa Barbara 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 on the bench outside the school office until home transportation can be arranged.

Healthy Hygiene Practices

Describe the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

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 and/or workstations for use when washing with soap and water is not feasible. In addition to the two sets of student restrooms, three primary grade classrooms are equipped with sinks. The school has also secured two outdoor handwashing stations.

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, and gloves. PPE will be replenished as needed.

Identification & Tracing of Contacts

Describe actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

The school will monitor faculty, staff and students throughout the day for signs of illness. Students, faculty and staff with a fever of 100.4 degree 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, the school administrative assistant and principal will report to the SBCPHD and support them in contact tracing including identifying students and staff who have been exposed. Following the SBCPHD 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 SBCPHD protocol and the Triggers for Switching to Distance Learning.

Physical Distancing

Describe how space and routines will be arranged to allow for physical distancing of students and staff.

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 4 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, field, lunch benches, and hallway will have paint or be 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 outdoor learning, recesses, and P.E.

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, use of a payment drop box, and limiting one family/household in the office at a time to lessen exposure in the office reception area.

Staff Training & Family Education

Describe how staff will be trained and families will be educated on the application and enforcement of the plan.

Staff have been receiving training and education through staff meetings, updates on CDPH guidelines, and in disseminating our OLMC School Workplace 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 Santa Barbara 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>

Testing of Students & Staff

Describe how school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

Students

The school is partnering with Dr. Dale Amanda Tylor, MD, MPH to provide testing for COVID-19 testing through [Rivera ENT](#). Our Lady of Mount Carmel School is set as high priority in the event that a cohort of students needs to be tested.

Staff

As a precautionary measure, staff will participate in surveillance testing for COVID-19 every other month or as needed, based on exposure or symptoms, with half of the staff members being tested each month. The school is partnering with Tiffany Duran, R.N. for ongoing surveillance COVID-19 testing.

Triggers for Switching to Distance Learning

Describe the criteria the superintendence will use to determine when to physically close the school and prohibit in-person instruction.

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 Santa Barbara 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 SBCPHD Community Health Nurse/Disease Control at 805-681-5280
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 100.4 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

Describe how the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

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 following template letters from Santa Barbara 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.

CLOSE CONTACT SAMPLE COMMUNICATION

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff are a top priority. This letter is to inform you that a student or staff member in your child's class or small group has been in close contact with a person who has tested positive for COVID-19.

Public Health has been notified and is taking further steps. **In accordance with Santa Barbara County Public Health guidance, the classroom will continue to operate.**

The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. COVID-19 symptoms (as identified by the Centers for Disease Control) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> include, but are not limited to the following:

- 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
- Diarrhea

The safety of our students, staff, and school community is our priority. Please keep students who are ill home.

Please contact your healthcare provider if you have any additional questions or concerns. For school related questions, please contact, (insert contact name and phone number.)

Sincerely,

Mrs. Tracie Simolon
Our Lady of Mount Carmel School

POSITIVE TEST IN COHORT SAMPLE COMMUNICATION

Date, 2020

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's class or small group at [XXX School] has tested positive for COVID-19. The last date of known exposure to the classroom was [XXX date].

You will be notified by a Santa Barbara County Public Health Department (SBCPHD) employee as part of their contact investigation. **In the meantime, in accordance with SBCPHD guidance, we advise that your child immediately quarantine to the greatest extent possible, even if your child is asymptomatic.** In addition, you may inform your healthcare provider and follow their advice. Be sure to let the provider know that you or your child has had a direct exposure through this classroom.

The classroom will be closed through at least [date] for the duration of the quarantine, which is 14 days from the last exposure.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. COVID-19 symptoms (as identified by the Centers for Disease Control) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> include, but are not limited to the following:

- 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
- Diarrhea

The safety of our students, staff, and school community is our priority. Please contact your healthcare provider if you have any additional medical questions or concerns. For school related questions please contact, (insert contact name and phone number.)

Thank you for your prompt response to this matter.

Sincerely,

Mrs. Tracie Simolon
Our Lady of Mount Carmel School

Public Health Contacts & Resources

[Santa Barbara County Public Health](#)

[Community Based Testing Appointment Registration](#) or call 888-634-1123

Santa Barbara County Call Center: 883-688-5551

[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](#)