



COVID-19 PREVENTION PLAN, POLICES & PROCEDURES

St. James Parish Day School values the safety and wellbeing of its staff, children and families. For this reason, the Center has adopted a COVID-19 Prevention Program, Plan and Policy (CPP). These policies are subject to change and will be updated based on the recommendation and guidelines of the Centers for Disease Control (CDC), Los Angeles Public Health Department, and Department Of Social Services Community Care Licensing. St. James' Parish Day School has the overall authority and responsibility for implementing the provisions of this CPP in our school and workplace. The school administration is responsible for ensuring that employees and school families receive answers to questions about the program in a language they understand. Until further notice, our school hours for children will be 9:00am to 12:00pm for Nursery Kangaroos and PreK Pandas and 8:45am - 11:45pm for Nursery Otters and PreK Koalas. Kindergarten is 11:30am to 2:30pm.

STAFF PREPARATION, EDUCATION AND TRAINING:

Staff members are educated on Infection, Prevention, and Universal Precautions and general staff safety through:

- Employee Orientation (Annually includes Pandemic Policy Training)
- American Heart Association FA/CPR/AED Training (Renew every 2 years)
- California School & Child Care Integrated Pest Management and Disinfecting (Annually)
- Mandated Reporter Training conducted online every 2 years.
- Staff members are expected to follow general hand washing protocols, infection prevention strategies, and utilize universal precautions at all times to mitigate the spread of germs and infection.
- Staff members must be up-to-date with their vaccines and encouraged to get an annual flu shot. Licensing requires a flu shot waiver in writing by employee.

All employees are responsible for using safe work practices, following all directives, polices and procedures, and assisting in maintaining a safe work environment.

PREVENTATIVE HEALTH MEASURES:

The following is intended to provide a selection of important health and safety items.

- The School will plan ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.
- Until further notice, all program field trips will be suspended and outside visitors (including program tours) will be prohibited.
- Special events such as festivals, holiday events, and special performances will be canceled or postponed until further notice.
- Extended Care Programs and After School Classes have been postponed until further notice.
- All staff are required, to wear cloth face coverings (over the nose and mouth). Cloth face coverings will be washed daily. Masks or face coverings will not be worn when napping, eating or exercising. Masks or face coverings will not be used by anyone who has trouble breathing, or is unable to remove their mask without assistance. When masks or face coverings are removed they will be placed in a labeled paper bag (out of reach).



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Proper hand hygiene will be practiced immediately after handling a mask or face covering.

- Children under the age of 2 years old are not required to wear a face covering or mask. Children 2 years of age and older are required to wear a face mask while on campus.

Children and staff are prohibited from bringing items from home into the school; including toys, bedding (blankets, sheets, pillows), etc. The only items permitted to be brought from home by children and staff are a daily lunch in a sealed labeled insulated lunch bag (lunch bags will be stored in your child's individual cubby), one change of clothing in a labeled plastic zip-lock bag, an extra face mask or face covering and medication required by a physician. More information on masks is located on this website <http://publichealth.lacounty.gov/acd/ncorona2019/masks/>

We cannot expect a group of 2 to 5 year old children to not engage in interactive play or share toys. The school will do our best to keep children at a safe physical distance of 3 feet to 6 feet during play. Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID. Parents or guardians should seek COVID testing promptly and report results to the program given the implications for other children, families, and staff. Parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend daycare.

SOCIAL DISTANCING STRATEGIES:

Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. The following social distancing strategies will be in place:

- Staff will maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced.
- Each group of children will stay in a separate areas, to the extent possible.
- There will be no more than 12 children within one classroom or area with 2 teachers for the nursery & Prek classrooms. Kindergarten will have no more than 10 children with teacher. The same teachers will be with the same group of children during the entire day without mixing. NOTE: The school will only allow 12 per group as this time, if the school feels we can safety accommodate a large group within state guidelines it will be assessed prior to the increase.
- Outdoor play was be staggered to ensure each group does not mix.
- Outdoor areas (like playgrounds) generally require normal routine cleaning but do not require disinfection.
 - The school will clean and disinfectant our outdoor playgrounds daily using The Eva Clean PUR One sprayers. <https://evaclean.com/>
 - High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned between each group usage.
 - Cleaning and disinfection of wooden surfaces or groundcovers (mulch, sand) is not recommended and therefore will not be practiced at this time.



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- Time standing in lines will be minimized, with children kept at safe distances apart from each other. Six feet of separation between children will be implemented to the extent possible.
- Children must wash their hands immediately after using sand, water or sensory stations. In addition, children must wash hands before and after; snack, lunch, toileting, entering the classroom and exiting the classroom.
- The distance between children during table work will be at least 3 feet.
- When feasible, more outside activities will be incorporated.
- Each child enrolled will have a designated chair and table space. No other child will use the chair.
- Each child enrolled will have a designated plastic container (for the 2020-21 school year) with a set of crayons, markers, eraser, scissors, etc. to ensure no other child handles these items but the child.

HEALTH SCREENING DURING PARENT DROP-OFF AND PICK-UP:

The pick-up and drop-off of children will be completed outside the school building in front of the Parish Hall. Should the parent need to enter the school for any reason, the parent must be screened by the school as outlined in this document.

- The Drop-Off and Pick-Up Location will be at the entrance on Monterey Road. One parent will enter the campus at the Parish Hall door by the parking and check in at the Health Screening Station.
- Cones will be placed in designated parking spaces in the school lot to assist with keeping social distancing measures.
- Each parent will sign-in and complete the daily child's health screening form. The school recommends bringing and using your own pen. Clean & Sanitized pens will be available if needed.
- All parents must wear a face covering at all times while at St. James Parish Day School.
- Child's and parent temperatures will be taken with a touchless thermometer and disinfected after each use.
- Arrival times will be staggered and there will be 10 families allowed at the Health Screening Station at a time. Therefore, there will be red X marks or colored dots on the sidewalk near the entrance distance 6 feet from other families for drop-off and pick-up. A St. James Parish Day School Member will oversee the process of drop-off and pick-up to ensure no more than 10 families are at the check in at a time. Signage will be posted to guide you through the drop-off and pick-off procedures.
- The Health Screening Station Staff Members will disinfect the entrance before and after school, including as needed during check-ins.

The following individuals must be screened every day before entering the facility:

- Staff,
- Persons with legal authority to enter, including law enforcement officers, Department of Social Services Community Care Licensing, Health Department.



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- Professionals providing services to children (Early Intervention staff will have additional guidelines),
- Children enrolled at the school, and
- Parents who have children enrolled and present at the school. *Parents should only enter the school when absolutely necessary and must call ahead of time.*

Prior to entering the Center the following screening method will be used:

- Child's temperature will be taken using a touchless thermometer before coming to the facility or upon arrival at the facility.
- The parent/guardian will be asked to confirm that the child does not have fever, shortness of breath or cough.
- A visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness will be conducted by the school Director and/or St. James Staff.
- Conduct temperature screening by following the steps below:
 - Perform hand hygiene by washing your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
 - Check the child's temperature.
 - Use a non-contact (temporal) thermometers.
- All information will be recorded on the daily tracking log.
- Upon completing a successful health screening and temperature check, a St. James' teacher will escort the child to their designated classroom. Parents may give the child a hug, blow a kiss, give an air high five, and a wave goodbye. The child's Teacher will warmly greet the child and assist with placing their personal belongings, such as backpack, in a cubby, or specified container. Each child's personal belongings will not touch another child's personal belongings.
- Children will wash their hands immediately upon entry to the school with soap and water. If a sink with soap and water is not available, hand sanitizer with at least 60% alcohol will be provided. *Keep hand sanitizer out of children's reach and supervise use.* Then the class will begin their day at St. James Parish Day School.
- The same protocol will be followed for picking up a child from the school. The teacher and child will wash hands, gather personal items, and then escort the child to the Parish Hall to go home safely and securely. St. James staff will use walkie talkies to communicate with each classroom to notify them that a parent has arrived for pick-up
- All children must arrive within 15 minutes of drop off and pick-up to assist with ensuring safety of all.
- At this time, no parent is to enter the campus or classrooms at any time.
- Individuals who have a fever of 100 F or above or other signs of illness will not be admitted to the school. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

ILLNESS PROCEDURES AND GUIDELINES:



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Ill children and staff are required to stay home.

- The school will communicate to parents the importance of keeping children home when they are sick and/or not feeling well.
- The school will communicate to staff the importance of being vigilant for symptoms and staying in touch with the School Director if or when they start to feel sick.

Any staff or child will be sent home if they present with any of the following new or worsening signs or symptoms of possible COVID-19:

- **Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit**
- **Cough**
- **Shortness of breath or difficulty breathing**
- Sore throat
- Known close contact with a person who is lab- confirmed to have COVID-19
- Chills
- Loss of taste or smell
- Diarrhea
- Repeated shaking with chills
- Muscle pain
- Headache
- Potential exposure means being a household contact or having close contact within six feet of an individual with a confirmed or suspected COVID-19 for at least 15 minutes. The period for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.
- When someone has been in close contact with a person diagnosed with COVID-19 they are required by law to quarantine themselves to prevent the spread of COVID-19. The legal authority to require quarantine as well as immediate actions to take after having close contact with a COVID-19 positive person are described in this http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_SaferatHomeSurgeResponse.pdf
- The child and family must test negative prior to returning to school when exposed to a COVID-19 positive individual.

If multiple children within the same cohort or group have the same symptoms within a short period of time, the school may choose to close that cohort and ask the cohort or group to self-isolate for a period of time to help keep everyone safe and healthy.

Children will also be sent home with any of the following new or worsening signs or symptoms of possible Inflammatory Syndrome in Children (MIS-C) associated with COVID-19:

- **Fever – prolonged and persistent**
- Rash
- Conjunctivitis (redness of the white part of the eye)
- Stomachache, vomiting and/or diarrhea
- Tongue is redder than usual and looks like a strawberry
- Swollen hands and/or feet, lymph nodes
- Irritability and/or unusual sleepiness or weakness



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Any child or staff with a temperature of more than 100.4 will not be permitted to return to the Center until 72 hours after the fever has returned to normal without fever reducing medications. The school will not allow a physician's note before the 72 hour waiting period. At any time, the school may require a doctor's note to return to school.

Children or staff who become sick while at the Center will be sent home as soon as possible.

- The sick child or staff will isolate from well children and staff until they can be sent home by isolating in the school office.
- A sick child will be supervised by staff at all times. The staff member caring for the child must wear a mask and protective face shield.
- The parent of the sick child will be contacted immediately and informed to contact their health care provider.
- The isolation area will be cleaned and disinfected after the sick individual has gone home.
- All areas used by the individual who is sick, such as classrooms, offices, bathrooms, and common areas, will be cleaned and disinfected.

If COVID-19 is confirmed (tested positive) in a child, staff member or other adult who has been present in the school, the school will following the below protocol:

- Call Los Angeles County Department of Health
- Inform Department of Social Services Community Care Licensing,
- Families will be notified of the confirmed case. Note: due to confidentiality, an individual's identity will not be disclosed when notifying families of any infectious illness.
- The school and/or cohort that received the positive case will close for at least 2 days or up to 14 days pending health department guidelines.
- Children will convert to Distance Learning during closure times.
- Open outside doors and windows to increase air circulation in the areas,
- Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle,
- Follow CDC guidance on how to disinfect the school by cleaning and disinfecting **all areas** used by the person who is sick, such as classrooms, offices, bathrooms, and common areas, and
- Continue routine cleaning and disinfection.
- All staff will be encouraged to go get tested for COVID-19 within the first 48 hours of closure.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary but will be implemented.

In the case of an individual who was diagnosed with COVID-19, the individual may return to the Center when all of the following criteria are met:

- at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications),



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- the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath),
 - at least 14 days have passed since symptoms first appeared, and
 - A negative COVID-19 test is confirmed
- In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the Center until the individual has completed the same three-step criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to the Center before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

A physician's note MUST in writing state, "_____ was seen and evaluated for _____. This individual does NOT have COVID-19 and is able to return to child care without placing another individual at risk."

If staff members believe or a parent believes that they or the child have had close contact to someone with a confirmed case COVID-19, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. The staff or child is not permitted to return to the school until the end of the 14 day self-quarantine period from the last date of exposure and a negative test is confirmed.

TRAVEL GUIDELINES:

Our school asks that all families and staff notify the school of their travel arrangements in advance. If you choose to travel internationally or out of state you and your family must self-quarantine for 10 days to monitor symptoms upon your return before returning to the school. Visit the CDC website for more travel guidelines and assistance.

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

ENHANCED CLEANING AND DISINFECTING MEASURES:

St. James Parish Day School is adhering to Community Care Licensing, LA Health Department, and Centers for Disease Control and Prevention guidelines. The following will be done in addition to the schools existing cleaning protocols:

- Cleaning and disinfecting efforts will be intensified and done more frequently throughout the day.
- Daily cleaning products used by the staff are non-toxic and safe. As a preventative measure, staff will make sure there is adequate ventilation when using these products. Currently the school uses Melaleuca Cleaning products, Sol-U-Guard Botanical Disinfectant and Tough & Tender All Purpose cleaner.
<https://www.melaleuca.info/About/Environment>
- The school will follow their regular schedule for cleaning and disinfecting. Schedule is posted in each classroom.



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- Mr. Jimmy, Sexton and Maintenance for St. James Episcopal Church and St. James Parish Day School, will continue, and adhere to, cleaning procedures and disinfection procedures for all classrooms and restrooms at the end of each day.
- Eva Clean PUR One sprayers will be used into the daily cleaning of the indoors and outside areas. <https://evaclean.com/>
- The school will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched and used, especially toys and games.
- The school will clean objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures daily.
- The HVAC system will be adjusted to allow for more fresh air to enter the program space, if possible, and windows will be opened as needed to allow air flow.
- All bathrooms will be cleaned and disinfected regularly throughout the day.
- Cleaning products:
 - All cleaning products will be used according to the directions on the label. For disinfection, most common EPA-registered, disinfectants should be effective. In addition, the school uses non-toxic Melaleuca Cleaning and disinfecting products.
 - If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
 - The manufacturer's instructions will be followed for concentration, application method, and contact time for all cleaning and disinfection products.
 - If possible, EPA-registered disposable wipes will be provided to staff so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
 - All cleaning materials will be kept secure and out of reach of children.
- Clean and sanitize toys:
 - Toys that cannot be cleaned and sanitized will not be used.
 - Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned and disinfected by hand by a person wearing gloves. Toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried. The school will be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
 - Machine washable cloth toys will be used by one individual at a time or not used at all. These toys will be laundered before being used by another child.
 - Toys will not be shared with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
 - Toys that need to be cleaned will be set aside, placed in a bin with soapy water or put in a separate container marked for "soiled toys." The bin and water will be kept out of reach from children. Toys will be washed with soapy water and rotated to promote frequent cleaning.
 - Children's books and other paper materials will be rotated if used by one group in a cohort. They will not be used by any other group for at least 72 hours.
- Classroom Teachers will disinfect door knobs, light switches, phones, tablet screens, fan switches, etc. hourly.

HEALTHY HAND HYGIENE:

All children, staff and anyone entering the school will engage in hand hygiene at the following times:

- arrival to the school and after breaks,
- before and after preparing food or drinks,
- before and after eating or handling food,
- before and after administering medication or medical ointment,
- after using the toilet or helping a child use the bathroom,
- after coming in contact with bodily fluid,
- after handling animals or cleaning up animal waste,
- after playing outdoors,
- before and after playing in sand, in water or with sensory materials, and
- after handling garbage.

Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- Children will be supervised when using hand sanitizer to prevent ingestion.
- Children will be assisted with handwashing
- After assisting children with handwashing, staff will also wash their hands.
- Posters will be placed at all sinks describing handwashing steps near sinks.

FOOD PREPARATION AND SNACK:

The school will not serve family style meals. Each child will be provided individual snacks and parents will provide individual lunch. NOTE: Extended Care is not being offered until further notice. Therefore lunches are not needed at this time.

- The school will give careful consideration to the snack process and work on educating parents and families on the best way to provide their child's food and drinks for the day/week.
- If the child brings their own food from home, the school will discourage the sharing of food between children.
- If snacks are brought from home, they must be brought in disposable plastic or paper bag with food stored in disposable container. All bags and containers will be disposed of immediately after the meal.
- The children's food and drinks for the day will be stored in their cubbies if snack or lunch are brought from home. Only labeled perishable items will be placed in the refrigerator.
- Meals will be served in the classroom and/or outdoors and staff will directly serve children.
- Sinks used for food preparation will not be used for any other purposes.
- Staff will ensure children wash hands prior to and immediately after eating.
- Staff will wash their hands before preparing food and after helping children to eat.
- The school will follow all other applicable federal, state, and local regulations and guidance related to safe preparation of food.
- All snacks provided by families must be prepackaged food items.



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EXTENDED CARE - PICNIC: RESUMES APRIL 12, 2021

St. James' Extended Care Picnic will resume for the nursery and PreK children on April 12, 2021 with some modifications. Sign-up for the extended day program will be available weekly through the Sign-Up Genius platform. Children in the PreK classes that sign-up for extended care picnic will be together in one group. Children in the Nursery classes that sign-up for extended care picnic will be together in one group. Nursery and PreK groups WILL NOT mix for extended care and will have designated days to sign-up. PreK children can sign-up to attend picnic on Mondays and Wednesdays. Nursery children can sign-up to attend picnic on Tuesdays and Thursdays. There will be no picnic on Fridays. The hours will be 12:00 p.m. to 2:00 p.m. and children must provide their own lunch in an insulated lunch bag. Lunch will be stored in your child's individual cubby until lunch. All cleaning, sanitizing and safety measures will remain the same for Extended Care Picnic Program.

SHELTER IN PLACE: SAFER AT HOME OR ANY COUNTY/STATE TRIGGERED RESTRICTIONS

Should a Shelter in Place be issued in the counties in which staff work and live, St. James leadership will initiate a Shelter in Place procedure to the workforce.

- St. James Parish Day School is an Essential Business.
- St. James Parish Day School campus may stay operational to employees only, but will no longer be open to on-site visitors including children and families.
- Staff Members that are able to work remotely may do so if available. St. James Parish Day School will resume as a Virtual Learning Program.
- If you are unable or unwilling to work during this please inform your Director so that you may discuss your options during this time.
- The St. James leadership will communicate with families throughout this process, advise next steps and decide when the campus will reopen pending the health and safety of all.

POST SHELTER IN PLACE (POST COUNTY SAFER AT HOME BUT PANDEMIC IS STILL ACTIVE)

1. During a Pandemic, should Shelter in Place be ended by the counties in which staff work and live but there are no current cures or vaccines, St. James Leadership will initiate the Post Shelter in Place procedure to the workforce.
 - Workforce Safety Precautions
 - Staff members are expected to follow general hand washing protocols, infection prevention strategies, and utilize universal precautions at all times to mitigate the spread of germs and infection
 - Staff members are expected to wear their protective masks at all times while working in common areas and in classrooms
 - Staff members must be up-to-date with their vaccines and encouraged to get an annual flu shot. Licensing requires a flu shot waiver in writing by employee.
 - Staff experiencing the onset of symptoms of illness (COVID, flu, etc.)



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1. Will immediately self-isolate, inform the Director and get a COVID test
 2. May request approval from Director to work remotely, if able to work remotely
 3. May not return to work without a COVID clearance
2. Visitors: All visitors, who may include, children family members, contractors, and vendors, will enter the campus through the St. James Parish Hall and have their temperature taken. This will increase the monitoring at these sites to prevent spread. All visitors will be required to wear a mask upon entering the campus.
- During regular visiting hours, all visitors are to have a temperature check, administered by the front office receptionist or St. James Parish Day School Staff member with a thermometer, and:
 1. If any visitor has a fever above 100°, they will need to reschedule their appointment.
 2. Anyone refusing to have their temperature taken will be asked to reschedule their appointment
2. New Hires
- All candidates will understand and acknowledge that employment requires a role as an essential worker.
 - Upon hire, new staff will be required to have a COVID clearance on file.
3. Children
- Each child will check in at the Health Screening Station, located in the St. James Parish Hall. The Health Screening Station will be overseen by 2 St. James Parish Day School Staff Members.
 - Children will have a temperature check upon drop-off by a St. James Parish Day School faculty member.
 1. If any student has a fever above 100°, they will be sent home with their parents and not be allowed to enter the campus.
 2. If a child has a temperature during the school day, the child will rest comfortably in the office and the parent will be called immediately to pick-up your child.
 3. If any student has persistent sneezing and/or coughing, they will be required to wear a protective mask while at St. James Parish Day School and may be sent home under the discreditation of the St. James staff member.
 4. Anyone refusing to have their temperature taken will be sent home with their parents.

IDENTIFICATION, ALERTING, ISOLATION

1. Exposure



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- Wash any skin that has been exposed to blood or body fluids with soap and running water for one full minute.
- Clean spills containing blood or body fluids with a solution of 1-part bleach to 10-parts water, made fresh daily.
- of materials that are soaked or caked with blood or body fluids by double bagging: place in plastic bag and then place in Red Infectious Waste Bag, if available, and finally bring to the Health Services Department for disposal.
- Avoid or minimize contact with people who are sick (a minimum distance of six feet is recommended).

2. Identification and Alerting

1. If a St. James Parish Day School staff member, parent or child comes into contact with someone who has identified with a disease of said epidemic as designated by the CDC, they are to self-identify to the Director and self-quarantine for 14 days.
 - Director will immediately notify the St. James Parish Day School Governing Board and Local Health Department for guidance.
 - If a St. James Parish Day School staff member, parent or child is identified with a disease of said epidemic as designated by the CDC, they are to notify St. James Parish Day School as follows:
 - Immediately notify the Director, Kim Goodrich-Chicca, via office phone at (626-799-6906) and kgoodrich@sjcsp.org
 - Provide your name, classroom, and the date you tested positive
 - Director will alert all staff and students/families with necessary information, while protecting confidentiality of staff member
 - All St. James Parish Day School staff members, parents or children located at the exposed site, and those who had been in contact with the exposed individual, will be asked to self-quarantine for 14 days.
 - Director is responsible for contacting agency constituents and contractors to inform them of the self-quarantine.
 - Director will be responsible for contacting the appropriate public health authorities for further instruction.
 - St. James Parish Day School campus may close for 2 to 14 days pending the guidance from California State Licensing, Public Health Department and Center for Disease Control.
 - If St. James Parish Day School must close due to said epidemic as designated by the CDC, our school will start remote or virtual learning after 48 hours of the closure.

Recovery

- Director will contact a Cleaning Company to disinfect the exposed building/site is required by the Health Department or CDC (approved companies include: Aftermath Services 213-270-2439, Eco Bear Biohazard Cleaning Company 818-358-4359.)
- Director will monitor international and national health information sources for any updates on next pandemic waves
- Leadership to meet and review the policies and procedures for continuous improvement.



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- Communication will be sent to St. James Parish Day School Families regarding our return date.

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: April 1, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: St. James' Parish Day School

Number of schools: 1

Enrollment 8

Superintendent (or equivalent) Name: Kimberly Goodrich-Chicca

Address: _____

1325 Monterey Road, South Pasadena, CA 91780

Phone Number: 626-799-6906

Email: kgoodrich@sjcsp.org

Date of proposed reopening:
April 6, 2021

County: Los Angeles

Current Tier: Red

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Private

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and **not yet open**, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, Kimberly Goodrich-Chicca, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

■ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

8 to 10 children per group with 2 teachers

If you have departmentalized classes, how will you organize staff and students in stable groups?

Our school does not have departmentalized classes

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Our school does not offer electives.

■ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

■ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

■ **Health Screenings for Students and Staff:** 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.

■ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

■ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact 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.

■ Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum 6 feet

Minimum 3 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Current State and County guidance states 3ft for children and 6ft for adults

■ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

■ Testing of Staff: How school officials 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. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff will be required to test if symptoms appear or travel outside the county as per county guidance.

■ Testing of Students: How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Students will be required to test if symptoms appear or travel outside the county as per county guidance.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: St. James' Parent Community

Date: March 2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

The Head of School spoke with the staff regarding reopening protocols and requirements. Staff agreed that protocols and requires fulfilled the news of the staff, students and school community. The staff were part of the reopening plans and procedures.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department: April 1, 2021

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.