

**Don Bosco Technical Institute**

# **2021 Safer Return To Campus**

**Policies and Protocols for Hybrid/In-Person Instruction  
(April 2021)**

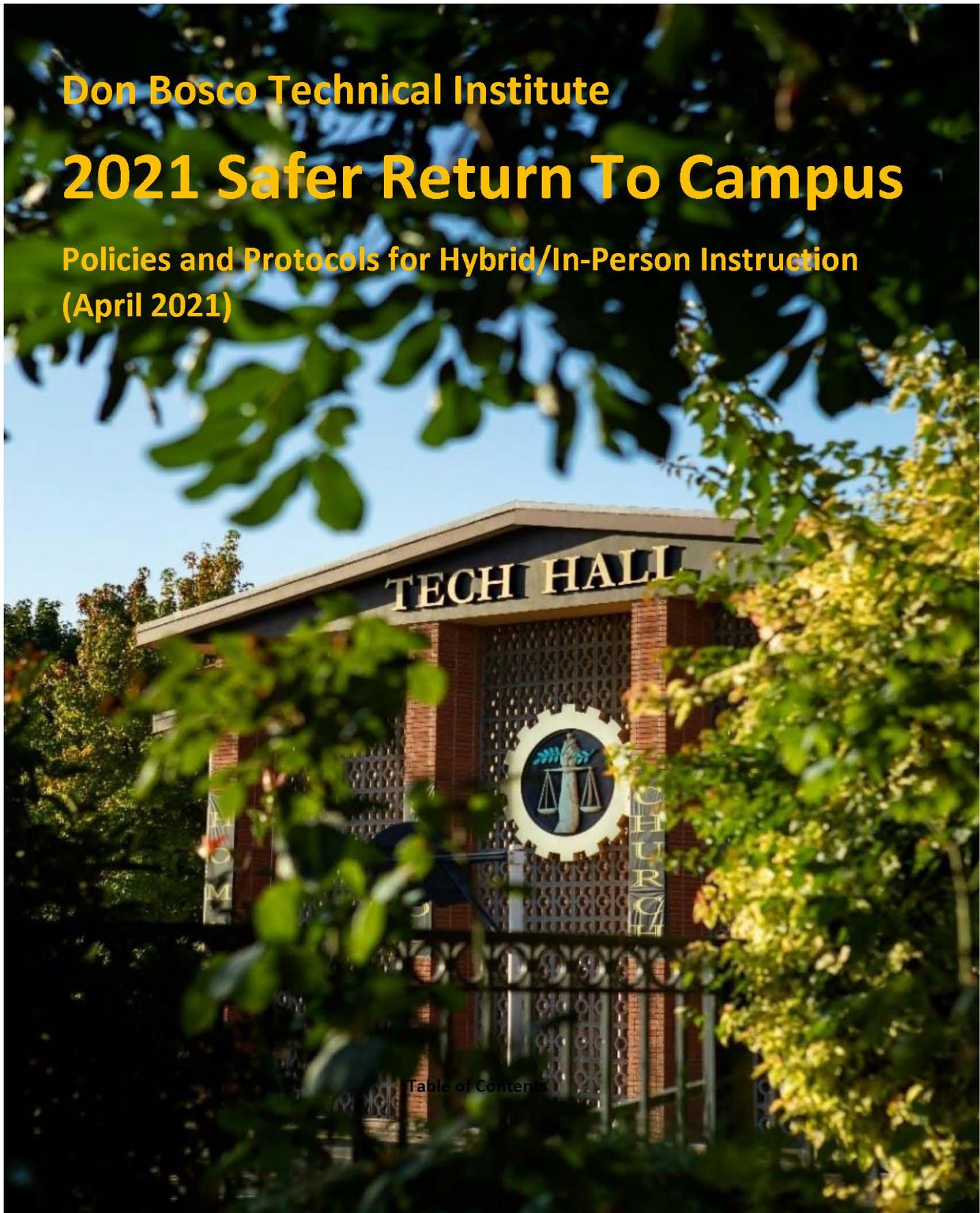


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**BOSCO TECH**

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## PURPOSE

The goal is to prepare a safer return to campus that provides continuity of instruction for all students and to support students' social, physical, spiritual/moral, and mental wellness. We want to ensure that all students can meet the challenges of a high-quality Catholic, college preparatory education while preventing the spread of COVID-19 on campus and in the community. The safety of all students and personnel is our priority. This plan outlines the protocols that will be followed when we reopen campus to in-person learning.

The COVID-19 pandemic and the resulting shelter-in-place have taken a toll on the social, emotional, and educational needs of students and staff. This document is rooted in the scientific evidence available to date and supports dual goals: safe and successful in-person instruction. It has been updated to reflect the [State of California's COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#), which was published on January 14, 2021 and updated as of March 20, 2021.

Understanding and evidence about the transmission and epidemiology of SARS-CoV-2, the virus that causes COVID-19, has evolved significantly over the course of the pandemic. Schools throughout the state are now in various stages of instruction including distance learning, in-person learning, and hybrid instruction based on local conditions. Bosco Tech has continued to provide learning opportunities for students, as we transitioned to remote instruction last Spring.

Now that COVID transmission rates have dropped and vaccines are available for faculty, staff and minors with underlying health conditions, Bosco Tech is ready to transition to **hybrid in-person instruction**. Key mitigation strategies, studied in multiple settings and used successfully in schools nationally and internationally, allow for safe in-person instruction. The thoughtful implementation of mitigation strategies,

specific to school context, provides a careful and effective pathway forward as community transmission rates fluctuate.

Recommendations regarding in-person school reopening and closure are based on the latest available evidence, as well as state and local health directives, and we will update this guidance as needed to reflect new evidence.

As required, the school has posted this COVID-19 Safety Plan (CSP) on the [homepage](#) of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this Operations Plan.

Under operative executive orders and provisions of the California Health and Safety Code, schools must comply with orders and guidance issued by the California Department of Public Health.

The key principles that drive this plan are:

1. Keeping students and staff safe and healthy
2. Flexibility to accommodate the unique needs of the school and programs
3. Ensuring equity and access
4. Providing learning environments that are engaging and keep learning moving forward
5. Key stakeholders are involved in the planning process

This plan was developed in consultation with school and program leaders, school administration and resources provided by the Los Angeles County Health Department and the LA Archdiocese.

The Return to School preparation team members include:

School President, Principal, Assistant Principal, and Plant Manager and other faculty and staff as requested.

The plan is consistent with applicable state and local orders. It lays out the protection measures for students and employees and how everyone will be screened upon arrival to campus for symptoms and history of exposure. The plan also describes how recommended health and safety actions will be monitored.

## **ACCOMPANIMENT THROUGH SAFETY AND CARE**

In a community where safety and care is a high priority, on-campus behaviors and protocols will include three primary practices that require vigilance and 100% compliance:

**Masks** - essential to minimizing the potential spread of COVID-19

**Physical Distance** - requires situational awareness to monitor distancing behaviors and to respect another's work space, learning space, eating space, and the like

**Hygiene** - washing hands with soap and water multiple times a day for a minimum of 20 seconds, or sanitizing hands and contact surfaces multiple times a day where needed.

Even with protocols and safety procedures in place, living in a pandemic is difficult. Bosco Tech is committed to supporting students and personnel with access to mental health support. As a starting point, students struggling emotionally should reach out to their counselors, Counseling Partners of Los Angeles, and/or teachers; employees should reach out to their direct supervisor.

State and county health guidelines will continue to inform all plans for reopening and continuity of education. To ensure the health and well-being of our students, educators, and the school community, Bosco Tech will meet and exceed those guidelines.

The use of the campus and social habits will require vigilant adherence to specific safety and hygiene protocols. This will include physical distancing, use of masks, smaller class sizes, and frequent disinfecting of all areas trafficked by students and staff.

## **EXPECTATIONS**

As students transition back, they can expect....

- A welcoming environment and the opportunity to receive and review safety instructions and guidelines for the campus, classroom, and technology areas
- Ongoing academic, socio-emotional, and college counseling services and programming to enhance the college prep experience for students preparing for success here and beyond
- Bosco Tech will maintain holidays and vacation schedules, including the beginning and end of school, and final exams
- Synchronous class instruction and systematic support to give students access and time to build relationships with their teachers, counselors, and administrators whom they seek out for the assistance they need
- Dedicated opportunities and events designed to provide meaningful extracurricular involvement through student clubs, activities, and athletics
- Faith-forming liturgical events to enhance spiritual growth, nurture foundations of support among community, and provide moments that celebrate faith, worship, and the sacraments in a uniquely Catholic environment

## **GUIDING PRINCIPLES**

COVID-19 is spread by respiratory droplets released when people talk, cough, or sneeze. The virus is primarily transmitted via the mouth, nose, or eyes, especially where there is prolonged exposure (beyond 15 minutes) to an infected person who is not masked and/or physically distanced. Therefore, personal prevention practices, such as face masks and physical distancing, are especially important, as are handwashing, staying home when sick, and environmental cleaning and disinfection, all of which are important principles that are covered in this document.

## Promoting Behaviors that Reduce Spread

There are a number of strategies to encourage behaviors that reduce the spread of COVID-19:

- Educate staff and our families about when they/their son(s) should stay home and when they can return to campus.
  - Employees and students who are ill or who have recently had close contact with a person with COVID-19 need to self-quarantine as guidance provides.
  - Staff and students should stay home if they have tested positive or are showing COVID-19 symptoms.
  - Employees and students who are ill should feel they can stay at home without fear of reprisal, and the school will ensure that employees, students, and students' families are aware of these safety policies. Virtual work/learning options are currently available for students and will remain so.
- The CDC's criteria can help inform [when employees should return to work](#):
  - if they have [been ill with COVID-19](#).
  - if they have [recently had close contact with a person with COVID-19](#).

### Hand Hygiene

- Teach and reinforce handwashing with soap and water for at least 20 seconds to improve adherence among students. Hand sanitizer is readily available everywhere on campus, and contains at least 60% ethyl alcohol.

### Face Coverings

- Students and teachers are required to wear face masks at all times at school. All staff must use face coverings in accordance with [CDC/CDPH](#) guidelines.
- The CDC recommends two-layer cloth face coverings; avoid using masks meant for health care workers.
  - Bandanas, gaiters and similar face coverings are not acceptable.
- Face shields are available for faculty and staff and may be used in addition to, but not to replace, face masks.

### Signs and Messages

- Signs are posted in highly visible locations (e.g., school entrances, building entrances, restrooms) in order to promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and wearing a face covering.)
- Messages and videos about behaviors that prevent the spread of COVID-19 will be communicated regularly with staff and families (i.e school website, emails, and school social media accounts).

## Maintaining Healthy Environments

### Cleaning and Disinfection

- Common areas and public surfaces will be cleaned and disinfected frequently (e.g., door handles, sink handles, counters and desktops) within the school. Use of shared objects (e.g., science, tech, gym/PE equipment, art supplies) will be highly limited and only after some form of sanitation.

- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.
- Cleaning products should not be used near students, and staff should ensure that there is adequate ventilation when using these products to prevent anyone from inhaling toxic fumes.

#### Do Not Share

- Discourage sharing of items that are difficult to clean or disinfect.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own supplies, equipment) or limit use of supplies and equipment by one group at a time and clean and disinfect between use.
- Avoid sharing personal electronic devices, books, and other games or learning aids.

#### Ventilation

- To ensure greater ventilation and circulation, teachers will, at a minimum, open windows and doors during instruction and assembly of students. All rooms with exterior windows have been provided powered window exhaust.

#### Drinking Fountains

- Drinking fountains are not available at this time. Staff and students will be encouraged to **bring their own water** to minimize use and touching of water fountains. Outdoor sinks (hand washing stations) are available to refill water bottles/flasks.

#### Handwashing Stations

- Extra outdoor hand washing stations have been placed throughout campus. All restrooms will remain open, but with limited capacity.

#### Modified Classroom Layouts

- Desks and chairs have been separated 6 feet away apart
- Windows and doors will be opened to optimize ventilation

#### Physical Barriers and Guides

- Plexiglass barriers have been installed in the main office and finance counters
- Entrances and exits to buildings marked to remind students about direction of traffic and physical distancing

#### Food Service

- Tech Hall cafeteria **will not be open for food service**. If and when it is reopened, only pre-packaged meals will be served.
- If food is offered at any event, only pre-packaged boxes or bags will be provided

## Maintaining Healthy Operations

### Regulatory Awareness

- Bosco Tech will meet or exceed local/state regulatory policies related to group gatherings during a pandemic to determine if events can be held.

#### Gatherings, Visitors, and Field Trips

- Encourage virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings
- 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. At all times, follow event guidelines as published by LADPH and/or CIF.

#### Staggered Class Starts and Dismissal

- Where and when appropriate, staggering of class starts and dismissals will provide a reduction in student contact.

#### Designated COVID-19 Point of Contact

- The Dean of Student Services will be responsible for responding to student and families' COVID-19 concerns. This office can be contacted via email or through the school's front desk.
- Human Resources will be responsible for responding to faculty and staff COVID-19 concerns. This office can be contacted via email or through the school's front desk.

#### Communication Systems

- Consistent with applicable law and privacy policies, have staff and families **self-report** to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 (e.g. see "Notify Health Officials and Close Contacts" in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
- Notifying staff, families, and the public of school closures and/or any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

#### Absence Policies

- The school will follow its normal absence policies.
- Staff and students will follow [return-to-school after COVID-19](#) illness policies as described by the CDC.

#### Staff Training

- Train staff on all safety protocols.
- Conduct training virtually or ensure that physical distancing is maintained during training.

### Recognize Signs and Symptoms

- Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students. Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

### Facilities Use for Outside Organizations

- Ensure that organizations that share or use the school facilities also strictly follow safety guidelines.

## Preparing for Illness

### Advise Staff and Families of Ill Students of Home Isolation Criteria

- People who are ill should not return until they have met [CDC's criteria](#) to discontinue home isolation.

### Isolate and Transport Those Who are Ill

- Make sure that staff and families know that they (staff) or their son (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their son (families) become ill with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are ill should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance](#) for caring for oneself and others who are ill.
- Our isolation room (infirmary) will be used to separate anyone who has COVID-19 symptoms, or tests positive, but does not have symptoms. School officials and other healthcare providers will use [Standard and Transmission-Based Precautions](#) when caring for people who are ill.
- Establish procedures for safely transporting anyone who is ill to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

### Clean and Disinfect

- Close off areas used by people who are ill and do not use until cleaned and disinfected
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

### Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

## HEALTH and SAFETY

### Supplies

Classrooms and workspaces will be disinfected/cleaned multiple times daily by teachers and staff who occupy them. Custodial employees will also clean and disinfect these areas daily. Teachers may also ask students to disinfect their desktop and chairs near the end of each block instruction, using supplies that are provided to them, per the latest update regarding safe cleaning procedures.

Bosco Tech has secured appropriate materials from the MUSD, funded by the CARES Act, in order to provide supplies and protective equipment that include, but are not limited to:

- disposable surgical masks
- disposable gloves
- disinfecting wipes
- hand sanitizer

Wall-mounted hand sanitizer stations have been installed in the auditorium, chapel, MPR, and gym, and near entrances to the school and other buildings. In addition, hand pumps are in generous supply in every corner of campus.

Teachers have been provided a supply of extra face masks and optional face shields, and a generous supply of each remains in storage. All personnel must use face coverings in accordance with [CDC/CDPH](#) guidelines:

- CDC recommends two-layer cloth face coverings.
- Bandanas, gaiters and similar face coverings are not acceptable.

In addition, the school's custodial crew will apply a thorough cleaning of every classroom and common area at the end of each day. The school stores a limited supply of masks/face coverings, disinfectant, hand sanitizer, and disposable gloves for emergency purposes and for the protection of our community, but will not be for sale to students, personnel, or the general public.

### Daily Screening, Covid-19 Testing, Campus Arrival And Dismissal

The safety of everyone in our community is the highest priority in opening our campus during this pandemic. Bosco Tech currently (during pre-Return to Campus) uses an in-person screening program to receive students on campus. Students arrive to have their physical temperature checked, hands sanitized, and answer questions regarding symptoms. Persons enter campus by way of the front main entrances.

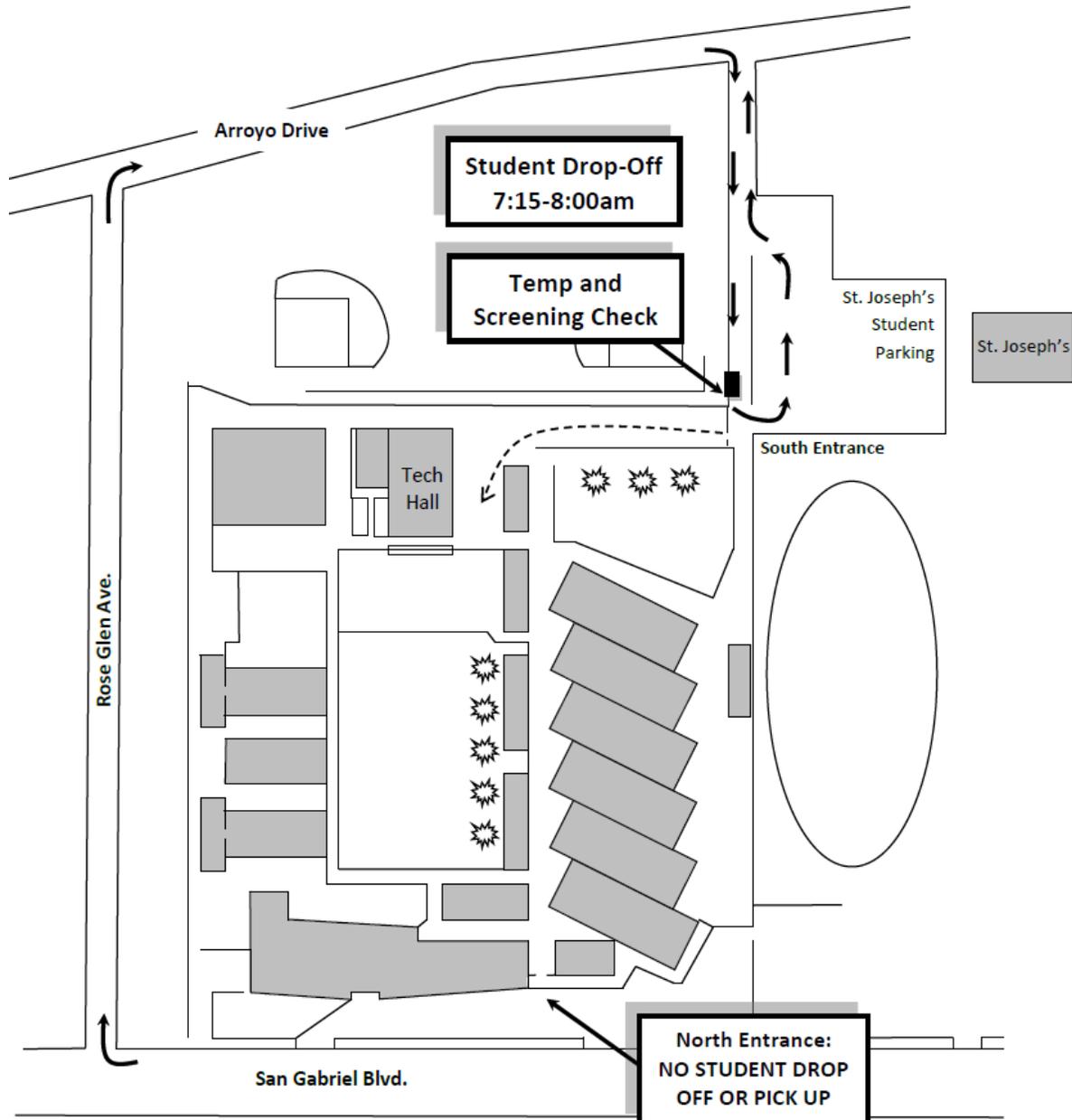
When it becomes safe to return to campus, the school will employ an online screening service so that persons coming to campus can submit an electronic affidavit to ensure that they are symptom free. This screening service will allow all employees and students to do the screening at home every day they intend to come to campus beginning at 6:00 am and completed no later than 8:00 am. Based on the input, the screening will let each person know whether or not it is safe for him/her to enter campus. In turn, Bosco Tech will be notified in real time the status of each person's screening, allowing appropriate follow-up from school and for tracking/tracing purposes.

All who arrive on campus will be required to wear proper face covering(s) and observe six-foot physical distancing guidelines, after having completed the school's health screening. It is critical that everyone on

campus maintain 100% compliance with norms required for proper masking, physical distancing, and washing. Students and staff who are unwilling/unable to do so will be required to leave campus; reentry to campus will be assessed through appropriate meetings and potential disciplinary consequences as deemed necessary on a case-by-case basis by school administration. Because of the seriousness of COVID-19, repeat violations will result in disciplinary action, including suspension, expulsion and dismissal.

All faculty, staff and students will be tested for COVID-19 exposure once a week. Opportunities for testing will occur twice a week, once during each cohort session.

### CAMPUS MAP



Students will enter and/or exit campus using pre-designated routes. To ensure additional safety for all on campus, lockers will not be available until further notice. All are asked to mask up from the moment they exit their car(s) for ingress to campus until their return to their car(s) after egress from campus. Exceptions for students will be permitted under watchful supervision when they are eating a snack during breaks in breezeways and/or well-ventilated open spaces that provide ample opportunities for physical distance. All are asked to wash/sanitize frequently throughout the day, as needed.

### **Cohorted Hybrid Learning**

A maximum of half of the student body will be on campus at a time. With class sizes reduced by half, this allows for students to be more spread out in a classroom (maximum of 16 students per room large enough to seat 32 - 40 students per room, as sizes vary per classroom).

- Desks/Chairs are equidistance of 6 feet, all facing the same direction.
- Under no circumstances should the distance between student chairs be less than 4 feet.
- Windows and doors are left open to maximize airflow and ventilation, or powered exhaust ventilation is in use.
- Teachers will communicate procedures and expectations on how students enter, participate, and leave class, in addition to permissions granted for occasional use of restrooms throughout the day.
- All on campus will need to maintain wearing of masks, physical distance, and proper washing at all times, and especially in restrooms and eating areas.
- Students will eat take breaks at prescribed times in the lunch area, mall, open breezeways or other amply ventilated areas. Faculty and staff will supervise to ensure physical distancing and proper hygiene. (NOTE: Bosco Tech is not providing students a lunch break at this time.)

### **Sanitization Of Classrooms And Facilities**

All classrooms will have their own cleaning supplies to do a final cleaning at the end of the day. If teachers leave their classroom for the day after their final class period where students have done their desk cleanings, teachers will not have to re-sanitize the desks. If a teacher remains in their classroom after school to meet with students or colleagues, they will need to sanitize the desks and chairs prior to departure. This is the responsibility of the teacher who uses the classroom last on that given day.

Restrooms will be cleaned and disinfected multiple times a day. All common areas and meeting rooms are equipped with accessible hand sanitizer and disinfectant wipes for frequent use.

### **Social Distancing And Masks**

On-campus behaviors and protocols will include three primary practices that require vigilance and 100% compliance:

**Physical Distance** - requires situational awareness to monitor distancing behaviors and to respect another's work space, learning space, eating space, and the like

**Masks** - essential to minimizing the potential spread of COVID-19

**Hygiene** - washing hands with soap and water multiple times a day for a minimum of 20 seconds, or sanitizing hands and contact surfaces multiple times a day where needed.

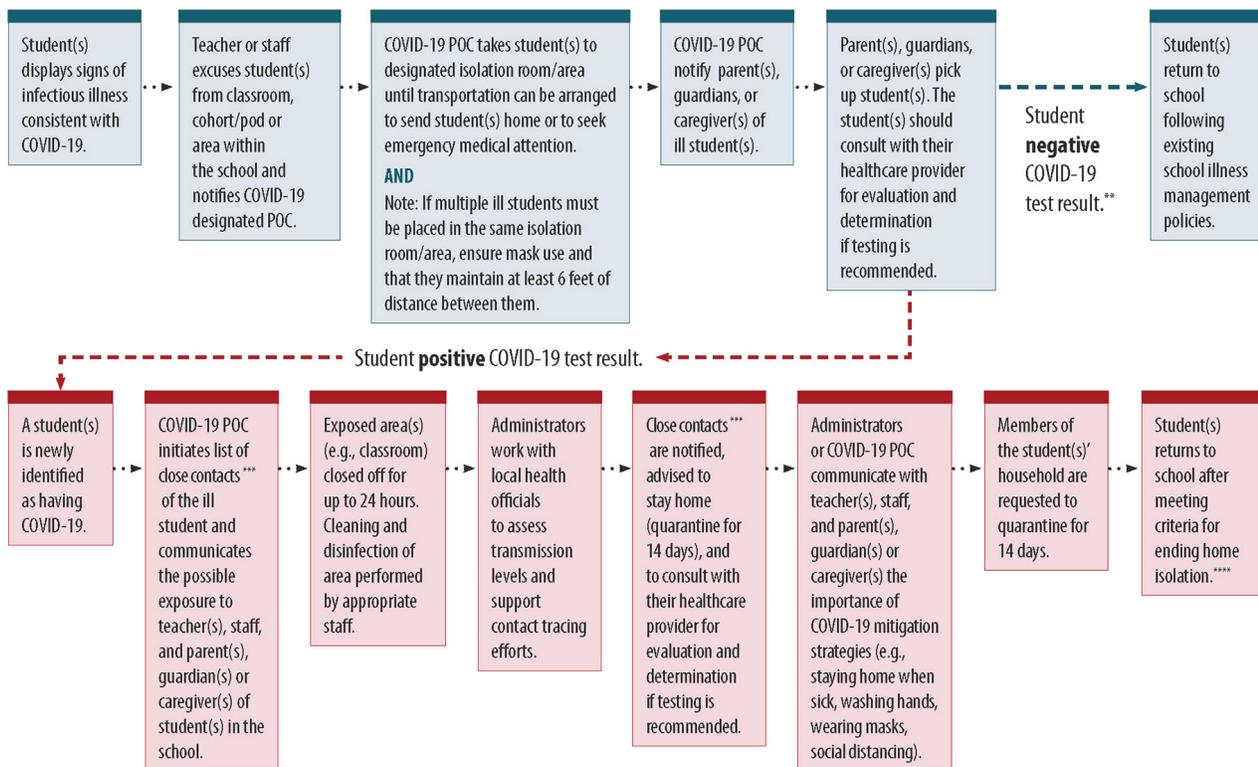
Campus entry ways and windows will have appropriate signage and posted reminders to ensure 100% compliance with the norms required by all on campus. All will be reminded to comply with proper screening before entry.

## Students That Are Ill--procedures For Communicating Confirmed Cases

In the event that a student develops symptoms of illness of any kind during the school day, the following protocols will be implemented.

- An ill student will report to the main office, and then be moved to a designated area where supervision is available and safely distant.
- Office staff will notify parents of ill student(s), their symptoms and need for immediate pickup from the campus.
- Due to staffing and the gravity of potential exposure to COVID-19, parents are asked to make every effort to arrange their son's pick up by an authorized adult within 30 minutes of notification.
- The designated area will be properly sanitized by custodial staff. Multiple spaces will be used to ensure distance and minimum frequency of use.

### WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS\*



**Note:** COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as a nurse)

\* Scenario based on geographic area with community transmission of SARS-COV-2 the virus that causes COVID-19.

\*\* With no known close contact

\*\*\* Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

\*\*\*\* Student can end home isolation after meeting all of the following three criteria: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

**Scenario #1:** Student exhibiting COVID-19 symptoms and not identified as a close contact to a positive case

Student with	Immediate Action	Cleaning	Can return to school	Communication
<p>COVID-19 Symptom(s):</p> <ul style="list-style-type: none"> <li>• Fever <math>\geq 100.4</math>F or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p>Symptom Screening: Per CA School Sector Specific Guidelines                      CDC Symptoms:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p>	<ul style="list-style-type: none"> <li>• Isolate student</li> <li>• Send student home</li> <li>• Recommend testing</li> <li>• School remain open</li> <li>• Cohort/class remain on campus</li> <li>• Classroom remain open, unless prolonged exposure (see cleaning)</li> <li>• Note about siblings: siblings are not required to be sent home until/unless the sick student has confirmed case of COVID-19 OR the siblings are also symptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>• If the student was not in the classroom, normal cleaning and disinfecting</li> <li>• If the student was in the classroom for a prolonged period of time and exhibited severe symptoms, disinfection &amp; cleaning of classroom and isolation of room is recommended</li> <li>• Note: Need to have a backup classroom or space for class while primary space is closed.</li> </ul>	<p>If no test is taken, may return when:</p> <ul style="list-style-type: none"> <li>• 24 hours fever free without medication,</li> <li>• Improvement of symptoms, AND</li> <li>• 10 days have passed since the onset of symptoms</li> </ul> <p>OR</p> <p>If no test is taken, may return when:</p> <ul style="list-style-type: none"> <li>• a doctor's note cites a non-infectious diagnosis; i.e. asthma, allergies, migraines, etc.</li> <li>• If a test is taken and results are positive: see #3</li> <li>• If a test is taken and results are negative: see #4</li> </ul>	<p>To student with symptom(s):</p> <ul style="list-style-type: none"> <li>• Send Scenario #1 Letter - Student</li> </ul> <p>To class/cohort:</p> <ul style="list-style-type: none"> <li>• Consider sending Scenario #1 Letter - Cohort</li> </ul>

**Scenario #2:** Student is identified as a close contact of a confirmed case of COVID-19

Student with	Immediate Action	Cleaning	Can return to school	Communication
<p>2A) Close contact (†) with a confirmed COVID-19 case - No symptoms</p>	<ul style="list-style-type: none"> <li>• Isolate student</li> <li>• Send home</li> <li>• Student must quarantine for 10-days from last exposure as long as the student does not develop symptoms</li> <li>• Recommend testing (but will not shorten 10-day quarantine)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Normal cleaning and disinfecting</li> </ul>	<ul style="list-style-type: none"> <li>• 10-day quarantine from last exposure has ended</li> <li>• Note: a negative COVID test will not shorten the 10-day quarantine</li> </ul>	<p>To student who is a close contact with a confirmed COVID-19 case:</p> <ul style="list-style-type: none"> <li>• Send Scenario #2A Letter - Student</li> </ul> <p>To class/cohort:</p> <ul style="list-style-type: none"> <li>• Consider sending Scenario #2A Letter - Cohort</li> </ul>
<p>2B) Close contact (†) with a confirmed COVID-19 case - exhibiting COVID-19 related symptoms</p>	<ul style="list-style-type: none"> <li>• Isolate student</li> <li>• Send home</li> <li>• Student must quarantine for 10-days from last exposure</li> <li>• Recommend testing (but will not shorten 10-day quarantine)</li> </ul>	<ul style="list-style-type: none"> <li>• If the student was not in the classroom, normal cleaning and disinfecting</li> <li>• If the student was in the classroom for a prolonged period of time and exhibited severe</li> </ul>	<ul style="list-style-type: none"> <li>• If no test is taken, student must quarantine for 10-days from last exposure</li> <li>• If test is taken and positive, COVID-19 positive student can return to school after 10-day isolation from the onset of symptoms,</li> </ul>	<p>To student who is a close contact with a confirmed COVID-19 case and is exhibiting symptoms:</p> <ul style="list-style-type: none"> <li>• Send Scenario #2B Letter - Student</li> </ul> <p>To class/cohort</p> <ul style="list-style-type: none"> <li>• Send Scenario #2B Letter - Student</li> </ul>

	<ul style="list-style-type: none"> <li>• Call Public Health to determine required quarantine for the cohort</li> </ul>	symptoms, disinfection and cleaning of classroom and isolation room is recommended	Per Public Health: <ul style="list-style-type: none"> <li>• If test is taken and negative, student must quarantine from 10-days from last exposure</li> </ul>	
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**Scenario #3:** Student is confirmed to have COVID-19

Student with	Immediate Action	Cleaning	Can return to school	Communication
Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Use Send Case Follow-Up Checklist</li> <li>• Notify the local Public Health Department</li> <li>• Isolate case and exclude from school for 10 days from symptom onset or test date - confirm isolation period with Public Health</li> <li>• Identify close contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 10 days after the last date the case was present at school while infectious</li> <li>• Recommend testing of close contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine)</li> </ul>	<ul style="list-style-type: none"> <li>• If the student was not in the classroom, normal cleaning and disinfecting</li> <li>• If the student was in the classroom for a prolonged period of time, disinfection and cleaning of classroom and isolation room is required per CDC guidelines: <a href="https://www.cdc.gov/coronavirus/2019-nCoV/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-nCoV/community/disinfecting-building-facility.html</a></li> </ul>	COVID-19 positive student can return to school after 10-day isolation from the onset of symptoms, per Public Health <ul style="list-style-type: none"> <li>• Cohort/close contacts can return to school 10-days after last known exposure, if child did not experience any COVID-19 symptoms, per Public Health</li> </ul>	A. If exposure to cohort is known: To COVID-19 positive student: <ul style="list-style-type: none"> <li>• Send Scenario #3A Letter - Student To class/cohort:</li> <li>• Send Send Scenario #3A Letter – Close Contacts/Cohort To school community, informative:             <ul style="list-style-type: none"> <li>• Send Scenario #3A Letter - Community To school community, school closure required:</li> <li>• Send Scenario #3A Letter – School Closure</li> </ul> </li> </ul> B. If exposure to cohort is unknown and quarantine has not been recommended for the cohort per County Health:

Sources:

Table adapted from <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.htm>
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Updated on January 26, 2021 to reflect:

- California Department of Public Health December 14, 2020 COVID-19 Quarantine Guidance <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Quarantine.aspx>
- COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)

Definitions:

(†) **Close Contact:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

## Athletics

Please see the updated California State Guidance on all Outdoor and Indoor Youth and Recreational Adult Sports. For questions, contact Athletic Director, Vincent Nolasco, at [vnolasco@boscotech.edu](mailto:vnolasco@boscotech.edu) or 626-940-2071.

All athletes will be tested for COVID-19 exposure once a week during their active season.

Please visit the following websites to stay current on all the policies, procedures and updates from the following organizations:

- Los Angeles County Health Department: <http://publichealth.lacounty.gov/>
- California Department of Public Health: <https://www.cdph.ca.gov/>
- California Interscholastic Federation: <https://www.cifstate.org/landing/index>
- Center for Disease Control: <https://www.cdc.gov/>

### SCHOOL DAILY SCHEDULE CHART

(for both Virtual/Distance and Cohorted Hybrid Learning)

Typical Weekly/Daily Class Schedule

Mon (A/B)*	Tu (A)	Wed (B)	Th (A)	Fri (B)
8:00 - 8:50 A1/B1 Lesson	8:00 - 9:00 A1 Lesson	8:00 - 9:00 B1 Lesson	8:00 - 9:00 A1 Lesson	8:00 - 9:00 B1 Lesson
8:50 - 9:00 <i>passing period</i>	9:00 - 9:15 <i>passing period</i>			
9:00 - 9:50 A2/B2 Lesson	9:15 - 10:15 A2 Lesson	9:15 - 10:15 B2 Lesson	9:15 - 10:15 A2 Lesson	9:15 - 10:15 B2 Lesson
9:50 - 10:00 <i>passing period</i>	10:15 - 10:30 <i>passing period</i>	10:15 - 10:30 <i>passing period</i>	10:15 - 10:30 <i>passing period</i>	10:15 - 10:30 <i>passing period</i>
10:00 - 10:50 A3/B3 Lesson	10:30 - 11:30 A3 Lesson	10:30 - 11:30 B3 Lesson	10:30 - 11:30 A3 Lesson	10:30 - 11:30 B3 Lesson
10:50 - 11:00 <i>passing period</i>	11:40 Lunch	11:40 Lunch	11:40 Lunch	11:40 Lunch
11:00 - 11:50 A4/B4 Lesson	12:30 - 1:30 A4 Lesson	12:30 - 1:30 B4 Lesson	12:30 - 1:30 A4 Lesson	12:30 - 1:30 B4 Lesson
11:50 Lunch				
Faculty Meetings (start 1:00pm)	1:45 - 3:00 Help Sessions			

\*A/B alternate schedule day (alternates each week). Be sure to verify on the school calendar.

## LEARNING PROGRAMS DEFINITIONS

### **Bosco Tech Virtual/Distance Learning**

Students learn from a distance, entirely off-campus. In compliance with any potential (and least desirable) future norms directed for public health and safety, students will learn online, with a day structure and class times very similar to the hybrid schedule. In addition to FACTS-SIS, our student information system, Google Classroom is standardized as a learning management system, along with Google Meet and/or Zoom as a video conference platform for delivery of remote instruction. This should be considered a transitional schedule, and not intended to last for the entire school year.

School work, discussions, and class assignments continue to be managed through Google Classroom. Google Meet/Zoom video conferencing may also be used to provide live (synchronous and asynchronous) virtual classes and meetings.

### **Cohorted Hybrid Learning**

Students learn on campus and off campus. This is a transitional schedule not intended to last for the entire school year. Students are assembled into cohorts, organized by grade levels, with consideration for those who have siblings and/or for whom distance and transportation is a concern. Cohorts attend classes on campus and outside of classrooms at least two full days each per week, respectively. When students are not in class, they will be learning remotely, attending the same classes online.

Hybrid schedule reduces the number of students per room and their proximity to others while in classrooms. It allows for seamless transitions to all-remote learning for individuals or groups as needed. Students who are ill or families who are uncomfortable having their sons attend in-person classes can have the option to remain home and still have continuity of instruction.

The schedule includes a “flex day” to permit students to receive more individual help and allow for faculty/staff meetings. On all days, common areas for study under adult supervision will be available to students for whom learning from home is not an option. Time will be structured for extracurricular activities on a weekly basis. The Bell Schedule is generally 8:00am - 1:30pm, with opportunities for after-school tutoring from 1:30 - 3:00pm daily. The cohorted hybrid schedule is the same as the distance learning schedule, facilitating students working together in the classroom and remotely from home.

This plan was developed to meet and exceed the health guidelines put forth by the federal Center for Disease Control (CDC), the state of California, the Los Angeles County Health Department, in collaboration with the Archdiocese of Los Angeles. This is a fluid document; revisions and updates will be adopted as recommended and/or as scientific data are made available.

Bosco Tech will ensure a safe environment for all to work, learn, and grow. In addition, every student, faculty and staff member, and visitor must take personal responsibility for their own health and safety to protect themselves from the virus and prevent its possible spread.

**Submitted by:** Don Bosco Technical Institute, 1151 San Gabriel Blvd., Rosemead CA 91770  
(626) 940-2000

**Target Date of Safer**

**Return to Campus:** April 20, 2021

**Date of Submission:** March 31, 2021

**School Type:** High School (grades 9-12)  
Private, Catholic, Independent, all boys