

**Mary Immaculate School**  
**COVID-19 Safety Plan and Waiver**



**Mary Immaculate School**

10390 Remick Ave. Pacoima, CA 91331

[www.maryimmaculateschool.org](http://www.maryimmaculateschool.org)

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## **Bell Schedule**

- Monday: 8am-2:15pm (*Remote Learning Day for all students*)
- Tuesday-Thursday: 8am-2pm (*In-person Instruction*)
- Friday: 8am-12pm (*Remote Learning Day for all students*)
- Monday-Friday: 11:30am dismissal for TK

## **Recess**

- Monday: 9:55am-10:15am
- Tuesday-Friday: 10am-10:20am

## **Lunch for Kindergarten-2<sup>nd</sup> Grade**

- Monday-Thursday: 11:20am-12pm
- Friday: No lunch

## **Morning Drop-Off**

Due to COVID-19, there will be several changes to the regular morning drop off procedure. Gates will open at 7:40am. The school will continue to use the car line system. Students will get out of the vehicle and will go directly to the Registered Nurses who will be conducting a screening and temperature check. **Any student with a temperature 100.4 or greater will be sent home.** Students will respond to a brief health screening. If a student responds with an affirmative to any of the screening questions, he/she will immediately be sent home.

As the Registered Nurses are conducting the screening and temperature check, parents will wait in their vehicle until their child has been cleared to go inside the school building. Once the student has been cleared, the nurse will give the child a small colored-sticker and parents will leave. The child will go directly to the classroom where they will be supervised by the teachers. The colored sticker will let teachers know that the child has been cleared and can go inside the classroom.

If a student comes late and enters the school through the main office, a staff member will conduct a health screening and will check the child's temperature before going into the classroom. The same procedure will be implemented and small-colored stickers will be given to students that are cleared. If a student has a fever of 100.4 and/or answers with an affirmative to any of the screening questions, the student will be taken to the conference room and parents will be called to pick up their child.

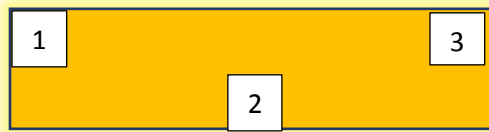
In an effort to minimize the number of visitors on campus, parents will not be allowed inside the school building when dropping off their child unless it's necessary and approved by administration. If it's necessary to enter the school building with their child, parents must follow the same procedure as noted above along with wearing a mask and using hand sanitizer upon entering and leaving the school building. There is a hand sanitizer station by the stairs at the entrance and the main office.

## Recess

Recess will be indoors. Students will eat snacks at their desks and will be allowed to socialize with their friends from their desks after eating their snack. Students will need to wear their mask and/or face shield while talking to their friends. Students will also be allowed to play educational games on their iPads. Staff members will supervise the students.

## Lunch-Kindergarten-2<sup>nd</sup> Grade

In order to minimize the number of students at the lunch tables, they will be seated by grade level 3 children per table in a zig-zag line. Please see chart below.



After students are done eating, staff members will take them to their assigned area to play. There will be an assigned area per class. Please see chart below. Students will remain in their assigned area with their class. Classes will be rotating areas every week. Restrooms will also be supervised to ensure that students are following the 6ft distance guidelines and to reduce the number of students in the restroom at a time. In addition to supervision, the custodian will clean and disinfect the lunch tables and benches after lunch.

\*Students will bring their own lunch.

Area	Activity	Grade level
A	Hopscotch	TBD
B	Book Club and Story time; students will bring their own books from home	TBD
C	Jump rope and hula hoops; the school will provide each child with their own jump rope and hula hoop. There will be no sharing of equipment.	TBD
D	Coloring station; coloring and drawing activities; there will be no sharing of supplies.	TBD

We also made changes to the after lunch procedure. There will be a separate entrance for students going back to their classrooms. Students in 1<sup>st</sup> and 2<sup>nd</sup> grade will line up by the lunch tables outside the office and will go in through the main office and into their classrooms one class at a time. Students in Kindergarten will enter the school building through the main door by the parking lot. This procedure will help us minimize the number of students in the hallway at the same time.

## **Dismissal**

Students will be dismissed outside in a car line format. Kindergarten will exit the school building through the main door by the parking lot and grades 1 and 2 will exit through the main office. Students will line up by the lunch tables. The 6ft distance guidelines will be followed.

## **School Building Safety Procedures**

The school building will be cleaned and disinfected daily. We will be using an electrostatic sprayer to disinfect all classrooms, hallways, restrooms, faculty lounge, conference room, and offices on a daily basis. Teachers will also clean and disinfect students desks and doorknobs with disinfecting wipes daily after school. Doors in all classrooms and restrooms will remain open throughout the day to allow for air circulation and to minimize student contact of the doorknobs. Air conditioner filters have been checked and replaced for clean ventilation. Hand soap dispensers in all restrooms and classroom sinks have been replaced with contactless dispensers. Child friendly posters with directions on how to wash their hands properly have been placed in all restrooms. In addition to hand soap dispensers, a contactless hand sanitizer dispenser has been installed in each classroom. We also placed 6ft distance decals on the floor in the classrooms, office, faculty lounge, and hallways. A plexiglass shield has been placed on the counter in the office and teachers' desks. There are three contactless hand sanitizer stations throughout the school building: in the office, next to the stairs, and upstairs. We also closed all water fountains on campus and instead students will bring their own water bottles from home. Additionally, decals and posters with reminders to wear a mask and keep a 6ft distance have been placed on the entrance doors, all classroom doors, and in the hallways. Students, faculty, staff, and visitors (parents) are required to wear a mask on campus.

## **Maintaining a Healthy Environment**

Mary Immaculate School has designated a COVID-19 Compliance Team. The team is composed of administrators, one faculty member, and a staff member. The team is responsible for establishing and enforcing all COVID-19 safety protocols for our school and ensuring students, faculty and staff are educated about COVID-19. Our school vice-principal has been designated as a liaison to DPH in case of an outbreak on campus. The school principal will be responsible for communicating an outbreak to the Department of Catholic Schools and ADLA.

### **COVID-19 Compliance Team**

- Veronica Macias, Principal
- Rebecca Cisneros, Vice-principal
- Toni Hernandez, Teacher
- Hortencia Vargas, Secretary

The COVID-19 Compliance team will be responsible for providing informational materials regarding self-isolation guidelines to faculty, staff, or student if he/she tests positive for COVID-19. Administration will also ensure that faculty and staff are tested for COVID-19 every other month and will keep track of faculty and staff testing.

Faculty and staff will be tested for COVID-19 every other month through their private healthcare provider. If a faculty or staff member tests positive for COVID-19, he/she must notify the school immediately and quarantine for fourteen days. Proper protocol will be followed; please see section below. Faculty and staff have been told not come to work if they are feeling sick or if they have been exposed to a person who has tested positive to COVID-19. Additionally faculty and staff will be required to conduct an online screening check before entering the school building. Faculty and staff will enter the school building through the main office and will have their temperature checked by a staff member before going to their classrooms.

Parents will monitor their child for symptoms at home. They will keep their child at home if he/she has a fever or is not feeling well. Children must be fever and symptom free, without medication, for at least 72hrs before returning to school for the safety of the other students and teachers. The 72hr period will allow families to see if the child develops additional COVID-19 related symptoms. If the child displays COVID-19 symptoms, he/she must quarantine for fourteen days and may return once the child has been cleared by a doctor.

Students in all grades recently participated on a virtual COVID-19 presentation conducted by Registered Nurses from St. Joseph Hospital. The nurses discussed what COVID-19 is and how it is transmitted to others, the importance of wearing masks, following the 6ft distance guidelines, and washing their hands. Students also learned how to properly wash their hands. Faculty and staff have also been educated on COVID-19 safety guidelines. They participated in a presentation conducted by a Registered Nurse.

\*Our primary grade classrooms have water sinks installed, this will allow students to take hand washing breaks throughout the day. Contactless hand soap dispensers have been installed. Teachers have been asked to add hand washing breaks to their daily schedule.

### **When Staff Member or Student Becomes Sick During School Hours**

Students, faculty, and staff with a fever of 100.4 degrees or higher who display COVID-19 symptoms such as cough, fatigue, shortness of breath, vomit, etc... will be immediately sent home. The school has designated the conference room by the office as the isolation room where the child will wait until he/she is picked up. Students, faculty, and staff will not be allowed to return to school until they are symptom and fever free for at least 72hrs without medication.

If a student or teacher is sent home due to illness such as a fever, the classroom, conference room, and all affected areas will be immediately disinfected with the electrostatic disinfecting sprayer and/or disinfecting wipes. The other students will be taken to the Daycare classroom until their classroom has been disinfected. If the student, faculty, or staff member sent home tests

positive for COVID-19, the school must be notified immediately. If a positive case or an outbreak has been confirmed, students and teacher in that particular classroom will be required to quarantine for 14 days and parents will need to monitor their children for symptoms at home. If the student has other siblings, students and teachers in the siblings' classrooms will also need to quarantine. While in quarantine, if students and teachers do not exhibit COVID-19 symptoms, teachers will teach remotely. If there is an outbreak, the vice-principal, liaison, will contact the Department of Public Health and the principal will submit the ADLA COVID-19 Report Form to report it to the Archdiocese. The Principal will also contact the Assistant Superintendent and the two COVID-19 representatives from the Department of Catholic Schools. If we are directed by the health department or any other entity to partially or completely close the campus, we will inform parents of the directive via Gradelink and remote learning will be implemented, if possible. We will follow all county public health and ADLA procedures as directed.

### **Classroom Environment**

Our school has implemented several modifications in order to follow the CDC and ADLA safety guidelines. Student desks have been set up to ensure the 6ft distance required by the CDC and the Department of Catholic Schools. Dividers have been placed on each desk as an additional protection for our students. Students in TK-2<sup>nd</sup> grade will wear face shields in the classroom. Teachers will clean and disinfect all face shields after school. Face shields will be placed individually in Ziploc bags. There will be no sharing of face shields. The school will provide face shields for the students before returning to school on campus. If a parent feels more comfortable having their child wear both, a face shield and a mask, the parent must inform the teacher. Face shields will be worn in the classroom only. Masks will be worn when students are dropped off, lunch time, and dismissal time. The school will provide faculty, staff, and students with additional disposable masks and face shields, if needed. Teachers and staff will wear face shields in the classroom and on campus throughout the school day as required by the CDC and ADLA. The school has provided faculty and staff with face shields and masks.

In addition to face shields and masks, contactless hand sanitizer dispensers have been placed in the classrooms for students to use. Students in the primary grades, TK-2<sup>nd</sup>, will use hand sanitizer under the teacher's supervision due to safety reasons. Hand washing breaks will be incorporated to the daily class schedule for every grade level. Water fountains throughout campus have been closed and instead, students will bring their own water bottles from home. If a student runs out of water, we will provide them with a water bottle in the office. Another modification we will be implementing in the classrooms is the sharing of materials and/or devices. Students will not be allowed to share materials. Supply boxes and/or supply pouches will be kept at the students' desks throughout the day and will be placed in the students' cubbies at the end of the day. The school also purchased two additional charging stations. This will allow students in TK-2<sup>nd</sup> grade to have their own set of iPads instead of sharing with other grades.

In the primary grades, rugs have been removed in all classrooms. The school purchased seat cushions to be used during calendar time or outside reading/activities. Cushions have been

numbered and assigned to students individually. There will be no sharing of seat cushions. They will be assigned per student. Seat cushions will be cleaned and disinfected after school by the classroom teacher. Additionally, 6ft marks or decals have been placed on the floor throughout each classroom. We will also ask parents to purchase small packets of tissue for students to keep at their desks. In an effort to bring a sense of normalcy, students in kindergarten will continue to take naps after lunch. Nap mats will be assigned individually per student and will be placed 6ft apart. They will be disinfected daily after school.

Desks, face shields, seat cushions, and nap mats will be cleaned and disinfected by the classroom teacher daily. Gloves will be provided to the teachers. Additionally, all classrooms, offices, hallways, restrooms, faculty lounge, conference room, desks, chairs, and lunch tables will be disinfected with the electrostatic sprayer every day after school.

## **Curriculum**

- **Option 1: On-site-Hybrid Learning:** This option will allow students to learn remotely on Mondays and Fridays and on-site Tuesday-Thursday. The elective classes will be taught on Mondays in addition to the core subjects. On Tuesday-Thursday, students will be in the classroom and dismissal will be at 2pm for Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade. TK will be dismissed at 11:30am. Classwork and assessments will be submitted digitally on *Seesaw*. CDC and ADLA safety guidelines will be followed and implemented for the On-site Hybrid Learning option. **Please see Classroom Environment above.**
- **Option 2: Remote Learning:** This option will allow students to learn remotely Monday-Friday. Students will follow the same on-site learning schedule.
- **Electives:** All elective classes will continue to be taught remotely on Mondays. By having Music and PE remotely, students will be able to perform the skills required for these courses such as singing without the risk of infection.