



Covid-19 Containment Response and Control Plan

In compliance with state and federal guidelines and to ensure continuity of operations of essential functions of schools, this document has been developed as a return to campus best practice guide.

We have referred to Federal, State and local guidance on campus reintegration to develop this guide.

In compliance a COVID-19 task force has been established and is comprised of the following people:

Amy Schlecter, Chief Financial Officer

Maritza Jimenez, HR Manager

Melissa De Guzman, Executive Assistant to the Head of School

Alicia Cordoza, Registered Nurse

Byron Zapata, Director of Security and Plant Operations

Byron Zapata - is the designated COVID-19 liaison to DPH in the event of an outbreak on campus.

Risk Assessment

A Risk assessment was completed to identify potential hazards related to Covid-19 and the recommended actions to address them:

Policy, Practice and School Infrastructure

- Provide Physical Distancing of at least 6 Feet:
 - Multi-employee workspaces reconfigured to allow separation of at least 6 feet and with plexi glass partitions.
 - Use of private offices
 - Classrooms configured with smaller class size and furnishings to allow separation of at least six feet
 - Assign cohorts of no more than 12 students and no more than 2 supervising adults in which students and supervising adults stay together for all activities and avoid contact outside of their cohort throughout the school day. (A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult)
 - Move meetings to zoom and/or phone calls
 - Relocate the main entrance to the main school gate (instead of traversing through the reception area).
- Limit risks from high-touch surfaces

- o Reduce use of high touch surfaces
 - Elementary campus: Move employee entrance to main school gate to eliminate touching of two doors to enter school
 - Elementary campus: During main entry time 7:30-8:30am, temporarily keep open 1st and 2nd floor door to main building to allow entry without touching doors.
 - Elementary campus: Faculty lounge is closed and will discontinue coffee service and common refrigerator and microwave use.
 - Mail delivery to campus personnel: temporarily discontinue use of mailroom inside faculty lounge. Add vertical inboxes to exterior classroom/office doors to allow delivery of mail to teachers and offices.
 - Preschool: no more than 2 employees allowed in breakroom at a time
 - Added hand washing stations to increase the frequency of hand washing within the student body and staffulty, with fewer persons needing to use each station.
 - Use of school facilities for non-school purposes has been suspended
- Maintain regular cleaning and disinfection schedule every hour
 - All non-classroom door handles (inside and outside handles)
 - All classroom door handles (outside handles throughout day and inside overnight). Teachers will prop open doors to allow egress without students touching doors during recess and at dismissal time.
 - Bathrooms will be disinfected every hour
 - Railings will be disinfected twice a day
- Policies in place to ensure appropriate hand and respiratory hygiene, social distancing and crowding
 - Handwashing (portable) stations are strategically placed around campus
 - Additional handwashing stations installed in hallways
 - Utilizing an array of classroom spaces, alternative spaces and outdoor space to ensure proper social distancing of 6ft.
 - Restructuring class sizes to support proper social distancing of 6ft between desks
 - School has full time Registered Nurse on campus

Policies for educators and school staff

- Signage at entrances to elementary and preschool campuses indicate:
 - o face coverings required
 - o physical distrancing required
 - o individuals are to stay home when sick
 - o frequent hand washing should be completed
- This plan and the K12 reopening protocol checklist shared with employees
- Procedures reviewed in faculty meetings
- Flexible remote schooling program implemented

- o Virtual learning plan in place
- Assure sufficient teacher and staff capacity to support changing school timetables
 - o Flexibility in staff roles and responsibilities
- School has requested employees to self identify if they require an accommodation based on health concerns/vulnerability. When possible, work that can be done at home has been assigned.
- Employees have been provided information on employer or government sponsored leave benefits including leave provided by the Families First Corona-Virus Response Act
- Work processes have been reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home, and staggered in person schedules have been instituted where practical.

Safety and Security

School closure or re-opening may affect the safety and security of students. Consider the following:

- Main entrance is now the double gates at St. Andrews place.
- Fire and emergency drills will be conducted once a month per Los Angeles City Fire Code.
- Maintain six feet apart for all others at all times.
- Wear a face covering that covers nose, mouth, and chin at all times.
 - o Clean you face covering daily to ensure that it is free of any contaminants.
 - o St. James' School provides disposable face masks.
- Six foot distancing stickers have been placed on the ground as reminders.
- Arrow stickers indicating corridor direction have been placed on the ground as reminders.
- Signage has been placed at all entrances of the elementary campus and the preschool indicating the following:
 - o Six foot social distancing
 - o May not enter campus without face covering
 - o Stay home if you are feeling sick
 - o Wash hands regularly

Hygiene, cleaning and disinfection

Educate staff and students on prevention practices: hand hygiene, respiratory hygiene, mask use, physical distancing, self monitoring symptom checks, procedures for the sick students and staff

- Hand washing and/or sanitizing stations are located at building entrances, central office, stairway entrances, classrooms, and all common areas. Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station.
 - Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and is used with adult supervision for children under age 9.
 - Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.

Hand hygiene is an important step in decreasing spread of the virus that causes COVID-19. Hand hygiene should occur:

- Before, during and after preparing food
- Before eating food

- Before and after treating a cut or wound
- Before and after touching (e.g., putting on or taking off) a mask
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet (preschool)
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats

Instructions on proper hand hygiene should be posted in multiple areas and reviewed frequently with staff and students.

Hand washing instructions:

1. Wet hands with clean, running water (warm or cold), and apply soap.
2. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails.
3. Scrub hands for at least 20 seconds. Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry them.

An alcohol-based hand sanitizer that contains at least 60% alcohol can be used if soap and water are not available.

- Apply hand sanitizer product to the palm of one hand (read the label to determine correct amount).
 - Rub hands together.
 - Rub the gel over all the surfaces of hands and fingers until hands are dry. This should take around 20 seconds.
- Schedule hand hygiene, especially for younger students
 - Before and after eating and playground play
 - School cleaning and disinfecting schedule using EPA registered products effective on COVID-19:
 - Hourly: breakrooms, restrooms
 - Daily: front office
 - After each cohort: outdoor playground equipment
 - Daily: classrooms
 - Enhanced cleaning and disinfection will take place on Fridays or weekends between groups of cohorts
 - Enhanced cleaning and disinfection will take place in the impacted spaces in case of a confirmed or suspected case
 - PE classes, sport activities, and playground activities maintain social distancing requirements
 - Face covering wearing policy required in line with CDC, State and Local guidance

- Preschool and elementary school employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- Disposable masks available at security in front of both campuses available to employees, students and visitors. Cloth face masks are also available for employees, upon request, at no cost.

Cleaning and Disinfecting Procedures

- Classroom and School cleaning is done daily and hourly.
- High traffic areas are cleaned hourly (bathrooms, door handles, and hand railings).
- Examples of high touch surfaces include: doorknobs, light switches, keyboards, faucets, paper towel dispensers, and handrails.
- Outdoor equipment will be cleaned and sanitized daily..
- All toys and equipment available in classrooms and throughout the school will be cleaned and disinfected daily.
- Surfaces are cleaned of dirt, oils, and other contaminants prior to using any disinfectants or sanitizers.
- A cleaning schedule has been created to ensure that we are not under or over using cleaning products.
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using EPA approved products that are found on the “N” List.
- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- Use of shared objects is eliminated wherever possible
 - E.g. water fountains are shut down and individual water bottles are provided as an alternative, and high touch playground equipment are made unavailable and are replaced with no-touch playground games.
- All cleaning products are effective against COVID-19 and are approved by the EPA and are on the “N” list.
- All custodial staff are trained on manufacturer’s directions (Cal OSHA requirements for safe use) for cleaning and disinfecting, as required by the Healthy Schools Act
- All custodial staff are equipped with appropriate personal protective equipment (gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product)
- All cleaning products and equipment are kept out of children’s reach and are stored in a secured and restricted space
- Ventilation is maximized during cleaning and disinfecting to the extent feasible
- All dusting is done using microfiber cloths which are much more effective at collecting and capturing surface dusts and contaminants. Follow laundering directions of microfiber cloths, as the cloths may not be as effective at capturing dusts after laundering.

- All floor cleaning is performed using damp mopping or vacuuming with a HEPA filtered vacuum, which captures 99.97% of particulates down to 0.3 um in size range. This will help minimize floor dust from getting into the air during the vacuuming process.
- Manage the safe disposal of all cleaning wipes, towels, etc.
- Flushing water systems and all termination devices to prevent Legionnaires Disease has been completed.
- Enhanced cleaning of school premises is completed in the evening, when students are not present, to let spaces air out before the start of the following school day

HVAC System

- HVAC system is in good working order.
 - Air conditioning filters have been upgraded to the highest efficiency (merv-13)
 - Increased the frequency of replacing filters from quarterly to bi-monthly.
- HVAC system is set to maximize indoor/outdoor air exchange.
 - iWave system has been installed, which is an air ionization system that purifies the air as it enters the building and continues to purify as the air is recycled in the building.

Screening, Surveillance, Testing, Quarantine and Isolation, and Notification Procedures

- Current employee and family guidelines indicate that employees and/or families are to stay home if unwell and/or if they have symptoms.
 - Individuals coming to campus complete COVID-19 survey before coming to campus via the Magnus Health app, and are instructed to stay home and self-isolate if have symptoms or quarantine if had exposure
 - “Go” message from app must be displayed by employee or parent/student before entering campus
 - Fever check performed at entrance to campus(es)
 - Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible (Zoom or Phone)
 - Visitors other than parents of enrolled students or independent vendors must have an appointment to access the campus and follow all social distancing guidelines at all times. This includes but is not limited to face coverings and maintaining 6 feet distance from all other people as well as taking a health survey and a fever check.
- If individual develops symptoms on site or learns of exposure or positive surveillance testing results while on site:
 - On the preschool campus:
 - If the person experiencing symptoms or who the school has been notified was exposed or received a positive surveillance testing result is a child, they will be taken to the designated outdoor private area (weather permitting) or to the preschool director’s office to isolate until they can be picked up by their parent. A surgical mask will be placed on the child. One designated staff member will supervise the child, while maintaining a distance of at least 6 feet. The teacher will contact the co-director by walkie talkie requesting a call from a co-director (preferably by cellphone)

to inform the co-director of the current situation. A preschool co-director will call a member of the school's COVID-19 task force to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps including possible temporary partial or full closure .

- If the person experiencing symptoms or who the school has been notified was exposed or received a positive surveillance testing result is a staff member or visitor, the staff member will inform the preschool co-director by walkie-talkie requesting a call from a co-director (preferably by cellphone) to ensure there is an adult to supervise the children. Then the staff member experiencing symptoms will immediately leave the campus to self isolate. A preschool co-director will call a member of the school's COVID-19 task force to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps including possible temporary partial or full closure.
- o On the elementary school campus:
 - If the person experiencing symptoms or who the school has been notified was exposed or received a positive surveillance testing result is a child, they will be taken to the isolation area outside the nurse's office to isolate until they can be picked up by their parent. A surgical mask will be placed on the child. The nurse (or designee if the nurse is unavailable) will supervise the child, maintaining a distance of at least 6 feet. The nurse will call a member of the school's COVID-19 task force to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps including possible temporary partial or full closure.
 - If the person experiencing symptoms or who the school has been notified was exposed or received a positive surveillance testing result is a staff member or visitor, the staff member will inform the assistant head of school to ensure there is an adult to supervise the children. Then the staff member experiencing symptoms will immediately leave the campus to self isolate. The Assistant Head of School will call a member of the school's COVID-19 task force to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps including possible temporary partial or full closure .
- If school officials are notified that a member of the community (faculty, staff, student or visitor) tests positive for COVID-19 or is suspected to have COVID-19, a member of the COVID-19 task force, or designee, will complete a contact tracing interview for the individual and with any other individuals determined to have been in close contact with the individual during the infectious period.
- The contact tracer will instruct these individuals (or guardian in the case of a child) to isolate at home and provide them the self-isolation, quarantine and FAQ factsheets found here: <http://publichealth.lacounty.gov/media/Coronavirus/>
- The school DPH liaison will initiate the School Exposure Management plan ("K-12 Schools" Exposure Management Plan") located at <http://publichealth.lacounty.gov/media/Coronavirus/reopening-la.htm#k12plan>, (www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/) and will contact DPH as

outlined. This includes reporting a cluster of cases (3 or more cases within 14 days) - if applicable- as outlined in the School Exposure Management Plan.

- Students or employees who have symptoms consistent with COVID-19 or are quarantined because of exposure to case(s) at school have access to the following testing:
 - County of Los Angeles testing website: <https://covid19.lacounty.gov/testing/>
 - Contact your personal health care provider for testing and additional information.
- The school will send a notification to relevant members of the community regarding a confirmed case in the community. Consistent with privacy rules, the name of the individual will not be disclosed.
- The School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance DPH liaison submits this information to DPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a case. If needed, additional time may be requested.
- If the exposure happened in a school classroom or school cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed at this time. At this time the entire classroom or cohort is considered exposed and will require quarantine.
- After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, the school follows the required steps for 1 confirmed case.
- If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school will proceed with the following steps:
 - Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
 - Complete the Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDCEducation@ph.lacounty.gov
- School has enabled both employees and students to continue to participate in school via remote learning as needed. Devices have been made available as needed so all students can participate. The school will effectuate a partial or full closure if needed based on guidance from the county, and will communicate to employees and families via email regarding any closures and the shift to remote instruction.
- The school will conduct surveillance testing on a regular basis of all school personnel. The school is currently working with PMH to ensure regular testing of all employees on a minimum of a monthly basis. The school will report all the testing results to the county each time they are made available to the school.

Checklist for parents/students and staff

- Identify those with:
 - Underlying medical conditions to protect the student/staff
 - Recent illness or symptoms suggestive of COVID-19
 - Special circumstances in home environment (case by case)
 - Health survey is completed before coming to campus.
 - Temperature checks are done at the door.

Additional school-related measures

- Required immunizations checked and updated

Monitoring of schools after re-opening

As protective school measures are applied, it is important to monitor a range of factors such as:

- Effectiveness of remote-schooling:
 - Evaluate the process
 - Number of students reached
 - Parent, student, teacher feedback
- Evaluate educational objectives and learning outcomes
- Policies and measures on health and well-being of students, families and staff
- The trend in school drop out after lifting the restrictions
- Effectiveness of collaboration between the school and the community

Additional Safety Considerations:

- Training for staff prior to returning to campus
 - The entire staff will be required to virtually attend the following training prior to returning to work:
 - Returning to campus after COVID-19 including hazard notifications 30 min e.g. hand washing routine, proper social distancing guidelines, proper wear of masks, navigation of campus grounds, minimize sharing of communal areas, etc.