



### Covid-19 Health & Safety Plan for Reopening

St. Robert Bellarmine School  
154 N. 5<sup>th</sup> St.  
Burbank, CA 91501

Maximum Occupancy, per Fire Code: 400  
Approximate Square Footage of Space: 8500 square feet

Estimated Total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students: 15

Estimated total number of students that will return per grade:  
TK: 2 K: 5 1: 17 2: 12 3: 4 4: 15 5: 5 6: 7 7: 11 8: 11

#### **Workplace Policies to Protect Employee and Student Health**

##### ***Designated Covid-19 Compliance Team***

The school has established a Covid-19 compliance team. They are responsible for establishing and enforcing all Covid-19 safety protocols and ensuring that staff and students receive education about Covid-19.

##### ***Plan or Protocol if any member of the school community tests positive for or has symptoms consistent with Covid-19.***

- Any member of the school community who tests positive or has symptoms consistent with Covid-19 will be placed in isolation if they are on-site. If they are off-site they will be asked to self-isolate at home. Parents of students will be notified immediately to retrieve their child from the school.
- Information will be shared with the individual regarding self-isolation and guidelines.
- Identification will be made of those persons exposed to cases at school
- Exposed employees and/or students will be quarantined.
- Information regarding testing will be given to all individuals.
- All exposures at school will be reported to the Department of Public Health
- A cluster of cases (3 or more within 14 days) will be reported to the department of Public Health.
- A contingency plan for full or partial closure of in-person school operations will be put into place if necessary.

##### ***Health Screening***

###### ***Daily Screening***

Each student, staff member, and visitor to campus goes through a brief health screening and temperature check each day. All employees and students are told not to come to campus if they are sick or have been exposed to someone who has Covid-19.

###### ***Surveillance Testing***



All faculty and staff on campus will be under regular surveillance testing. Twenty-five percent of the staff will be tested every two weeks and reported to the Department of Public Health. Surveillance testing results will be reported to the Department of Public Health.

### *Vulnerable Employees*

Vulnerable employees (those above age 65, and those with chronic health conditions) are assigned work from home when possible. Employees in this category are encouraged to discuss their concerns with their health care provider to make decisions about returning to the workplace. Work processes will be reconfigured to increase opportunities for employees to work from home.

### *Facility Changes*

#### *Face Coverings*

All staff, students and visitors are required to have a face covering to enter. If they do not have one of their own, one will be provided for them. It is expected that face coverings are washed regularly and a clean one is used each day. Face coverings will be offered and available at no cost to anyone in need upon entering the facility. Face masks are to be worn at all times during the day 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 exceed the height of the employee when standing.

A medical grade mask is provided to any employee who cares for sick children or has close contact with any child with a medical condition that precludes the child's use of a face covering.

#### *Academic and Break Schedules*

Student and staff schedules are adjusted to limit their exposure to other cohorts. Bathroom and recess breaks are staggered to ensure physical distancing. Due to the size of the campus and the number of employees the changes to schedules are minimal and different shifts are not necessary to maintain physical distancing.

#### *Facility Rentals*

The school facilities are not used for any purposes other than school events attended by students and staff.

#### *Physical Distancing*

Workstations and furniture is arranged to permit a distance 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.

All employees and visitors have been provided instructions regarding maintaining physical distancing and required face coverings.

#### *Cleaning Schedule*



Disinfectants are available to all employees in the office and janitorial closet to use to clean surfaces. Soap and water are available in each restroom. Hand sanitizer is available at the entrance of each classroom as well as the office and breakroom. Additionally, each staff member is supplied with hand sanitizer to place in their workspace. There are frequent opportunities to wash hands. Employees are assigned their own tools, supplies, equipment and defined workspace when feasible. Disinfectants are available next to any shared equipment and supplies such as the copy machine. Signs indicate that cleaning is required after each use. High touch surfaces are cleaned after each use and the following schedule is adhered to:

Classrooms-cleaned daily and high touch surfaces as needed throughout the day  
Restrooms-Cleaned twice daily  
Break room-Cleaned daily  
Front Office-Cleaned daily and high touch surfaces throughout the day  
Parish Center Hall-Cleaned daily

Copies of this protocol is distributed to all employees.

### **Measures to Ensure Physical Distancing**

Being an outdoor campus is a great advantage for St. Robert Bellarmine School.

The maximum number of employees permitted in the office building to maximize physical distancing of at least 6 feet is 12.

Maximum number of employees permitted in a classroom to maximize physical distancing of at least 6 feet is 15.

Maximum number of students permitted in a classroom to maximize physical distancing of at least 6 feet is 15.

#### *Measures that ensure physical distancing around the campus:*

- School busses are not used.
- Student desks are placed six feet apart with a physical barrier at each desk.
- In-person class sizes are limited to 12 students.
  - Due to the lower enrollment, staggering attendance is not necessary.
  - All classrooms are utilized to reduce the number of students within one classroom.
  - Online class attendance and participation is offered as an option for all students.
- Meals are eaten outdoors without mingling of cohorts in assigned tables per cohort.
  - Staff are deployed during meal times to maintain physical distancing and prevent mixing of students from different cohorts.
  - Cafeteria and food distribution/preparation is not used at this time.
- Sharing of equipment is avoided when possible. Each cohort has their own set of equipment to use.
- Markings alert visitors to maintain 6 feet of distance.
- Restrooms have a limited number of students allowed in at one time and only one cohort may use them at a time. The number of students allowed in each restroom is posted at each entrance.
- Outdoor classrooms are used when possible.
- Teaching methods have been modified to avoid close contact between students.
- Gym classes are offered outdoors with physical distancing. Contact sports are not permitted.



- Student support staff have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities. When appropriate Personal Protective Equipment (PPE) is provided to support staff.
- Signage alerts visitors to maintain a 6 foot distance.
- Markings on the floor define a 6 foot distance when entering the office.

### *Student Drop off and Pick Up*

Parents/guardians may drop off via the carline during a staggered time. Student temperatures will be taken before exiting the vehicle and students with the help of parents will be required to submit answers to a health screening. Students will wait to be picked up via carline in designated areas while maintaining social distance.

### **Measures to Ensure Infection Control**

Screening is conducted before students, visitors and staff may enter the school through a brief health screening and temperature check.

- Adult visitors and staff who screen positive at entry or throughout the day are instructed to return home and self-isolate.
- Students who screen positive at entry or during the day are given a face covering and accompanied to a pre-selected isolation space where they will remain until arrangements are made for them to return home.
- The Covid-19 Compliance Team is informed of any positive screening result in the school and initiates the School Exposure Management Plan.
- Adult visitors and staff who have had close contact with the individual who has screened positive are instructed to return home to self-quarantine until it has been determined the person screening positive has tested negative for Covid-19.
- Students who have had close contact with an individual who has screened positive for Covid-19 symptoms are accompanied to a preselected quarantine area where they can remain until arrangements are made for their return to home. This space is apart from the one set aside for symptomatic students. Once they return home, they are instructed to self-quarantine until it is determined the individual screening positive has tested negative for Covid-19.
- Screening of adults and middle school 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.
  - Adults who report close contact with an infected person is instructed to leave the school, return home to self-quarantine, and get testing for Covid-19.
  - Any middle school student who reports close contact with an infected person is provided a mask and accompanied to a predetermined space in the school until arrangements are made for them to be picked up by parents and initiate a quarantine at home. Parents are advised to seek testing for the child.

Visits to the school by individuals other than staff and students are limited.

- Parents are encouraged to conduct business with the school remotely when possible.
- Visitors to campus other than parents of enrolled students are limited to those essential to the school's operation. Visitors are by appointment only and must sign in on the visitor log that



includes their name, phone number and email address. Visitors are instructed to come to their appointments alone.

- Visitors arriving at the school with non-enrolled children 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.
- Visitors are not permitted to interact with any cohorts. They are limited to visiting the main office.
- Visitors are reminded to wear a face covering while in the school at all times. A face covering will be made available to visitors who arrive without them.

Measures are taken to promote optimal ventilation in the school.

- Outdoor spaces are used for all meals, some instruction, and activities when feasible and weather permitting.
- The school has a HVAC system in good, working order. Regular maintenance is performed on the units. Each classroom is equipped with their own HVAC system.
- Doors and windows are kept open to maximize air flow.
- Portable air purifiers are installed in some spaces.
- Air filters are regularly changed and cleaned.

Measures are taken to clean and disinfect surfaces throughout the school.

- A cleaning and disinfecting schedule has been established to avoid both under- and over- use of cleaning products.
- Common areas are disinfected daily and more frequently as needed.
- Use of shared objects is eliminated when possible.
  - Water fountains are shut down and individual water bottles are encouraged.
- Cleaning products that are effective against Covid-19 are used according to product instructions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions and are provided personal protective equipment including gloves, eye protection, and face masks.
- All cleaning products are kept out of reach of children and stored with restricted access.
- Ventilation is maximized during cleaning and disinfecting.
- Enhanced cleaning of facilities is done when students are not present.
- Steps are taken to ensure all water systems and sinks are safe to use.
- The following disinfecting schedule is followed:
  - Classrooms-cleaned daily and high touch surfaces as needed throughout the day
  - Restrooms-Cleaned twice daily
  - Break room-Cleaned daily
  - Front Office-Cleaned daily and high touch surfaces throughout the day
  - Parish Center Hall-Cleaned daily

Measures are in place to ensure all staff, students and visitors have an appropriate face covering.

- Staff, parents, and students are informed of the requirement of a face covering before the start of school.
- Students are required to wear a face covering while on school property except while eating, drinking, or carrying out other activities that may preclude the use of face coverings.
- Information is provided to staff, parents, and students concerning the proper use of a face covering and the need to wash them daily after each use.



- Signage at the entry to the school enforces the requirement of a face covering.
- Face coverings are provided to the students as needed. The office has sufficient face coverings for each student available at all times.
- Parents are encouraged to provide a second face covering for school each day in case the one the child is wearing gets soiled.
- Staff will remind students of the rule concerning the use of face coverings.
- Staff taking care of a sick student are provided a medical grade face covering to wear themselves. The student will be provided a mask as well.
- Face shields are available for all students and staff to wear in addition to a face covering.

Measures are in place to ensure frequent hand washing.

- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap and the use of paper towels to dry hands thoroughly. Cohorts will not be allowed to use the bathroom at the same time. Classrooms equipped with sinks will allow only one cohort of students to use.
- Students will have scheduled mandatory handwashing breaks before and after mealtime, after toileting, after outdoor play, and before and after any group activity.
- Staff are instructed to model frequent handwashing. Staff will provide students with soap before entering the restroom to ensure all have used a sufficient amount to clean their hands.
- Ethyl alcohol-based hand sanitizer is available to students and staff at strategic locations throughout the school. It is available at the entrance to each classroom as well as throughout the classroom to be used under adult supervision.
- Hand sanitizer, tissues and trash cans are available at or near the entrance to each room.

The school cafeteria is not used at this time.

### **Communication with employees, students, and families of students and the public**

Information has been sent to parents and students prior to the start of school concerning school policies related to:

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to Covid-19.
- Who to contact at the school if a student has symptoms or may have been exposed.
- How to conduct a symptom check before a 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 avoid risk.
- School policies concerning parent visits to school.
- Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.

A copy of this protocol is posted at all public entrances.

Signage is posted throughout the campus reminding staff, students, and visitors to maintain physical distancing, use face coverings, and the importance of hand washing.

Signage is posted at the public entrance informing visitors that they should not enter the facility if they have symptoms of Covid-19.

The school has developed a communication plan in case full or partial closure is required due to a possible cluster of Covid-19 cases.



The school student information system as well as website and social media accounts are used when appropriate to provide 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.

Students, parents, and staff are instructed on how to contact the school in case of infection or exposure.

**Measures to 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 includes contact with parents to assure that issues related to the child's education and safety are being addressed.

Administrative services that can be offered remotely have been moved online.

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

Annette Riggio  
(818)842-5033

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