



## **Covid-19 Containment Response and Control Plan**

St James Episcopal School regularly monitors the latest health orders from the CDC and state and local Departments of Public Health, as well as Cal-Osha standards and other regulations in developing our policies and practices. School policies and practices may be updated in response to updated orders and regulations, or in response to evolving conditions.

Community members (students, employees, parents, visitors) are expected to comply with all St James policies and practices, and are asked to support the health of our community by adhering to CDC and Department of Health guidance outside of campus as well.

### **Contacts and Methods of Communication**

**A Covid-19 task force/Covid-19 Compliance Team has been established and is comprised of:**

Chief Financial Officer (CFO)  
HR Manager  
Executive Assistant to the Head of School  
Director of Plant Ops and Security  
Health Coordinator/BSN

Employees and families are required to report a Covid-19 case, close contact exposure (within 6 feet of a Covid-19 case for more than 15 minutes in a 24 hour period) or [Covid-19 symptoms](#). Families and employees may contact [covid@sjsla.org](mailto:covid@sjsla.org) and employees may also contact HR. Covid-19 related questions or concerns can be directed to [covid@sjsla.org](mailto:covid@sjsla.org). Task force members/compliance team can be contacted individually.

**Amy Schlecter (CFO)**- is the designated COVID-19 liaison to DPH (“School Covid-19 Compliance Officer”) in the event of an outbreak on campus and also serves as the “Workplace COVID-19 Coordinator”. Amy can be reached at [aschlecter@sjsla.org](mailto:aschlecter@sjsla.org) or 323-510-3647.

Any notifications from the school regarding Covid-19 will generally be shared as posts in ParentSquare. All parents and employees have been provided access to ParentSquare accounts. Please alert the school at [communicationoffice@sjsla.org](mailto:communicationoffice@sjsla.org) if you are not receiving posts or need other support with ParentSquare.

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

### **Vaccination Policies**

The CDC has concluded that getting vaccinated against Covid-19 prevents severe illness, hospitalizations and death and recommends that unvaccinated people should get vaccinated. (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>) Additional information on vaccination can be found at the Los Angeles County Department of Public Health site. <http://publichealth.lacounty.gov/media/Coronavirus/vaccine/>

The FDA has approved several vaccines under its Emergency Use Authorization (EUA) approval process and vaccines are now widely available to our community at no cost.

Based on this above information, at this time, the school is making vaccination against Covid-19 a requirement for all employees and on-campus parent volunteers.

Contracted staff providers will also be required to confirm they are fully vaccinated.

Parent (and other non-student) attendance at on-campus events and on-campus volunteering will be limited to individuals that have confirmed fully vaccinated status to the school.

Given that vaccination is currently available to children 12 and older, St James' students must be vaccinated within 30 days of turning 12. This requirement is mandatory in order to be enrolled at St James'. As vaccine data for younger children becomes available, the school will review that information carefully. If it is shown to be safe and effective in that population and earns regulatory approval, we will review the merits of making it mandatory for our younger students.

Based on California State guidance, the following methods of vaccination confirmation are accepted.

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. A photo of a Vaccination Record Card as a separate document; OR
3. A photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. Documentation of COVID-19 vaccination from a health care provider; OR
5. Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

The school will not confirm the vaccination status of ad hoc vendors (eg providers called out to make repairs, inspections, etc). However, these providers will still be subject to health screening, masking and physical distancing requirements. This type of work is generally completed outside of school hours and/or away from students.

### **Testing Policies**

- The school requires all unvaccinated students and staff to complete PCR Covid testing once a week before returning to campus and while on campus as part of surveillance testing efforts.

Testing must be completed each week to attend on campus the following week.

- The school is extending its weekly PCR Covid testing requirement to include vaccinated students, staff and parent volunteers as well, beginning the week of 8/23/21.

Screening testing is not recommended for persons who have recovered from laboratory confirmed Covid-19 within the past 90 days and who remain asymptomatic.

- Elementary school students are expected to participate in the school's on-campus testing, run by Cirrus Diagnostics, which takes place during the school day. Parents sign a test requisition form authorizing the ongoing testing.
- Parents must accompany preschool students for testing. Preschool on-campus testing appointments currently take place Wednesday from 2:30-3:30pm on the preschool campus. Parents may elect to have Preschool students complete PCR testing off-site instead. Off-site tests must take place between Saturday and Thursday of each week with the results uploaded to Magnus by Friday at noon to attend in person instruction the following week.
- Testing results for tests completed by Cirrus Diagnostics are generally available within the next 1-2 days. Testing results for students will be emailed by the lab to a parent of each student and employee results will be emailed to employees. There is no need for parents or employees to forward negative results of on-campus testing to the school: All results will also be shared by the lab directly with the school and the Department of Public Health.

If a community member learns of a positive test result at any time (whether the testing took place on or off-campus), this must be immediately reported to the school by emailing [covid@sjsla.org](mailto:covid@sjsla.org).

## Masking Policies

- All students, staff and visitors are required to properly wear masks in all indoor areas of campus. The latest County Health Department requirements on masking, including details on kinds of masks can be found here (<http://publichealth.lacounty.gov/acd/docs/COVIDMasks.pdf>)
- Masks must be clean and undamaged. Masks should be washed or replaced at least daily. Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled
- Masks must snugly cover the nose and mouth. Masks with one-way valves, handkerchiefs, and balaclavas are not allowed.
- Masks may be temporarily removed indoors in the following circumstances:
  - When an employee is alone in a workspace with a closed door.
  - While eating and drinking provided that distance of at least 6 feet from others is maintained. Eating and drinking in shared indoor spaces should take place during scheduled breaks; eating and drinking is encouraged to take place outdoors when practical.
- Please note mask wearing protocols while outside continue to be under review by the school. The school policy to wear masks outdoors (other than while eating) remains in place during this period of study. A final decision will be made and communicated closer to the start of the year.
- Disposable masks are available at security in front of both campuses available to employees, students and visitors.
- Per current LADPH recommendations, employees that are in a setting where they are in close contact with other people who may not be fully vaccinated should consider wearing higher level of protection, such as wearing two masks (“double masking”) or a

respirator (eg KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting. Given the elementary school's policy on physical distancing, this provision should only be relevant to preschool faculty, for whom physical distancing may not always be possible. The school has a supply of disposable masks that can be combined with a cloth mask to "double mask". Upon request by the employee, the school will provide respirators to employees that are not yet fully vaccinated and who work indoors.

## Visits to Campus

Visitors to campus are subject to the same requirements as students and employees including:

- Masking
- Health screening
- Physical distancing
- Events and volunteering require pre-registration and other visits require appointments

Parent (and other non-student) attendance at on-campus events and on-campus volunteering will be limited to individuals that have confirmed fully vaccinated status to the school.

## Screening, Surveillance, Testing, Quarantine and Isolation, Return to Campus, and Notification Procedures

- Employees, families, and students are to stay home if unwell or if they have symptoms. Based on Los Angeles Department of Public Health protocols, in order to return to in-person instruction:
  - Symptoms need to go away (if symptoms include fever, must be at least 24 hours fever free without use of medication) AND in ADDITION:
    - EITHER:
      - Obtain a PCR test taken after the symptoms have emerged and send negative result to [covid@sjsla.org](mailto:covid@sjsla.org)
    - OR
      - wait 10 days after the symptoms have started
- Employees and students coming to campus complete a daily COVID-19 survey before coming to campus via the Magnus Health app, and are instructed to stay home if they have symptoms, have close contact exposure (if unvaccinated), or are under an isolation or quarantine order.
- Visitors must have an appointment to access the campus, complete a health screening, and follow all masking requirements and physical distancing guidelines at all times.
- 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 preschool director will call a member of the school's COVID-19 task force/compliance team to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps.

- 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 director 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 director will call a member of the school's COVID-19 task force/compliance team to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps

- In the event a person experiences symptoms on campus or informs the school that they have learned they were exposed and have been on campus within the 10 days subsequent to the exposure, parents and employees in the stable group will be notified. In addition, all preschool parents and employees will be notified if the school learns that there has been a positive case on campus. Consistent with privacy rules, the name of the individual will not be disclosed.

- 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/compliance team to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps.

- 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/compliance team to initiate contact tracing, any needed consultation/notification to DPH and determination of other needed steps.

- In the event a person experiences symptoms on campus or informs the

school that they have learned they were exposed and have been on campus within the 10 days subsequent to the exposure, parents and employees in the stable group will be notified. All elementary school parents and employees will be notified if the school learns that there has been a positive case on campus. Consistent with privacy rules, the name of the individual will not be disclosed.

- 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/compliance team, 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 highly 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/acd/ncorona2019/covidisolation/>  
<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>
- 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/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf)) 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 Cirrus Diagnostics at [stjames@cirrusdx.com](mailto:stjames@cirrusdx.com)
  - Contact your personal health care provider for testing and additional information.
- The School Covid-19 task force/compliance team works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School 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.
- 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](mailto: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](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact [ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@ph.lacounty.gov)
- 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. School has enabled both employees and students to continue to participate in school via remote learning if needed in such a circumstance.

Devices have been made available as needed so all students can participate

**Practices to Support Physical Distancing (indoors):**

- o Classrooms configured to allow separation of at least three feet between students and six feet between students and staff or between staff members
- o Maintain physical distance between stable groups of students (stable groups of students consist of 1 grade levels).
- o Maintain capacity limits in elementary and preschool breakrooms
- o Continue to utilize the main elementary school gate as the entrance to and exit from the elementary school (instead of traversing through the reception area).
- o Utilize zoom and/or phone calls for meetings when appropriate

Physical distancing outdoors will continue to be encouraged and will be supporting by expanding the outdoor areas available for use during the school day to limit crowding and designating physically distanced eating areas.

**Practices to Support Hand Hygiene**

- o Additional handwashing (portable) stations placed strategically campus, additional handwashing stations installed in hallways, and hand sanitizer stations available in classrooms
- o Frequent hand washing and/or sanitizing is important and is most effective when done for at least 20 seconds. An alcohol-based hand sanitizer that contains at least 60% alcohol can be used if soap and water are not available. Hand hygiene encouraged during the school day
- o 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

**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.
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.

Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Adult supervision should be provided 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.

### **HVAC and Ventilation Practices**

The school has installed high efficiency (MERV-13) filters in its HVAC systems and increased the frequency of filter replacement. The school has also installed i-wave air purification systems in school and preschool HVAC systems. Doors that do not open to the exterior of the campus may be opened when feasible and weather, air and other conditions allow to promote additional outside air. HVAC systems set to optimize indoor/outdoor air exchange.

Activities such as eating that require the removal of masks are encouraged to take place outdoors rather than in shared indoor spaces when feasible.

### **Cleaning and Disinfecting Practices**

- Maintain regular cleaning schedule every hour
  - All non-classroom door handles (inside and outside handles)
  - All classroom door handles (outside handles throughout day and inside overnight).
  - Elementary Bathrooms and Breakrooms
- Maintain regular cleaning schedule early morning and mid-day
  - Preschool Bathrooms and Breakrooms (lower volume)
- Maintain regular cleaning schedule once daily
  - Classrooms and Offices
- Enhanced cleaning and disinfection will take place in the impacted spaces in case of a confirmed or suspected case. Disinfection completed using products listed on EPA “N” list and as effective on COVID-19
  - 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