

**St. Helen School**  
**9329 Madison Avenue**  
**South Gate, CA 90280**  
**(323) 566-5491/sthelen9329@yahoo.com**

St. Helen School is a PreK – 8<sup>th</sup> grade Elementary School located in the city of South Gate. We are a ministry of St. Helen Church and under the direction of the Archdiocese of Los Angeles. Currently we have 261 students with an average of 26 students per class. While we have begun the 2020-2021 school year with distance learning, we recognize that in-person learning is the best situation for our students., We also recognize the importance of the safety of all our students. Therefore, we currently have plans in place for the following scenarios including the safe return of students to our classrooms in grades K-2:

St. Helen School has contacted and has full support of our PTO and Schoolboard. Letters of support are attached to our waiver.

- (1) Distance learning for all our 261 students in PreK-8th grade.
- (2) A hybrid plan that allows small groups of students (12) with 2 adults in grades K-2 to attend in person while those families that don't feel safe at this time remain in "Distance Learning".
- (3) Full day with students on-site with staggered start and end times.

The remainder of this application covers St. Helen Schools response to keeping students and staff protected from COVID-19:

- I. Workplace policies and practices to protect employee and student health
- II. Measures to ensure physical distancing
- III. Measures to ensure infection control
- IV. Communication with employees, students and families of students and the public
- V. Measures to ensure equitable access to critical services. These five key areas are addressed in this application to safe return to on site instruction in grades K-2.

Institution name: St. Helen School

Address: 9329 Madison Avenue, South Gate, CA 90280

Maximum Occupancy, per Fire Code: 270 (K-8)

Approximate total square footage of space open to faculty and/or students: 15,000

Estimated total number of students that will return per grade:

Kinder: 12      1st: 12      2nd: 2 Cohorts of 1

## COVID-19 Health & Safety Plan for Re-Opening

### I. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENT

1. St. Helen School has 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. Our team is made up of our Pastor, Fr. Angel Castro, Principal, Mr. Kurt Spanel, our Vice-Principals, Ms. Jennifer Brown and Ms. Guadalupe Castanon. Mr. Spanel is our on-site liaison to DPH in the event of an outbreak on our campus.
2. Plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community tests positive, or has symptoms with COVID 19. Our plan addresses:
  - a. If students feel ill or exhibit symptoms throughout the school day, they are isolated from the classroom and stay in the office health room until they are picked up by their parents. Parents must pick up students as soon as possible, but no longer than 30 minutes after they have been notified. If a teacher or staff member feels ill or exhibits symptoms throughout the day, he or she goes home immediately and a member of the office staff substitutes.
  - b. The school provides resources for the family to take a COVID-19 test and consult with their physician.  
<https://cityofsouthgate.org/DocumentCenter/View/6529/COVID-19-Programs-and-Services>

### 3. School Exposure Management Plan

- a. Staff, students, or other adults on campus that display potential symptoms of COVID-19 are isolated and sent home.
  - b. If a positive case is identified at school, the cohort is notified of the exposure
  - c. If someone in the school (staff or student) tests positive for COVID-19, the cohort must quarantine at home for 14 days, shifting to our distance learning plan.
  - d. Members of the exposed cohort receive information and directions for free testing sites.
  - e. St. Helen School reports all COVID-19 exposures to DPH and the Archdiocese of Los Angeles
4. In the instance that St. Helen School experiences 3 or more cases within 14 days, we immediately contact the DPH via email or by calling. We work with DPH to determine whether the cluster is an outbreak that requires a public health outbreak response.
5. If a full or partial closure of in-person school operations is necessary, students and staff will return to distance learning.

### 6. Testing of School Personnel

- a. All faculty and staff are tested prior to a return to in-person instruction. Faculty and staff are given the choice to use private insurance or free testing sites (information provided by the

school). They are tested every two months. Twenty-five percent of the staff are tested every two weeks and all members are tested within the two month time period. Additionally, if instructed by DPH based on an outbreak at school, all staff and faculty will be tested.

b. All testing results are reported to DPH.

7. Vulnerable employees are assigned work that can be done at home whenever possible. St. Helen School has discussed any concerns with employees if they need further accommodations.

8. With a return to in-person instruction, Fridays remain distance learning. Employees are encouraged to work from home.

9. In compliance with wage and hour regulations and school mandates, shift schedules include staggered breaks to allow for physical distancing in common areas.

10. 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. If a staff member has been exposed to someone who tested positive for COVID-19 outside of school, the staff member must quarantine at home for two weeks, shifting to distance learning during this time. It is expected that if a staff member has been exposed to someone who tested positive for COVID-19, the administration is informed immediately. 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.

11. School facilities are not used for non-school purposes including but not limited to Religious Education and Confirmation classes.

12. Employee Screening is done daily. According to the CDC, checks include questions regarding the key symptoms of a temperature of 99.5 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, a new onset of a severe headache, especially with a fever, and if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days. School staff screening individuals who show any of these symptoms also recommend these individuals get tested for COVID-19.

13. Employee temperature checks and screening are done upon arrival daily.

14. Anyone entering St. Helen School who has contact with others is **REQUIRED** to wear a face covering.

a. Employees are offered at no cost an appropriate face covering that covers mouth and nose. The face covering is worn by employees at all times of the work day. If an employee was instructed by their medical provider that they should not wear a face covering, a face shield with a drape on the bottom edge is provided.

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

15. St. Helen School employees are instructed to wash or replace their face coverings daily. Parents are instructed to provide clean face covering daily

16. St. Helen workstations or areas used by employees allow for at least 6 feet. Classroom furniture is arranged to be at least 6 feet between the teacher desk and the nearest students.

17. St. Helen School employee breaks are staggered to ensure physical distancing in break rooms.

18. High touch areas in staff break rooms are frequently disinfected, and commonly shared items such as:

Break Room	At least four times a day
Restrooms	At least four times a day
Classrooms	At the end of each use and day
Faculty Room	At the end of each use and day
Multipurpose Room	At the end of each use and day
Office Health Room	At the end of each use and day
Front Office	At the end of each use and day

Appliances (i.e., refrigerator, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General used objects ( i.e., handles, light switches)	At the end of each use and day

19. St. Helen School provides disinfectant. Related supplies are available to employees in the Front Office or with Custodial staff.

20. Hand sanitizer effective against COVID-19 is available to all employees in or near,

- a. Building entrance and exits.
- b. Front Office
- c. Classrooms PreK-8th grade
- d. Multipurpose Room
- e. Faculty Room

21. Soap and water are available to all employees at the following locations

- a. Faculty Room

- b. Faculty Restrooms
- c. PreK / Kindergarten Classrooms
- d. Office Health Room
- e. Kitchen
- f. 2 outdoor hand washing stations

22. St. Helen School staff are offered frequent opportunities to wash their hands.

23. St. Helen Staff are assigned their own workspace, supplies, and equipment to minimize or eliminate sharing including new laptops provided to each teacher. Protocols have been distributed to all staff.

## II. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

1. Maximum number of employees permitted at St. Helen School to maximize physical distancing of at least 6 feet or with appropriate physical distancing of at least 6 feet or with appropriate physical barriers where six feet is not possible, is 27.
2. Maximum number of students permitted in the 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 50.
3. End of the Day Pick-Up - Staggered Schedule
  - a. When Approved to open with the waiver, dismissal groups will be as follows:
    - i. PreK, TK, Kindergarten 2:00-2:15 pm
    - ii. 1st & 2nd grade 2:15-2:30 pm
    - iii. for families with students in both dismissal groupings: older siblings will be called for dismissal when the younger student is getting picked up
  - b. St. Helen School is available for early morning arrival at 7:00 am with staff present. Teachers arrive at 7:15 am. Students enter their classroom upon arrival, after their temperature and screening questions have been asked at carline.
4. Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building.
  - a. Schedules are adjusted to ensure that only one cohort walks through common areas at a time at a time and the areas are disinfected between uses.
    - i. PK- snack 9:20 / Lunch 11:00 Location - Canopy
    - ii. Kindergarten- Snack 9:30 / Lunch 11:15 Location Canopy
    - iii. 1st - Snack 9:40/ Lunch 11:30 Location 1st grade lunch benches
    - iv. 2nd- Snack 9:45/ Lunch 11:45 Location 5th grade lunch benches
  - b. Principal and vice principal are deployed in hallways to ensure physical distancing as students enter, go through symptom checks and proceed to individual classrooms
5. St. Helen School has measures in place to ensure physical distancing within the classrooms. These include the following
  - a. In-person class size has been limited to 12 students in grades Prek-2nd

- b. In 2nd grade, there are two cohorts of 12 students each; divided by Monday/Wednesday, Tuesday/Thursday
  - c. Online class attendance and participation is offered as an option for all students for all classes
  - d. The Multipurpose room is used to accommodate the number of students in the 2nd grade class.
  - e. Teacher desks are at least 6 feet apart from the closest student desks
  - f. Student desks are arranged in a grid style format to allow for physical distancing. Individual desks face the front of the classroom and are six feet apart. In addition, students wear face coverings or face shields to keep students safe.
  - g. St. Helen teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
5. Physical Education remains online. If granted waiver, students on campus will have stretches and exercises that do not require contact.
6. Measures are in place to maintain physical distancing during school meals. These include:
- a. Meals are eaten outdoors with staggered times per cohort. Lunch benches are staggered and marked to ensure 6ft physical distancing while eating.
  - b. Markings are placed in the cafeteria area to assure a 6 foot distance between any two students
  - c. St. Helen School staff are supervising to during meals to ensure physical distancing and prevent mixing of students from different cohorts
7. Cafeteria has been redesigned, where possible, to achieve physical distancing between employees. Kitchen and back of house floors are marked to reinforce physical distancing requirements.
8. Measures are in place to permit physical distancing in administrative areas of the school
- a. Signage alerts visitors that they need to maintain a 6 feet distance and plexiglass is installed to separate visitors from school office personnel.
  - b. Markings are used to define 6 feet radius around reception desks or counters
  - c. Workstations of administrative personnel have been arranged 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

### III. MEASURES THAT ENSURE INFECTION CONTROL

1. Screening is conducted before students, visitors and staff may enter the school. Screening includes a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. A temperature check with a no-touch thermometer is included in the symptom check at entry.
- a. 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.
  - b. 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 the Health Office isolation

room where they can remain until a parent is able to pick them up no later than 30 minutes after the parent has been notified.

- c. The COVID-19 Compliance Team is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives
- d. 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.
- e. Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to the Conference Room where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. 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 determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.

2. Screening of adults and of middle 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.

- a. 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.
- b. Any middle school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to the Conference Room 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.

3. Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These include :

- a. St. Helen School encourages parents to conduct business with school personnel remotely whenever possible. Visits to the school by individuals other than staff and students are avoided whenever feasible.
- b. 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, their information is captured in the visitor log.
- c. Visitors arriving at St. Helen School with non-enrolled children including younger siblings 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.
- d. Movement of visitors within the school is limited to the main office area and public restrooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- e. 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. A face covering will be offered to visitors who arrive without one.

4. Measures are in place to promote optimal ventilation in the school. These include :
  - a. Classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - b. The school HVAC system is in good, working order as of October 17, 2020
  - c. 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.
  - d. Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
  - e. Air filters have been replaced as of October 17, 2020
5. Measures are in place to ensure appropriate cleaning and disinfecting of spaces, surfaces and objects throughout the school. These include:
  - a. A cleaning and disinfecting schedule has been established in order to avoid both under- and over-use of cleaning products.
  - b. Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products
  - c. Use of shared objects is eliminated:
    - i. water fountains are shut down and individual water bottles are provided as an alternative
    - ii. high touch playground equipment has been taken out of use and replaced with no-touch playground games such as individual stretches and exercises
    - iii. Students use their own classroom supplies and any shared supplies have been taken out of the classroom
    - iv. Classroom library books that have been touched by a student are placed in a separate container for one week before returning to the library
    - v. Manipulatives are individualized and sanitized after each day
    - vi. Students have their own device and it is taken home to be sanitized after each day
  - d. Cleaning products that are effective against COVID-19 are used according to product instructions.
  - e. To reduce asthma risk, disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
  - f. Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
  - g. All cleaning products are kept out of children's reach and stored in the custodial closet



- h. Ventilation is maximized during cleaning and disinfecting to the extent feasible. Air filters are replaced when needed.
- i. 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 next school day.
- j. Restrooms, lobbies, break rooms, and other common areas are being disinfected frequently, on the following schedule:

Break Room	At least four times a day
Restrooms	At least four times a day
Classrooms	At the end of each use and day
Faculty Room	At the end of each use and day
Multipurpose Room	At the end of each use and day
Office Health Room	At the end of each use and day
Front Office	At the end of each use and day
Lunch Tables	At the end of each use and day
Food Preparation Area (Kitchen)	At the end of each use and day

6. Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These include:
- a. 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.
  - b. All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, or drinking (when they are 6 feet apart)
  - c. Alternative protective strategies such as face shields may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
  - d. 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.
  - e. Signage at the entry to the school, the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.
  - f. Two cloth face coverings are provided to each student at the start of in person instruction
  - g. 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.
  - h. 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.

- i. 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

7. Measures are in place to ensure frequent hand washing by staff, students and visitors. These include:

- a. St. Helen students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly. Each cohort is required to use a designated bathroom; 1st and 2nd grade are assigned to use the same bathroom, therefore, a color coded system is used to minimize students from different cohorts using the bathroom at the same time. Kindergarten will use the kindergarten bathroom. 1st and 2nd grade will use the main school restroom with color codes and times.
- b. PreK to 2nd grade 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. schedule?
- c. Staff are instructed to model frequent handwashing, especially in PreK to 2nd grade where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- d. Two portable handwashing stations have been placed near the PreK / Kinder area and by the 6th grade classroom to minimize movement and congregations in bathrooms to the extent practicable.
- e. Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer are made available to students and staff in each classroom and throughout the school where there is no sink or portable handwashing station.
- f. Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Therefore, hand sanitizer is not out in the open and is 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.
- g. Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the main office, reception and anywhere else inside the workplace or immediately outside where people have direct interactions.

8. Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- a. Buffet and family style meals have been eliminated
- b. Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- c. Window barriers are in place where needed to limit contact between cafeteria staff and students

#### IV. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

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

- a. Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
- b. Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19
- c. Who to contact at the school if a student has symptoms or may have been exposed
- d. How to conduct a symptom check before student leaves home
- e. Required use of face coverings
- f. Importance of student compliance with physical distancing and infection control policies
- g. Changes in academic and extracurricular programming in order to avert risk
- h. Changes in school meals in order to avert risk
- i. School policies concerning parent visits to school and advisability of contact the school remotely
- j. Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.
- k. A copy of the waiver is posted at all public entrances to the school
- l. Signage has been posted throughout the school hallways reminding staff and students of policies concerning physical distancing
- m. The school has developed and circulated a communication plan in case full or partial closure is required due to possible cluster of COVID-19.
- n. 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.
- o. Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

#### V. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICALSERVICES

1. 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.
  - a. St. Helen School plan includes students with IEPs and 504 Plans with an assigned cohort. The school has made 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.
  - b. Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
2. Administrative services or operations that can be offered remotely such as class registration, form submissions, and payments have been moved on-line.