

# COUNTY OF LOS ANGELES SCHOOL WAIVER APPLICATION FOR GRADES TK – 2 IN-PERSON EDUCATION COVER SHEET

Full Name of School Requesting Waiver:

Holy Family School

School Type:

Date of Submission: 10/20/20

School District Superintendent or School Head Administrator Name:

Darcie Girmus

Phone:

Email:

Address: 1301 Rollin St.

City: South Pasadena

Zip: 91,030

School District Where Your School is Located:

South Pasadena Unified

Estimated total number of students that will return for in classroom instruction per grade (if none, enter 0):

TK: 8

K: 24

1: 27

2: 25

Estimated total number of administrators, teachers, and other employees that will be returning to support in classroom instruction for grades TK - 2: 14

Total number of administrators, teachers, and other staff employed by the school:  
40

Anticipated total number of cohorts returning: 9

Anticipated mode of attendance for In-classroom instruction:

Staggered Attendance/Hybrid Model

Percent of student body who qualify for Free Or Reduced-Priced Meals: 1%

URL where re-opening protocols are posted: <http://school.holyfamily.org/>



**Supporting materials to include with this cover sheet:**

- ☒ Letter from district superintendent or head administrator for private/charter school requesting this waiver.
- ☒ Letters of support from the following groups:
  - ☒ All labor unions representing employees at the school reopening for classroom instruction (REQUIRED). If school employees are not represented by a union, a letter from other organizations representing teachers/staff **OR** a letter signed by majority of teachers/staff must be submitted.
  - ☒ Parent organization(s) at the school reopening for classroom instruction. (REQUIRED)
  - ☒ Community organization(s) that provide services for students and their families who attend the school reopening for classroom instruction. (RECOMMENDED)
- ☒ A completed Los Angeles County Department of Public Health K-12 School re-opening protocol checklist.

**By checking these boxes, I attest:**

- ☒ Our district/school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public health guidance, for all teachers and staff who will be involved in in-person instruction.
- ☒ A plan or protocol has been developed for incorporating surveillance testing into regular school operations of all school personnel which describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
- ☒ I am aware that this form and all supporting documents will be posted publicly on the Los Angeles County Department of Public Health website.

**EMAIL THIS COMPLETED COVER SHEET AND ALL SUPPORTING MATERIALS TO**  
[SchoolwaiversC19@ph.lacounty.gov](mailto:SchoolwaiversC19@ph.lacounty.gov).





Office of the Superintendent of Schools

Date: October 22, 2020

Re: Elementary School Waiver for Holy Family (SP)

To Whom It May Concern:

As Superintendent of Schools for the Archdiocese of Los Angeles, I am writing to support the elementary school waiver for Holy Family (SP) for a return to safe, modified in-person instruction for students. The school has met all of the required public health modifications, acquired Personal Protective Equipment (PPE), consulted with staff and parents, and represented their ability to safely return through their reopening plan.

Thank you for your consideration of our request. If you have any questions, please do not hesitate to reach out to me at: [pescala@la-archdiocese.org](mailto:pescala@la-archdiocese.org)

Sincerely,

A handwritten signature in black ink, appearing to read "P. M. Escala". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul M. Escala



October 22, 2020

To Whom It May Concern:

We, the undersigned employees at Holy Family Catholic School support the approval of a waiver to allow return of students in grades kindergarten through grade 2 to the school for in-person learning.

School administration has consulted with us regarding the measures taken to minimize the risk of transmission of the virus that causes COVID-19 and to provide a safe environment for all students and staff on campus. We are confident in the school's ability to comply with all requirements in Los Angeles County Department of Public Health's Reopening Protocols for K-12 Schools.

Of the 40 faculty and staff employed at Holy Family Catholic School, (TBD) have signed below to register our support.

Signed,

| NAME                        | JOB TITLE                | DATE<br>(MMDDYYYY) |
|-----------------------------|--------------------------|--------------------|
| <i>Azalea Bohorquez</i>     | Kindergarten Teacher     | 10/22/2020         |
| <i>Vernon R. Quiogue</i>    | Bookkeeper               | 10.22.2020         |
| <i>Darcie Girmus</i>        | School Principal         | 10.22.2020         |
| <i>Victoria Delgado</i>     | IT Systems Support       | 10/22/2020         |
| <i>Marie Lopez</i>          | Admin Assistant          | 10/22/2020         |
| <i>Erin Arnold</i>          | Art Teacher              | 10/22/2020         |
| <i>Ron Fitzgerald</i>       | 4th Grade Teacher        | 10/22/2020         |
| <i>Marina E. De La Rosa</i> | Computer Science Teacher | 10/22/2020         |
| <i>Zhanna Khanjyan</i>      | Nurse                    | 10/22/2020         |
| <i>Francesca Smiland</i>    | 7th Grade Teacher        | 10/22/2020         |
| <i>Maria Adriano</i>        | Instructional Assistant  | 10/22/2020         |



# HOLY FAMILY CATHOLIC SCHOOL

|                                |                                      |            |
|--------------------------------|--------------------------------------|------------|
|                                |                                      |            |
| <i>Dianne Ciulla</i>           | Resource Teacher                     | 10/22/2020 |
| <i>Andrea Sanchez</i>          | Instructional Assistant              | 10/22/2020 |
| <i>Brenda Ascencio</i>         | Kindergarten Teacher                 | 10/22/2020 |
| <i>Carolina Barragan</i>       | Instructional Assistant              | 10/22/2020 |
| <i>Elizabeth Aceves</i>        | Spanish teacher                      | 10/22/2020 |
| <i>Anne Regan-Smith</i>        | Vice Principal                       | 10/22/2020 |
| <i>Rachel Miller</i>           | Middle School teacher                | 10/22/2020 |
| <i>Shannon Porter</i>          | Director of Advancement              | 10/22/20   |
| <i>Michele Marie Rodriguez</i> | Director of Communications           | 10/22/2020 |
| <i>Christopher Bengford</i>    | 8th Grade Teacher                    | 10/22/2020 |
| <i>Amanda Orozco</i>           | Instructional Assistant              | 10/22/2020 |
| <i>Ericka Giordano</i>         | Library/After School Care            | 10/22/2020 |
| <i>Tiffany Smith</i>           | Instructional Assistant              | 10/22/20   |
| <i>Sue Arnold</i>              | 3rd grade teacher                    | 10/22/2020 |
| <i>Dorelli Gorocica</i>        | Instructional Assistant              | 10/22/2020 |
| <i>Andrew Reed</i>             | Music Director                       | 10/22/2020 |
| <i>Abigail Westfall</i>        | Transitional Kindergarten Teacher    | 10/22/2020 |
| <i>Tracy Merritt</i>           | Middle School Teacher                | 10/22/2020 |
| <i>Robert Cook</i>             | Athletic Director/Physical Education | 10/22/2020 |
| <i>Carrie Levin</i>            | 1st Grade Teacher                    | 10/22/2020 |
| <i>Christina Vega</i>          | Resource Teacher                     | 10/22/2020 |
| <i>Kiara Coronado</i>          | Assistant                            | 10/22/2020 |
| <i>Sausan Jarjour</i>          | 1st Grade Assistant                  | 10/22/2020 |
| <i>Jennifer O'Neil</i>         | 2nd Grade Teacher                    | 10/23/2020 |



October 19, 2020

To Whom It May Concern:

The Parent Guild Executive Board would like to express our support for the opening of Holy Family Catholic School. We believe our children need to return to school for their mental, social, and physical well-being.

Holy Family Catholic School has gone above and beyond to prepare for the safe return of students:

- Improved air conditioning systems and air filtration units
- Desks 6 feet apart and/or outfitted with safety partitions
- Face masks required for everyone on campus
- Classrooms with operable windows
- Classrooms are outfitted with sinks.
- Restrooms equipped with touchless faucets, soap dispensers, and towels.
- Cleanings to take place multiple times each day

These are some of the updates that have been made to ensure the safety and health of our faculty, staff and students. We are confident the school will follow and exceed all of the county and state recommendations and requirements.

The Parent Guild Executive Board unanimously agrees and has full confidence in the measures the school has outlined to return to school. We believe in person learning is the best way for kids to learn and grow, and for our families to be able to work and provide for their children.

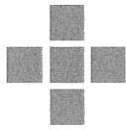
We sincerely hope you allow Holy Family Catholic school to open for in person learning as soon as possible.

Kind Regards,

Holy Family Catholic School Parent Guild

## Executive Board 2020-21





# HOLY FAMILY CHURCH

1527 Fremont Avenue ■ South Pasadena ■ California 91030-3824

Telephone 626.799.8908 ■ Facsimile 626.799.0423 ■ email [reception@holyfamily.org](mailto:reception@holyfamily.org)

October 20, 2020

## **Letter of Support for Holy Family Catholic School, South Pasadena Request for Waiver for TK-2<sup>nd</sup> Grade**

To Whom It May Concern:

As the Parish Life Director charged with the responsibility of administering and leading Holy Family parish, I am strongly in support of Holy Family Catholic School's Waiver Request to allow our TK-2<sup>nd</sup> Grade to return to school under the rigorous conditions mandated by LA County. I believe it is essential for the emotional, psychological, and educational well-being of our youngest students that they be allowed to return for in-person classes.

Above all, as a parish and school community, we are dedicated to the health, safety and well-being of our students, teachers, staff, families, and parishioners. I feel very confident that the steps our Principal, Mrs. Girmus, has taken to comply with the mandated protocols, as well as additional steps such as cleaning and sanitizing the HVAC system and installing bipolar ionization generators and MERV-13 filters in the Education Center, will make our school as safe as possible. We are also taking the same steps to sanitize and upgrade our HVAC systems in the Parish Hall and Church.

In addition, the parish is committed to working with the school to provide additional classroom space in the parish facilities when necessary to ensure social distancing. Our parish staff and parishioners are required to wear masks, sanitize their hands, and socially distance whenever they are on campus. As our understanding of the virus evolves and our knowledge of effective preventative strategies grows, we are committed to implementing all updated guidelines mandated by the County.

We are delighted to be allowed to apply for a waiver but also understand the hierarchy of needs in our schools. We are fully supportive of that approach, and will wait with eager, albeit patient, anticipation to be allowed to reopen.

Sincerely,

Cambria Tortorelli  
Parish Life Director

HOLY FAMILY is a welcoming Catholic Eucharistic community of disciples of Jesus Christ connecting faith with life and reaching out to those in need. ■

October 16, 2020

To Whom It May Concern:

The Holy Family Catholic School Board of South Pasadena unanimously supports the request for a waiver to open TK through second grade, per the requirements as indicated on the application.

As a School Board, we are extremely committed to the health and safety of our teachers, students and their families. In addition to the School Board and Parent Guild, we have established an ad hoc committee of health and education experts to provide counsel on matters of Covid-19 to our dedicated administrative team. Together, we are confident that our school building has met the highest of standards to reopen and all required safety measures are in place.

I look forward to a positive response to our request. Please know that we will be extremely diligent with the implementation of on-site learning for our students and teachers.

Respectfully submitted,

James J. Griesgraber, Ph. D., president  
Holy Family Catholic School Board



**Antigoni Manousopoulou | MD, MSc, PhD**

Assistant Research Professor | Manager  
**Mass Spectrometry and Proteomics Core Facility**

City of Hope | Duarte | CA  
e | amanousopoulou@coh.org  
m | 626 345 8596

To whom it may concern,

My name is Antigoni Manousopoulou and I am a physician and an Assistant Research Professor at City of Hope National Medical Center. I am a holder of a Master's degree in Public Health and a PhD in Clinical Proteomics. I have two children, Sebastian (7 years-2<sup>nd</sup> grade) and Anastasia (4 years-TK) that attend the Holy Family Catholic School (HFCS) in South Pasadena. I am writing this letter in support of a waiver to allow HFCS to re-open for in-person teaching.

A study that was recently published in the prestigious British Medical Journal by Ken Rice et al. (attached) applied a simulation model initially developed for an influenza pandemic but adapted to the current covid-19 pandemic in 70 million people. They concluded that school closures and isolation of younger children would actually increase the total number of deaths.

As we navigate through this unprecedented pandemic, we must rely on science and follow an evidence-based approach to decide what the best measures are to protect ourselves and the ones around us. Along these lines, re-opening schools for younger children is a very well calculated risk. HFCS is prepared to the fullest extent to mitigate covid-19 spreading among its teachers and students. At the same time, young children will benefit immensely from the social contact and in-person education they so much need. Furthermore, working parents with young children can be productive in their professional roles.

Thank you for your consideration.

Respectfully yours,

A handwritten signature in black ink, appearing to be "AM" followed by a stylized flourish.

Antigoni Manousopoulou

October 14, 2020

To whom it may concern:

Our family has been part of Holy Family Catholic School since 2015. Our school has always been a home away from home for our daughters who are now in 2<sup>nd</sup> and 5<sup>th</sup> grade.

Our girls miss school tremendously. They miss their teachers and friends. They miss the structure and security that school provides. They miss being challenged and the feeling of pride that comes with accomplishments at school. Equally important to education, they miss social interaction that is vital for kids their age.

My husband and I support the reopening of the school to full-time, in-person instruction. We have complete confidence in the principal, teachers and staff to provide a safe environment for our children. Holy Family Catholic School is a small community of very involved families. I am confident that parents will partner with the school to follow all guidelines to keep the students and teachers healthy and safe.

Please let our kids get back in to the classroom to resume the fine education provided to them from the faculty at Holy Family Catholic School and to be able to be with their classmates again.

Kind Regards,

Michelle Alexander  
Parent Guild President 2020-21

October 15, 2020

To Whom It May Concern

On behalf of my husband and myself, I would like to thank you for taking the time to consider Holy Family School to reopen. We have three elementary age children who have called Holy Family their home for the last 4 years. Holy Family School is composed of a small tight knit community that provides both the education and emotional support they need. Therefore, it is extremely painful to see the way that their passion for learning and the joy of community has been altered this year.

Holy Family School provides our children with a secure and safe environment for developing their social skills and peer relationships. As most people know, social interaction among children at the elementary level is particularly important for the development of language, communication, social, and emotional skills. Our little ones are greatly impacted by not having these lessons lived and learned.

As an educator in California for the past 17 years, I understand that every child learns differently. I have witnessed the sacrifices children are making from both sides of the screen. I implore you to *please* consider our request to place our children back in school, in person, in the best environment for their needs. I have the utmost confidence in our principal, staff, and employees to create and maintain a safe and healthy learning environment.

Sincerely,

Valerie Meyer

October 15, 2020

To Whom It May Concern,

The purpose of this letter is to express our unwavering support of the safe re-opening of full-time, in-person instruction at Holy Family Catholic School. My husband and I, along with our two children, have been members of Holy Family's church and school community since 2015. This community serves as an extension of our home and represents a source of health and wellness that strengthens our family's resiliency.

Our daughter is currently a 5<sup>th</sup> grader and our son is a member of the incoming kindergarten class. Both of our children regularly express a desire to re-connect with friends and teachers and long for the pre-Covid world of face-to-face, human interactions. We firmly support the belief that these social interactions are vital to the growth and development of our children as expressed through recent guidelines released from the American Academy of Pediatrics, emphasizing the major health, social, and educational risks to keeping children at home.

As structured as we attempt to design our home to support at-home learning, there just does not seem to be a whole lot of learning occurring given the myriad distractions. For this reason, coupled with the aggravations related to navigating electronic devices and associated applications, as well as the daily headaches from strained eyes due to unhealthy levels of screen time, we strongly recommend allowing Holy Family students the opportunity to be physically present at school.

Lastly, we have complete confidence in the principal, teachers, and school staff to maintain a safe environment for our children, with safety measures implemented that will mitigate the spread of the coronavirus. The Holy Family Catholic School can best be described as an interconnected and engaged community of very involved parents. Thus, we are confident the parents will embrace directives from the school related to such things as social-distancing and gathering restrictions that maintain the health and wellness of the Holy Family Community and beyond.

We implore you to allow our children access to in-person learning at Holy Family Catholic School to more effectively facilitate their educational journey and support their social and emotional development, thus preparing them for future success.

Eternally grateful for your time and consideration of our family's request.

Take care,

Karina Bland  
Holy Family Catholic School Parent Guild  
Vice President of Fundraising 2020-21



## Reopening Protocols for K-12 Schools: Appendix T1

### Recent Updates

**10/16/20:** Updated to modify the proportion of students who may receive specialized services on campus at any one time. While larger schools may still only have up to 10% of full student capacity on campus at one time, schools with fewer than 100 students primarily serving students with IEPs and/or English Learners may provide permitted services to up to 25% of full student capacity at a given time, as long as the school can adhere to distancing, infection control, and cohorting requirements.

A supervising adult may be assigned to 2 different stable student cohorts if the adult offers specialized services/supports that cannot be provided by any other supervising adult.

College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted and physical distancing and infection control practices are adhered to for the duration of the test.

Schools that provide child care services for school-aged children on their campus must file a notification to LAC DPH.

A County waiver program that allows return of students in grades TK – 2 for general in-classroom instruction is open and accepting applications.

Required and recommended practices for student transportation on buses have been updated and clarified.

Alternatives to EPA approved disinfectants including bleach or alcohol-based disinfection solutions along with cautions for use have been added. Guidance and cautions around use of hand sanitizers containing ethyl alcohol versus isopropyl alcohol have been revised.

Recent changes highlighted in yellow throughout the document.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

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These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

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**Special guidance for the TK-12 setting.**

All K-12 schools in California counties that are in Tier 1 of the State's Blueprint for a Safer Economy, including Los Angeles County, are prohibited from reopening for in-person instruction. During this period, when schools are generally restricted to remote learning, four types of on-site programming are permitted. In compliance with this order and aside from these exceptions, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implement of remote learning or conduct on of the four permitted types of on-campus learning. These are:

**(1) Day care for school-aged children and/or child care programs located in schools.**

- LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for Programs Providing Day Care for School-Aged Children or the Guidance for ECE Providers. Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing Regional Office to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP
- Schools that provide child care programs for school-aged children on their campus must file the notification for Child Care Services for School-aged Children on K-12 School sites with LAC DPH (we will need to attach a form for this)

**(2) Specialized services for defined subgroups of children who need in person services and supports**

- LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 10% of total student body at any one time. An exception to this rule is schools with less than 100 students, primarily serving students with IEPs and/or English Learners, which may have up to 25% of their students on campus at any given time, as long as the school can adhere to distancing, infection control, and cohorting requirements.
- Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.
- No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-



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on-one by the appropriate specialist in a secure space that is apart from all other people.

- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged.
- LEAs and schools that choose to implement these on-site services for students with specialized needs while schools are otherwise closed to in-person instruction, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. A reporting form can be found at [Small Group Instruction Notification Form](#).
- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).

### (3) On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education.

- No school may bring students in grades TK-2 onto campus for general in classroom instruction prior to a waiver being approved.
- Full instructions and the waiver application form are available [here](#).

### (4) Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.

- College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 12 students in each classroom with a distance of at least 6 feet between students and between students and teachers).
- All students and staff are wearing face coverings for the entire time on campus, infection control directives are in place.
- There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment.

## COHORTING

For all four types of on-site programming students must be organized and proceed through the day within cohorts, defined as a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Note that if a cohort has fewer than 12 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 12, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 12. Part-time members cannot "share" their slot with other part-time students. Other children cannot be added in order to reach the maximum of 12 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).

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**LIMITED ON-CAMPUS DENSITY**

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 10% of the total student body at any one time for this particular purpose. The 10% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades TK-2 returning after granting of a school waiver. Small schools, those with fewer than 100 students under normal conditions, can serve 25% of their students capacity at a given time, as long as the school can adhere to distancing, infection control, and cohorting requirements.

**SUPERVISING ADULTS**

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

**SUPERVISED ENVIRONMENTS**

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

**TK to Grade 12 Reopening Checklist**

Institution name: Holy Family School

Address: 1403 Rollin St. South Pasadena CA 91030

Maximum Occupancy, per Fire Code: 324 students

Approximate total square footage of  
space open to faculty and/or students: 40,000

Estimated total number of administrators, teachers, and other employees that will be returning to support  
resumption of all permitted in person services for students: 14

Estimated total number of students that will return per grade (if none, enter 0):

|          |          |          |          |           |           |           |
|----------|----------|----------|----------|-----------|-----------|-----------|
| TK: 8    | K: 24    | 1: 27    | 2: 25    | 3: _____  | 4: _____  | 5: _____  |
| 6: _____ | 7: _____ | 8: _____ | 9: _____ | 10: _____ | 11: _____ | 12: _____ |

**NOTE:** The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support,

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provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS (CHECK ALL THAT APPLY)**

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- ☒ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- ☒ A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
  - ✓ Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
  - ✓ Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- ☒ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - ✓ Isolation of case(s);
  - ✓ Identification of persons exposed to cases at school;
  - ✓ Immediate quarantine of exposed employees and/or students; and
  - ✓ Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - ✓ Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Educational Sector.
- ☒ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- ☒ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ☒ A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
  - ✓ The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.

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- ✓ The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- ☑ 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. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☑ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ☑ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ☑ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ☑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- ☑ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
- ☑ These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
  - ✓ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
  - ✓ Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
  - ✓ A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
  - ✓ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- ☑ Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- ☑ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ☑ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.

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☒ All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.

☒ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:

- ☒ Break rooms (see document)
- ☒ Restrooms \_\_\_\_\_
- ☒ Classrooms \_\_\_\_\_
- ☐ Laboratories \_\_\_\_\_
- ☒ Nurse's office \_\_\_\_\_
- ☐ Counseling and other student support areas \_\_\_\_\_
- ☒ Front office \_\_\_\_\_
- ☒ Other offices \_\_\_\_\_
- ☐ Other (auditorium, gymnasium, library if in use) \_\_\_\_\_
- ☐ \_\_\_\_\_

☒ High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.

☒ Disinfectant and related supplies are available to employees at the following location(s):

In the office.

☒ Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)

- ☒ Building entrance/s, exit/s
- ☒ Central office
- ☒ Stairway entrances
- ☒ Elevator entry (if applicable)
- ☒ Classrooms
- ☒ Faculty breakroom
- ☒ Faculty offices: Those without a sink

☒ Soap and water are available to all employees at the following location(s):

Classrooms, Restrooms

☒ Employees are offered frequent opportunities to wash their hands.

☒ Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.

☒ Copies of this Protocol have been distributed to all employees.

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☐ Optional—Describe other measures:

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**B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS  
(CHECK ALL THAT APPLY)**

☒ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 40.

☐ Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: \_\_\_\_\_.

☐ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):

☒ A maximum of one child per bus seat.

☒ Face coverings required at all times.

☒ Use of alternating rows (strongly recommended but not required).

☒ Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).

Does  
Not  
Apply.

☐ Additional measures in use to ensure physical distancing (Check all that apply):

☒ Staggered school start times to permit more than one trip per bus at school start and close.

☒ Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.

☐ Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.

☐ Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.

☐ Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.

☐ Other:

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- ☐ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):

- Does not apply for TK-2.
- ☐ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
  - ☐ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
  - ☐ Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.
  - ☐ The following Measures are in place to avoid crowding on stairways:
    - ☐ Designation of up and down stairways \_\_\_\_\_
    - ☐ Staggering of breaks between classes \_\_\_\_\_
    - ☐ Monitoring of stairways by school staff \_\_\_\_\_
    - ☐ Other: \_\_\_\_\_

- ☒ Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

- ☒ A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day.' (A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult)

- ☒ In-person class size has been limited to 12 students in elementary grades.
- ☒ In-person class size has been limited to \_\_\_\_\_ students in middle and high school grades.
- ☒ The school day has been divided into shifts to permit fewer students per class.
- ☒ Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- ☒ Some classes have been moved entirely online.
- ☒ Online class attendance and participation is offered as an option for all students for all classes.
- ☐ Alternative spaces are used to reduce the number of students within classrooms. These may include:
  - ☐ School library \_\_\_\_\_
  - ☐ Auditorium \_\_\_\_\_
  - ☐ Cafeteria \_\_\_\_\_
  - ☐ Gymnasium \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

Loretto Room

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- ✓ Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
- ✓ Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- ✓ Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
- ✓ Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- Other:

☒ Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.

☐ School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms.

Policies must include: *Does not apply.*

- Offering access to locker rooms only when staff supervision is possible Staggering locker room access
- ✓ Creating alternative options for storage of student clothing, books and other items.

☒ Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):

- ✓ Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
- ✓ If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
- ✓ Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.

*No Cafeteria on site.* } ○ If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.

○ If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

*Does not apply.* ☐ Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

☒ Measures are in place to permit physical distancing in school areas used for student support services.

- ✓ Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.



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- ✓ Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- ✓ Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- ✓ Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
- ✓ Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- ☑ Measures are in place to permit physical distancing in administrative areas of the school.
  - ✓ Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
  - ✓ Tape or other markings are used to define a 6-foot radius around reception desks or counters.
  - ✓ Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

**C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)**

- ☑ Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.
  - ✓ Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see [July 1 Isolation HOO.pdf](#)).
  - ✓ Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
  - ✓ The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives
  - ✓ Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).
  - ✓ Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been

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determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).

- ☒ Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
  - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
  - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- ☒ Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
  - ✓ Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
  - ✓ Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
  - ✓ Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
  - ✓ Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
  - ✓ Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ☒ Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - ✓ The school HVAC system is in good, working order.

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- ✓ HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- ✓ Portable, high-efficiency air cleaners have been installed if feasible.
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. *This is optional.*
- ✓ Air filters have been upgraded to the highest efficiency possible.
- Other:

☒ Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include (check all that apply).

- ✓ A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
- Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
- ✓ Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products (see below).
- ✓ Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- ✓ Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- ✓ Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list 'N') are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- ✓ Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- ✓ Custodial staff and other staff responsible for cleaning and disinfecting are equipped

No  
Buses.

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with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product

- ✓ All cleaning products are kept out of children's reach and stored in a space with restricted access.
- ✓ Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ✓ Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- ✓ Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- ✓ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:

- Restrooms: See document.
- Lobbies/entry areas: \_\_\_\_\_
- Teacher/staff break rooms: \_\_\_\_\_
- Class rooms: \_\_\_\_\_
- Cafeteria dining area: \_\_\_\_\_
- Cafeteria food preparation area: \_\_\_\_\_
- Front office: \_\_\_\_\_
- Other offices: \_\_\_\_\_
- Other areas: \_\_\_\_\_

- ☒ Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):

- ✓ Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
- ✓ All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
- ✓ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- ✓ Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
- ✓ Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.

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- As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- ✓ Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- ✓ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate. *Does not apply.*
- ✓ Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

**NOTE:** Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

☒ Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):

- ✓ Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom, a color coded system is used to minimize students from different cohorts using the bathroom at the same time.
- ✓ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- ✓ Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. *All classrooms have sinks.*
- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.

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- ☐ Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- ☒ Hand sanitizer, ~~soap and water~~, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- ☒ Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
  - ☐ Buffet and family style meals have been eliminated.
  - ☐ Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
  - ☐ Physical barriers are in place where needed to limit contact between cafeteria staff and students.
  - ☒ Optional-Describe other measures:  
Only bag lunches are currently available.

**D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC**

- ☒ Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
  - ☒ Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 \_\_\_\_\_
  - ☒ Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 \_\_\_\_\_
  - ☒ Who to contact at the school if student has symptoms or may have been exposed \_\_\_\_\_
  - ☒ How to conduct a symptom check before student leaves home \_\_\_\_\_
  - ☒ Required use of face coverings \_\_\_\_\_
  - ☒ Importance of student compliance with physical distancing and infection control policies \_\_\_\_\_
  - ☒ Changes in academic and extracurricular programming in order to avert risk \_\_\_\_\_
  - ☒ Changes in school meals in order to avert risk \_\_\_\_\_
  - ☒ School policies concerning parent visits to school and advisability of contact the school remotely \_\_\_\_\_
  - ☒ Importance or providing the school with up-to-date emergency contact information including multiple parent contact options \_\_\_\_\_

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○ Other:

- ☒ A copy of this protocol is posted at all public entrances to the school.
- ☒ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- ☒ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- ☒ The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- ☐ Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- ☐ Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☒ A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- ☒ Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

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**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

**You may contact the following person with any  
questions or comments about this protocol:**

**Business Contact**

**Name:**

Holy Family School

**Phone number:**

626-799-4354

**Date Last Revised:**

10-20-2020





*Holy Family Education Center  
1301 Rollin Street  
South Pasadena CA 91030-3736*

*Telephone 626.799.4354  
FAX 626.403.6180*

# **Waiver to Return to In-Person TK-2 Instruction 2020-2021**

## **Reopening Protocols**

The emergence of COVID-19 in the spring of 2020 has radically altered our day-to-day lives. At Holy Family School, we are committed to keeping our staff, students, and families safe. As such, we have developed the following measures to minimize the spread of COVID-19 to the fullest extent possible. This document outlines guidelines related to maintaining a clean, safe work and learning environment and limiting the transmission of COVID-19. We reserve the right to make additions, amendments, and deletions at any time.

Maximum Occupancy, per Fire Code: 324

Approximate total square footage of space open to faculty and/or students: 40,000 square feet

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## **Cleaning and Disinfection**

*Describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.*

### **Building Improvements:**

- Holy Family has installed bipolar ionization generators in each air conditioning unit.
- The air conditioning units have been fitted with MERV-13 filters
- Each classroom and shared space is being outfitted with a commercial grade HEPA air filtration unit.
- All windows that are able to open have been checked and repaired to make sure they are operational.

### **Drinking Fountains:**

- Drinking fountains have been either removed or taped off and students must bring in a water bottle. The school will have on hand water bottles for those students who forget or who run out.

### **Cleaning:**

- Holy Family School will use products approved for use against COVID-19 on the Environmental Protection Agency-approved "N" list and workers will be trained on appropriate use, safety guidelines, and protocols.
- Cleaning products are stored in locked custodial closets.
- Holy Family School will provide PPE to custodial staff and other employees who clean and disinfect.
- Restroom toilets and sinks are primarily touch-free.
- No touch paper towel dispensers have been installed in the restrooms, and hand sanitizer stations have been placed throughout the campus including the office, the entrances, and the elevator.
- A bipolar ionization cannon is used to disinfect the classrooms after everyone leaves for the day.
- Students will wipe down their own desk at the end of their school day.

## Cleaning and Disinfection Schedule

| Category                                                 | Frequency                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Workspace (desks, chairs, classrooms, office)            | Sprayed at the end of each day                                                                                                                                                                                                                                                                                    |
| Appliances (refrigerators and microwaves)                | In the middle and at the end of the day                                                                                                                                                                                                                                                                           |
| Shared electronic devices such as copy machines          | After each use and daily                                                                                                                                                                                                                                                                                          |
| General used objects such as handles and light switches. | In the middle of the day                                                                                                                                                                                                                                                                                          |
| Playground equipment and other supplies                  | At the end of each use and day                                                                                                                                                                                                                                                                                    |
| Picnic tables                                            | At the end of each use and day                                                                                                                                                                                                                                                                                    |
| Handrails                                                | In the middle and at the end of the day                                                                                                                                                                                                                                                                           |
| Nurse's Office                                           | Furniture and medical equipment cleaned after each use and daily. Should a person have visited the nurse's office and be suspected of having COVID-19, the door to the office will be closed and no further visitors will be allowed in until the room has been disinfected with the bi-polar ionization sprayer. |

## Cohorting

*Describe how students will be kept in small, stable groups with fixed membership that stay together for all activities (instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.*

- Students will be in stable cohorts of 12 or less to allow for contact tracing.
- All other grades and those students who do not choose to come in-person will continue their education off-site and online.
- Recess, outdoor lunch spaces, and use of shared spaces will be staggered to allow for physical distancing.

## **Entrance, Egress, and Movement within the School**

*Describe how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.*

### **Drop-off**

- Drop-off times will be staggered.
- Walker temperature and symptom checkpoint will be at the Breezeway. Carpool checkpoint will be near the picnic table area.
- Students will be visually inspected, asked if they are feeling well, and have their temperature checked prior to entry.

### **Pick-up**

- Pick-up times will be staggered, with TK being picked up first.
- Walker parents will be spaced out on 6-foot markers. Children will be called from their classroom.

### **Movement within the School**

- TK, Kindergarten, and grade 2 classrooms are self-contained and exit to the outdoors.
- Grade 1 will exit through the Outdoor Learning Center doors.
- All classrooms are on the ground floor and do not involve the use of stairwells.

### **Visitors**

- After drop-off of materials on the first day, no visitors will be allowed beyond the front office or inside the TK and K classrooms.
- Visitors to the office must enter individually or as a family and must use the buzzer.
- All visitors must wear a mask, no handkerchiefs, gaiters or valves allowed.
- The use of school facilities for non-school purposes is not permitted.

## **Events, Extracurriculars, and Extended Care**

School assemblies and gatherings are held virtually or have been canceled.

Extracurricular clubs are being held virtually. Athletics follow the guidance of the Catholic Youth Organization which is following the guidance of the LACDPH.

Extended care will only be available within cohorts and to the extent practical.

## **Face Coverings**

*Describe how CDPH's face covering requirements will be satisfied and enforced.*

The California Department of Public Health (CDPH) guidance entitled "Face Coverings" states that "School should review the CDPH Guidance for the Use of Face Coverings and any applicable local health department guidance and incorporate face covering use for students and workers into their COVID-19 protection plan. Some flexibility may be needed for younger children consistent with child development recommendations."

- Students in grades TK-2, students will be required to wear a clean face mask, or face shield for children in these cohorts who cannot wear a face mask properly or who is interacting with an instructor during language instruction. Students may remove face masks for limited moments with permission and for eating.
- Faculty and staff will be required to wear face coverings at all times. All employees have independent offices/work stations and must wear a mask unless working independently in a closed office or with only their assistant in a closed classroom. Cloth face masks are the expectation; however, a shield may be utilized when providing language instruction. Teachers are welcome to use shield with face masks for added protection. Employees are instructed to wash or replace their face coverings daily.
- Visitors must wear face masks (no gaitors, handkerchiefs, or vents) when on campus at all times.

The school maintains a supply of shields and masks should someone forget or a mask becomes soiled.

## **Health Screening for Students and Staff**

*Describe how students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

- Holy Family School employs a nurse who will be on the property all hours in-person school is in session.
- The administrative assistant will be located in the religious education office, protected behind plexiglass.
- The nurse will be located in the main office.
- Parents should do a daily health check at home and not bring children to campus if:
  - They are experiencing any signs of illness.
  - They live with or have had close contact with someone who has been diagnosed with COVID-19 within the last 14 days.
  - The student or anyone in the household has fever, chills, loss of taste or smell, vomiting and/or diarrhea.
  - The student or anyone in the household has signs of communicable illnesses such a cold or flu.
  - The child has received any fever-reducing medications such as Tylenol in the last 12 hours.
  - Parents are expected to regularly check their child's health and must conduct a brief health screening prior to coming to campus.
- Students will have a visual symptom check upon arrival and will have their temperature checked at the entrance with a no touch thermometer. Students failing the symptom check or with a temperature of 99.5 degrees or higher will be isolated from other students and staff to limit exposure and the nurse will immediately call the

students' parents for pickup. Ill students will be kept in the health office until the parents arrive.

- Students will be monitored for signs of illness throughout the day.
- Families are encouraged to practice social distancing, mask-wearing, and all other appropriate and recommended safety behaviors. Doing so enables our school to remain open, keep our students and their families safe, and allow us to learn and grow in a more optimal environment. Because repeated disregard of these expectations may jeopardize our community, the administration of the school and parish may choose to take appropriate measures towards individuals to ensure the safety of our community.
- Faculty and staff will complete a daily health check and complete the questionnaire via google forms that also includes a temperature check.
- All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. Employees have been provided with information regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.

## **Healthy Hygiene Practices**

*Describe the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.*

- School employees will teach on an age-appropriate level, how to prevent transmission of the virus.
- School employees will teach and encourage proper handwashing.
- Children must wash their hands upon entering the classroom.
- Frequently scheduled mandatory handwashing breaks or opportunities will occur at a minimum: before and after eating, after using the restroom, after outdoor play, and before and after any group activities.
- Every classroom, restroom, and faculty lounge contain a sink and soap dispenser.
- All classrooms and restrooms have been outfitted with touchless paper towel dispensers.
- Hand sanitizer dispensers will be mounted throughout the campus.
- To the greatest extent possible, students in all grade levels will utilize their own items and instructional materials. Those items that must be shared will be sanitized between uses.
- Classroom routines will be established and taught regarding movement, out-of-seat activities, and storage of devices, backpacks, lunchboxes, and etc.

The school will maintain sufficient PPE to comply with the CDPH guidance for students and staff appropriate for each classification or duty, as well as relevant Cal/OSHA requirements, including hand sanitizer, soap, tissues, paper towels, gloves, masks, and shields. Supplies are kept in the principal's request and distributed as empty or upon request.

- To the greatest extent possible, students in all grade levels will utilize their own items and instructional materials. Those items that must be shared will be sanitized between uses.
- Classroom routines will be established and taught regarding movement, out-of-seat activities, and storage of devices, backpacks, lunchboxes, and etc.

## **Identification and Tracing of Contacts**

*Describe actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contract tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

The school will monitor faculty, staff and students throughout the day for signs of illness. Students, faculty and staff with a fever of 99.5 degrees or higher, 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 school administrative team (aka Covid-19 Compliance Team) will report to the LACPHD and support them in contact tracing including identifying students and staff who have been exposed. Because students will be in stable cohorts, the need for extensive contact tracing will be minimal. Following the recommended protocol, the administrative team will communicate with exposed community members using Gradelink, the school's student information and communication system.

In the instance that our school experiences multiple positive cases of COVID-19 in a 14-day period, we may need to, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a partial or full campus closure.

## **Physical Distancing**

*Describe how space and routines will be arranged to allow for physical distancing of students and staff.*

Faculty and staff have been asked to not sign in at the office and to make rare stops to check their mailboxes. To the greatest extent possible, communication with teachers is through digital means.

Faculty will eat lunch spaced out on the picnic tables, in their classroom room with just the teacher and their assistant or spaced out in the faculty lounge.



The breezeway, curved sidewalk, and outside the office have been marked with “physical distancing” marks.

Work rooms and the faculty lounge have been labeled with occupancy numbers.

Student desks will be spaced 6 feet apart where possible and will be separated with plastic dividers where 6 feet is not possible.

Outdoor spaces will be utilized as frequently as possible. Outdoor spaces will be structured to limit the number of students on the playground at any one time.

Classroom desks have been placed facing in the same direction and so they are 6 feet apart from each other as well as 6 feet from the teacher. Desk position is marked on the floor with tape. In places where desks are closer than 6 feet apart, they have been outfitted with plastic shields.

## **Staff Training**

*Describe how staff will be trained and families will be educated on the application and enforcement of the plan.*

Staff have already been receiving training and education over the summer break and through staff meetings. Staff were provided with an opportunity to edit this document and will receive training again about our plans before reopening and at staff meetings.

Signs are displayed around campus, particularly in highly visible areas. The signs promote everyday protective measures like physical distancing, handwashing, and mask wearing.

The school has distributed a short training video for parents and students demonstrating the new school COVID-19 related procedures. The school has also shared with staff and families the following resources about what COVID-19 is and how it is transmitted, along with ongoing reminders on topics such as facial coverings, hand hygiene, and etc. on an as-needed basis in the principal's weekly communications.

<https://publichealthsbcc.org/what-is-covid-19/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## Testing of Students and Staff

*Describe how school official will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.*

### Students

If a student is suspected of having COVID-19, parents will be required to take their child to their physician or a testing site and produce a negative test result prior to the child re-entering the school.

### Staff

If a staff member is suspected of having COVID-19, the staff member will be required to visit their physician or a testing site and produce a negative test result prior to re-entering the school. Depending on the position, the employee may be able to work from home. If the employee is current working with children, other staff will substitute until the employee's return.

One quarter of the staff will undergo surveillance testing every two weeks. Employees may have the testing done at their physician or at a testing site. Employees will be given the paid time off in order to complete the testing. All surveillance testing results will be reported to the Department of Public Health.

## Triggers for Switching to Distance Learning

*Describe the criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.*

Our school would close if at least 5% of the student body and staff are diagnosed with COVID-19 within a 14-day period, according to the Department of Public Health guidance.

- A. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, we will implement the following steps:
  1. Isolate the case and exclude from the school until criteria for a return have been met.
  2. Contact the LACPHD at (888) 397-3993 or (213) 240-7821.
  3. Identify contacts, quarantine, and exclude exposed contacts (likely the entire cohort) for 14 days after the last case was present in the school while infections and switch that cohort over to distance learning.
  4. Send the school community notification of a known COVID-19 case.
  5. Recommend testing of contacts and prioritize symptomatic contacts.
  6. Disinfect and clean the classroom and spaces where the known case spent significant time.
  7. The rest of the school will remain open.

B. When a student, teacher or staff has COVID-19 symptoms, answers yes to a health screening, or has a temperature of 99.5 or above, we will implement the following steps:

1. The individual will be sent home. If a student, the student will wait in the health office and the parents will be contacted for immediate pickup.
2. The individual or family will contact their healthcare provider immediately for a medical evaluation which may include testing. If the test is positive, we will follow steps listed in section A. If the test is negative, we will follow with steps D and E.
3. The cohort remains open.

C. When a student, staff or teacher has close contact (a person is within six feet from a confirmed positive case for longer than 15 minutes) with a confirmed case of COVID-19, we will implement the following steps:

1. The individual will be sent home for quarantine. If a student, the student will wait in the health office and the parents will be contacted for immediate pickup.
2. The length of quarantine will be for 14 days from last exposure.
3. Recommend testing.
4. If any symptoms develop, the individual will contact a medical provider for evaluation.
5. The cohort remains open.
6. The school will send the community notification of a known close contact.

D. When a student, teacher or staff tests negative for COVID-19 after having COVID-19 symptoms, the school will implement the following steps:

1. The person may return to school three days after the symptoms resolve.
2. The cohort remains open.

E. When a student, teacher, or staff that has had symptoms of COVID-19 for whom a medical provider diagnoses another cause of the symptoms, the school will implement the following steps:

1. The individual will need to provide a note from their medical provider with return to school instructions following the guidelines for the specific illness.
2. The cohort remains open.

F. If 3 or more cases occur within 14 days, the administrative team will reach out to the Department of Public Health via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.

## **Communication Plans**

*Describe how school officials will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

The administrative team will communicate via email using a template. We will communicate with the cohort and/or school community, depending on the scenario if there has been a positive case among staff, students, or one of their household members.

## **Measures that Ensure Equitable access to Critical Services**

*Describe the plan for updating IEP's and 504 Plans of students with special needs.*

In the Archdiocese of Los Angeles Catholic School System, plans for special needs students are known as "STEP Plans." STEP meetings were held as usual in the beginning of the school year; however, they were held via virtual means rather than in-person.

GAINS (reading support) classes have moved online.

The five students with the most critical needs are coming in for in-person instruction under the category of "Specialized services for defined subgroups of children who need in person services and supports."