



SERVITE
HIGH SCHOOL

COVID Safety Plan

Revised 2/26/2021

HEALTHY HYGIENE PRACTICES

To the extent feasible, Servite HS will follow these recommendations and best practices.

Hand Hygiene

Germ from unwashed hands can be transferred to other objects, such as handrails, table tops or toys, and then transferred to another person's hands.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Encourage students to use hand sanitizer when going in and out of classrooms

Face Covering

- While on campus face coverings must be used in accordance with CDPH guidelines..
- Teach and reinforce use of face coverings.
- In order to comply with this guidance, schools must exclude students, faculty. Staff and visitors from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- Gaiters are allowed as long as they are two layers.

Masks with exhalation valves or vents are not permitted. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others, according to the CDC. **bandanas/handkerchiefs are no longer permitted.** According to the CDC, the effectiveness of bandanas/handkerchiefs is still not well known

1. Staff may remove face covering when you are alone in your classroom or work area. If another individual enters the classroom or work area both persons should be wearing a face covering.
2. Face coverings must be properly worn, covering both your nose and mouth.
3. Face coverings must be laundered after each day's use.

4. At this time face shields are not to be used in lieu of masks.
5. Workers or other persons handling or serving food must use gloves in addition to face coverings.

Maintaining Healthy Environment

To the extent feasible, Servite HS will follow these recommendations and best practices:

Cleaning and Disinfecting

The virus that causes COVID-19 can be killed with the right cleaning products. Servite will use the EPA list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates and wipes.

Teachers are expected to do follow this protocol:

Each classroom has been outfitted with a white caddy which contains a cleaning solution, 5 rags, gloves, safety glasses, and disinfectant wipes. Use one rag daily and at the end of the day, put it in the soiled side of the caddy. At the end of each week, the rags will be collected and replaced with clean ones. It is completely safe to use one cleaning rag per day. It is suggested that you spray all touch areas and desk tops and let it sit for as long as possible before wiping it down. The product being used is made to be sprayed and left without wiping, however we understand that there won't be enough time between periods for this, so wiping is fine.

- Clean and disinfect frequently touched surfaces (e.g., sports equipment, door handles, sink handles, drinking fountains, light switches, bathroom surfaces, tables, student desks, chairs) within the school and on school buses/school vans at least daily or between use as much as possible.
- Develop a schedule for increased, routine cleaning and disinfection.
- The lunch shelter is sanitized 4 times daily and each bathroom on campus is cleaned and sanitized 5 times daily.
- Ensure the safe and correct use and storage of cleaning and disinfection products.
- Any staff member using cleaning products is required to be trained on proper use.
- Do not use cleaning products near students, and staff should ensure there is adequate ventilation when using these products to prevent students or staff members from inhaling fumes.
- Class rooms are also wiped down nightly with disinfectant and on weekends the electrostatic disinfectant & sanitation guns are used as well.

Air Conditioner/Purifiers

- All classrooms have been equipped with either new A/C units with built-in scrubbers to clean and purify the air naturally and kill mold, fungus, virus and bacteria or with free-standing, commercial-grade air purifiers. The free standing units remove 99.97% of all contaminants including airborne viruses.

Shared Objects

- Ensure individual belongings are taken home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, books, learning aids, electronic devices, equipment, etc.) to the extent feasible or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.

Maintaining Healthy Operations

To the extent feasible, Servite HS will follow these recommendations and best practices.

Promote Social Distancing

- Ensure that student groupings are as static as possible
- We will limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene and require masks be worn.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Close communal use spaces if possible; otherwise stagger use and disinfect in between use.
- Maintain 6 feet social distance between yourself and others.

Classroom Space

- 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 feasible, such as, six feet between desks, or arranging desks in a way that minimizes face-to-face contact.
- Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made.
- Under no circumstances should the distance between student chairs be less than 4 feet and all desks should be facing the same direction. If 6 feet of distance is not possible, it is recommended to optimize ventilation.
- Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces.
- Where appropriate, privacy boards or clear screens (plexiglass) can be used to increase and enforce separation between staff and students.
- Teachers will have proper face coverings on at all times during class, regardless of Plexiglass barriers.
- If a teacher is alone in their classroom, the mask can be removed.
- Use outdoor space when available

Non-Classroom Spaces

- Limit communal activities as feasible . Alternatively, stagger use, properly space occupants and disinfect in between uses.
- When appropriate use non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- All those on campus will be encouraged to maintain physical distancing in enclosed spaces, such as hallways, common areas, and while traveling on buses.
- Open at least two windows on buses/vans to optimize ventilation. Space students out to be at least 6 feet from each other and the driver. Masks will be worn at all times. Vans are sanitized after each use.

Food Service

- Food offered at school as part of the school meal program should be served individually plated or bagged.
- Students are not permitted to share food or drinks.

- Food service employees will wash/sanitize hands before and after handling of food, wear masks and gloves and follow all other safe handling guidelines as well.

Arrival and Pick Up

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Put in place other protocols to limit direct contact with others as much as feasible.
- Encourage parents to pick up students immediately after school is over to decrease gathering of students at the pick up area.

Gatherings, Visitors and Field Trips

- Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Limit any nonessential visitors, volunteers and activities involving external groups or organizations as possible.
- Field trips, intergroup events, and extracurricular activities will only be held when it is safe to do so per county, state and national guidelines.
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches and communities.

Preparing for When Someone Gets Sick

To the extent feasible, Servite HS will follow these recommendations and best practices.

Any faculty, staff or student with COVID-19 concerns or symptoms should be instructed to notify the School Nurse-Director of Health Services immediately. This includes anyone being tested for COVID-19.

Faculty and staff will maintain confidentiality in regards to any Servite Community member being tested for or testing positive for COVID-19.

The designated point of contact for COVID- 19 concerns is the School Nurse - Director of Health Services, located in room 110, x 1759. The Director of Health Services will coordinate the documentation and tracking of possible exposure, in order to notify the OCHCA, staff and families in a prompt and responsible manner.

Covid Screening

- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- Faculty, staff, students and visitors who are sick or who have recently had close contact* with a person with COVID-19 will stay home until cleared to come back as defined below. See section titled "Protocols for when someone is sick"
- Faculty, staff, and students shall download and use Servite Pre Screen App prior to arrival on campus. Upon arrival to campus, temperatures will be taken.
- At this time, all those who enter campus and do not have the Pre Screen App will undergo a screening protocol. The screening protocol will include
 - A screening questionnaire developed from CDC and Health Department recommendations
 - *Screening questions do not pertain to existing medical issues**
 - Temperature taken with touchless thermometers. A temperature threshold of 100.0 F has been established by the school. Any person who exhibits a temperature of 100.0 F or does not pass the entrance screening protocol will be isolated and asked to leave campus. Refer to the

* **For COVID-19, a close contact** is defined as any individual who was within 6 feet of an infected person for at least 15 cumulative minutes starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to a positive test until the time the patient is isolated.

Protocols for When Someone Gets Sick

- Send home faculty, staff and students with a temperature of 100.0 degrees or higher, a cough or any other COVID-19 symptoms..
- Any faculty, staff or student exhibiting symptoms of COVID-19 will continue to wear a face covering and be required to wait in an isolation area until they can leave campus and be transported home or to a healthcare facility, as soon as practicable.

*For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including **persistent pain or pressure in the chest, confusion, or bluish lips or face.**

- Document/track incidents of possible exposure.
- In the event of a **positive** COVID-19 test: The OCHCA will be notified and any Contact Tracing will be done by the School Nurse.
- Confidentiality will be maintained as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 48 hours with no fever (without the use of fever reducing medications), symptoms have improved and 10 days since symptoms first appeared.
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Policies should not penalize students and families for missing class or work.
- Provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.

Employee Illness Guidelines

What happens if I answer "yes" to a question on the symptom* checklist before coming to school?

Those questions do not pertain to existing medical issues.

1. Remain home and isolate.
2. Call Ms. Roxanne Barrera at **(714) 774-7575 x1110** or your immediate supervisor to report your absence.
3. Contact your health care provider to discuss testing and medical care.
4. Contact the School Nurse, Jennifer Gutierrez, at **(714) 774-7575 x1759** or jgutierrez@servitehs.org. Following OCHCA guidelines, the Nurse will report to Erika Hinojosa, Servite HS Human Resources. HR will contact the employee and their supervisor.

What happens if I become ill during the school day?

1. Notify the School Nurse, Jennifer Gutierrez, at **(714) 774-7575 x1759** and visit the Health Center in Room 110 for assessment.

2. Staff members with symptoms of COVID will be sent home and should contact their health care provider to discuss testing and medical care.

What if a household member is testing for COVID or has a positive COVID test?

If a household member is testing or is positive for COVID, you should:

1. Monitor yourself for COVID symptoms twice a day for the next 14 days. Continue to wear a mask, hand wash frequently, disinfect your home and isolate from that household member.
2. Contact the School Nurse, Jennifer Gutierrez, at (714) 774-7575 x1759 or jgutierrez@servitehs.org to determine the next course of action.

What if I had close contact with an individual confirmed to have COVID?

If you have had close contact** with an individual who tested positive for COVID, you should:

-If you have already been fully Vaccinated, see below for the protocol.

1. Stay home, quarantine and monitor yourself for COVID symptoms twice a day for the next 14 days. Continue to wear a mask, hand wash and physically distance from others.
2. When you are at home, try to self-isolate so that you don't potentially infect other members of your household.
3. If you develop any symptoms, call Ms. Roxanne Barrera at (714) 774-7575 x1110 or your immediate supervisor and contact your health care provider to discuss testing and medical care.
4. Contact the School Nurse, Jennifer Gutierrez, at (714) 774-7575 x1759 or jgutierrez@servitehs.org to determine the next course of action.
5. Following OCHCA guidelines, the Nurse will report to Erika Hinojosa, Servite HS Human Resources

What happens if I test negative after having symptoms for COVID?

You can be with others and return to work after:

1. 24 hours with no fever (without the use of fever-reducing medications) **and**
2. No new *COVID symptoms have presented and respiratory symptoms have improved **and**
3. Clearance has been authorized by the School Nurse, Jennifer Gutierrez and Human Resources prior to return to campus.

What happens if I am confirmed positive for COVID?

1. Remain home and isolate. Call Ms. Roxanne Barrera at (714) 774-7575 x1110 or your immediate supervisor to report your absence.
2. Contact your health care provider for further instructions.
3. Contact the School Nurse, Jennifer Gutierrez, at (714) 774-7575 x1759 or jgutierrez@servitehs.org.
4. Following OCHCA guidelines, the Nurse will report to Erika Hinojosa, Servite HS Human Resources. HR may contact the employee and their supervisor.
5. If the employee was on campus 2 days prior to their positive test result or onset of symptoms, the employee work area/classroom will be assessed for disinfection.
6. The local public health department may be consulted for contact tracing.

If I am confirmed positive for COVID, when can I return to work?

You can be with others and return to work after:

1. 24 hours with no fever (without the use of fever-reducing medications) **and**
2. No new *COVID symptoms have presented and respiratory symptoms have improved **and**
3. 10 days since symptoms first appeared **and**
4. Clearance has been authorized by the School Nurse, Jennifer Gutierrez and Human Resources prior to return to campus.

After being vaccinated, do I need to quarantine if exposed to a COVID positive individual or someone who is suspected of having COVID?

-Per the CDC, people who have been exposed to someone with COVID-19 don't need to quarantine if they meet this criteria: They're fully vaccinated (at least two weeks have passed since getting the second dose of a two-dose vaccine or one dose of a single-dose vaccine). It's been less than three months since their final dose of the vaccine. They don't have symptoms of COVID-19 after the exposure.

Can you tell me more about face masks?

We require all employees to wear **face masks**. **Two layer** Gaiters are now allowed, the key here is **two layers**. Masks with vents or exhalation vents are **not** allowed. **Bandanas and handkerchiefs are not allowed at this time**. According to the CDC, evaluation is ongoing and the effectiveness of these types of coverings is unknown at this time.

1. You must wear a face mask on campus.
2. You may remove your face mask when you are **alone** in your classroom, office or work area.
3. Face masks must be properly worn, covering **both** your nose and mouth.
4. Face shields are not to be used in lieu of masks.
5. The Universal Plastics brand face shield **with** XL drape is an approved face covering and may be used **without** a mask underneath **while** teaching. If a student comes within 6 feet of you, then please wear a mask as well.

***COVID SYMPTOMS PER CDC:** Fever of 100.4 / 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

Here at Servite, the temperature threshold we are using is **100.0**. Above you will see the CDC guideline of 100.4, but for self screening purposes and any screening done on campus, please use **100.0**.

**** For COVID**, a **close contact** is defined as any individual who was within 6 feet of an infected person for at least 15 cumulative minutes in 24 hours starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to a positive test until the time the patient is isolated.

Student/Parent Guidelines

Keeping Servite High School healthy is everyone's responsibility. To this end, **families shall agree to do the following every day:**

- Conduct visual health checks of your student and take his temperature before he comes to campus. Please keep your student home if he exhibits any of the following symptoms or answers "yes" to any of the following questions:
 - States he has been in **close contact*** with someone who has tested positive for COVID-19
 - Experiencing any COVID 19 symptoms that are not related to allergies, asthma or another underlying medical condition:
 - 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.

Student Illness Guidelines

Known positive/potential cases of COVID-19 on campus. Notification and sanitation protocols will be implemented for any known positive cases on campus. If a student develops or reports symptoms of illness while on campus, the student will be immediately isolated in the Health Center. If a faculty/staff member observes a student with suspected COVID symptoms, the student will be sent immediately to the Healthroom for further screening. Parents will need to arrange for the immediate pick-up of their student. Employees with

symptoms will be immediately sent home. All classrooms and spaces that have been used by an individual will be thoroughly sanitized before re-entry is allowed. Notification of the school community, specifically those who may have come in prolonged contact, will happen in accordance with local health agency guidelines and procedures. Student and employee health records will remain private.

Identified Exposure to COVID-19. All students who have knowingly been exposed to a positive COVID-19 case shall immediately notify the school and engage a 10-14-day self-quarantine at home. Students who are at home in quarantine will maintain the ability to attend class through remote synchronous streaming technology. Attendance policies will be modified for students unable to attend class on campus, but able to attend through synchronous streaming technology.

Possible exposure If any member of your household is being tested, please keep your son home and quarantine until you have results. If the household member's results come back negative **and** your son is healthy, he may return to campus. If the household member is positive please continue to quarantine your son and other family members for the full 10-14 days from exposure.

Students with symptoms/positive COVID-19 test. Parents shall keep their son at home if he is experiencing (outside of an existing medical condition) temperature of 100.0 or higher, 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, vomiting or diarrhea. Students with symptoms should not return to campus until they have met CDC criteria to discontinue home isolation: Including 48 hours fever free **without** the use of fever-reducing medications, no new COVID-19 symptoms have presented, respiratory symptoms have improved **and** 10 days since symptoms first appeared. Attendance policies will be modified for students unable to attend class on campus, but able to attend through synchronous streaming technology.

Students with symptoms/negative COVID-19 test. If a student is experiencing symptoms but tests negative for COVID-19, he may return to campus after being fever free for 48 hours **without** the use of fever-reducing medicines, and other symptoms have resolved. Upon returning to campus, the student must present a negative COVID-19 test via fax or email the School nurse.

Students with symptoms not related to another issue, but do not get tested. Parents shall keep their son at home if he is experiencing (outside of an existing medical condition) temperature of 100.0 or higher, 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, vomiting or diarrhea. Students with symptoms should not return to campus until they have met CDC criteria to discontinue home isolation: Including 48 hours fever free **without** the use of fever-reducing medications, no new COVID-19 symptoms have presented, respiratory symptoms have improved **and** 10 days since symptoms first appeared and clearance by the school nurse.

COVID-19 Exposure/Positive Case return to school letter- If a student is exposed to COVID or tests positive for COVID, a COVID Positive letter or COVID Exposure letter must be filled out and returned to the School nurse the day before the student returns to campus.

Sports Clearance- Any student that tests positive for COVID must submit a Sports clearance letter from their doctor prior to returning to sports.

Illness Return to School Letter A return to school letter signed by your healthcare provider may be required prior to your son returning to campus after illness.

Use Of Face Coverings/PPE

The current presence of face coverings is subject to modification to be in alignment with mandates and legal guidance. Parents are asked to purchase reusable face coverings, which should not be used on consecutive days. Face coverings will be made available to students on campus who forget to bring their own. Gaiters are allowed as long as they are **two layers**.

Masks with exhalation valves or vents are not permitted. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others, according to the CDC. **Bandanas/handkerchiefs are no longer permitted.** According to the CDC, the effectiveness of bandanas/handkerchiefs is still not well known.

1. You must wear a face covering on campus..
2. Face coverings must be properly worn, covering **both** your nose and mouth.
3. Face coverings must be laundered after each day's use.
4. Face shields are not to be used in lieu of coverings.

Considerations for Partial or Total Closures

To the extent feasible, Servite HS will follow these recommendations and best practices.

- If the Servite Campus as a whole reaches a 5% positivity rate within a 14 day period, the school will be closed until further notice per OCHCA.
- The Director of Health Services will continue to check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, implement the following steps:
 - In consultation with OCHCA, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
 - Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - Maintain regular communications with OCHCA.

These Guidelines are in place, but are subject to change based on future conditions and/or recommendations by public health officials and the Diocese of Orange.