

# Immaculate Heart of Mary School 2022-2023

## COVID-19 Guidelines and Protocols

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*We respect the rights of the parents to make all decisions regarding their children.  
Please contact Ms. Bautista to request any accommodations for your children.*

### COVID-19 Compliance Team:

- The COVID-19 Compliance Team consists of the principal, school secretary, and staff members. The COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols, ensuring the staff and students receive education about COVID-19. Ms. Bautista, the school principal, serves as the liaison to the Department of Public Health in the event of an outbreak on campus.
- Should you have any questions about this document or be diagnosed with COVID-19 please contact someone on our compliance team: 323-663-4611

*\*All staff members have been trained in COVID-19 workplace protocols per Department of Health Recommendation.*

### CLEANING AND DISINFECTING

Upon reopening, IHM is required to maintain safety by continuously cleaning and disinfecting per the chart below.

<b>Cleaning &amp; Disinfecting</b>
<b>WORKSPACE &amp; ELECTRONIC EQUIPMENT:</b>  <u>Staff during the day in each classroom &amp; in each office:</u> Sanitize and disinfect generally used objects at least four times a day.  <u>Cleaning Company at the end of each day:</u> Sanitize, deep clean, and disinfect
<b>APPLIANCES:</b>  <u>Cleaning Company at the end of the day:</u> Sanitize, deep clean, and disinfect.

*\*We acknowledge that the guidelines provided by the CDC and LADPH change day-to-day. We will adjust accordingly.*

**GENERAL USED OBJECTS (i.e., door handles, light switches, handrails, doorknobs):**

Staff member periodically throughout the day AND Cleaning Company at the end of each day:

Sanitize and disinfect generally used objects at least four times a day.

**STUDENT AND TEACHER RESTROOMS & FAUCETS:**

Staff member periodically throughout the day AND Cleaning Company at the end of each day:

Sanitize, deep clean, and disinfect

**Common Areas (i.e. auditorium, Lunch tables, supply closets, hallways, stairs)**

Staff member periodically throughout the day AND Cleaning Company at the end of each day:

Sanitize, deep clean, and disinfect

Teachers will help disinfect their own classrooms as classes go out to their recess and lunch times, as well as at the end of the school day. Each classroom and school office will have protective equipment and cleaning supplies for use and distribution as needed: extra masks, face shields, wipes for disinfecting, hand sanitizer, bleach spray, and paper towels.

All cleaning supplies will be in compliance with the approved disinfectants. Staff members, teachers, and our cleaning company have been trained in best practices for both cleaning and disinfecting. They have reviewed the latest guidance for cleaning and disinfecting public places.

Staff are instructed to model and monitor frequent and proper handwashing. Handwashing is the preferred method for maintaining proper hygiene. There are restrooms and an extra sink upstairs, bathrooms downstairs, as well as two hand-washing stations outside. Approved hand sanitizers can be used as a substitute when hand-washing is not possible. IHM will continue to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

## PPE EQUIPMENT

The school has secured PPE equipment for all students & staff members, such as desk partitions, face masks, hand sanitizer, wipes, no-touch thermal scan thermometers, disposable gloves, tissues, face shields, paper towels, soap, disinfectant, and cleaning supplies. These items are available as requested.

## SPECIFIC CHANGES AT THE SCHOOL LEVEL AND IN THE CLASSROOMS

- Cleaning Schedule: Increased sanitizing of high-touch areas (including bathrooms). High-touch areas within the classroom will be wiped down several times a day. Disinfecting of students' work areas and classroom door handles, as well as other high-touch areas, will occur multiple times throughout the day.
- Students, parents, and staff must abide by health and safety guidelines. Those who are eligible for receiving the vaccine are highly encouraged to do so.
- Access to School Building:
  - Majority of business can take place outside of the school grounds (i.e. Meetings can take place via Zoom, email, or phone. Payments must be made through Blackbaud Tuition Management
  - Teachers, staff, and students: will self-assess prior to entering the school grounds.

## CHANGES AT HOME

- Parents will be strongly advised to monitor for symptoms at home and will be reminded to keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours. If anyone in the household has been in contact with anyone who tested positive or who has had COVID-19 symptoms, parents should take precaution by testing their child(ren) and monitoring for students.
- Parents must notify school staff if they, their child, or any other household member tests positive for COVID-19. In such a situation, the student may not return to school until they are allowed to exit self-isolation or self-quarantine under the County Health Orders, as well as send the negative test result to the school office.

## HEALTH POLICIES FROM THE CDC

- Parents are responsible for screening themselves and their child at home for symptoms of COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell. Staff members are also responsible for screening themselves.
- Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 10 days, including at least 72 hours without a fever and improvement of other symptoms.
- Children will not be allowed to attend school if they or any household members have a fever of 100.4°F or above, or display other symptoms of COVID-19, as listed above. Children cannot return for at least 10 days, including 72 hours fever free. Students may be allowed to return sooner with a doctor's note unless the student is required to self-quarantine under the County's Public health order.

- Students, faculty, and staff with a fever of 100.4°F or above, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be separated from the cohort and put into the isolation room (former music room). Parent/guardian will be called immediately and student will be sent home. Parent/guardian will pick-up student through the school yard to reduce exposure to others.
- Parents must notify school if they, their child, or any other household member tests positive for COVID-19. In such a situation, the student may not return to school until they are allowed to exit self-isolation or self-quarantine under the County Health Orders.
- School staff will adhere to the same health guidelines as described for the students, including daily health screenings and a return-to-work policy that includes 10 days of isolation and being fever-free for at least 72 hours.
- State and County Public Health directives are updated frequently, and there will most likely be changes; we will make families, students, and staff aware of any adjustments as they change.
- Students, parents, and staff must abide by health and safety guidelines. If students, parents, or staff do not abide by social distancing, mask-wearing, and other health and safety guidelines to reduce the spread of COVID-19, disciplinary actions will be taken (i.e. asked to leave the premises).

## COVID-19 CONTACT TRACING

- The school will monitor faculty, staff and students throughout the day for signs of illness. Students, faculty and staff with a fever of 100.4°F or above, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home.
- When there is a confirmed case of COVID-19, the principal will report to the LADPH and Archdiocese of Los Angeles, who will support them in contact tracing, including identifying students and staff who have been exposed. Following the LADPH recommended protocol, the principal will communicate with exposed school community members using Schoolspeak, the school's Student Information System. The school will follow DPH guidance on "Decision Pathways" for persons who screen positive for symptoms prior to school entry or while at school. School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.
  - A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
  - A person is considered to have been exposed if they are one of the following:
    - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;

- An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- When there is a confirmed case, it is important that those infected follow the LA County Public Health protocols.
- Disinfecting and sanitizing of all areas affected will begin promptly after a confirmed case.
- Students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 should be rapidly tested and must stay at home while waiting for test results. Students will have asynchronous work to complete at home and staff will be replaced with a substitute teacher until they have quarantined and negative results are provided back to the school.
- In the instance that our school experiences 3 or more positive cases of COVID-19 in a 14-day period, the compliance team will report it to the Department of Health by emailing [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821. We may need to, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a partial or full campus closure. If this is the case, teachers will readily switch back to distance learning.

## COVID-19 STAFF SCREENING PLAN

- Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible.
- If staff thinks they may be experiencing COVID-19 symptoms or have been exposed to someone who tested positive for COVID-19, they must call their primary care provider to schedule a COVID-19 test. COVID-19 symptoms include: fever, cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell. Negative test results will need to be provided after returning to work.