

St. Luke Catholic School

Faith . Service . Excellence . Stewardship



COVID-19 Addendum to the Family Handbook

Waiver to Return to In-Person Instruction

2020-2021

Revised 10/7/2020

St. Luke the Evangelist Catholic School is a family community that provides a strong spiritual and academic foundation. We strive to educate the whole child. In partnership with parents, our goal is to graduate life-long learners as effective witnesses of Christ in the world.

Fully Accredited By:

Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC)

"Continuing the Legacy...Educating the Future"

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Dear Parents, Guardians of St. Luke Catholic School,

As the Principal of St. Luke Catholic School, I would like to start by saying first and foremost, thank you for your commitment to Catholic Education, to our school, and to your children! Your partnership and patience has truly made an impact as we continue to adjust to education in our ever-changing world. When we moved from the school's physical site in March of 2020 to a Distance Learning Model, our teachers and students did so with such determination and patience. Our teachers had in-services and some had additional assistance to be able to most effectively meet the needs of our students. Our children quickly learned how to access their Google Classrooms, Zooms, and different educational sites. As parents, your versatility, attitudes, and determination to assist your son/daughter was commendable! Together, we were able to continue to meet the educational needs of the most important people in our lives-our children!

At this time, we are applying for the waiver to return to in-person instruction. The purpose of this document is to indicate the various safety measures that will be put into place in response to the COVID-19 Pandemic. The measures outlined in this document are intended to keep all students and staff on campus as safe as possible while providing a quality Catholic education. While some of these guidelines may be inconvenient, the guidelines will be implemented with the sole purpose of providing a safe school environment. The following measures are subject to change and update as needed per the guidance of ADLA and County Public health officials. Should such changes take place, families will be notified by the school administration.

Our children are our hope and we want our school to be a place where your son/daughter feels safe, comfortable, and a place where he/she may continue to grow in their Catholic faith and academic excellence, while being supported. Our ultimate hope is that we will be able to return to in-person instruction when it is safe to do so.

We are dedicated to our students and they are our number one priority in all we do at St. Luke Catholic School! In every decision, they are ever-present in our thoughts and we work to meet their educational needs. We will continue to be committed to following the advice of health experts throughout our school year. We are relying on the guidance and expertise of the Centers for Disease Control and Prevention, the state of California, the governor, and the Los Angeles County Public Health agencies to determine when it will be prudent to return to in-person instruction. The health and well-being of our students and teachers/staff remains at the forefront of our decisions.

Initially, when it was determined that we may return to in-person instruction in the fall, a survey was distributed to gain some insight into how comfortable parents/guardians were feeling in regards to the return to school. Most parents/guardians felt that both a combination of in-school and Distance Learning would be a great way to start. However, based upon orders from our local government, we were only allowed to commence with Distance Learning. Now, they have extended applications for waivers for students in grades TK-2nd grade.

As we wait for each group of students to return to in-person instruction, we will continue to have a rigorous Distance Learning Platform in order to meet the standards and objectives for your child's grade level. Our goal is to provide your son/daughter with a quality Catholic education that meets and exceeds your expectations.

We remain eternally grateful to you, our parents/guardians, students, teachers, and staff who remain committed to Catholic education and to St. Luke Catholic School! I pray for our return to in-person instruction when it is safe to do so and not before. May God guide the leaders of our world, country, state, and local government to make good decisions for our future! And may the good Lord watch over and protect our entire School Family and extended family, in the coming months ahead!

Blessings and Love,

Ms. Yvette Jefferys

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Re-Opening Safety Measures

Once we are permitted to return to in-person instruction, we want to ensure that we do it in the safest way possible. The purpose of this document is to indicate the various safety measures that will be put into place in response to the COVID-19 Pandemic. The measures outlined in this document are intended to keep all students and staff on campus as safe as possible while providing a quality Catholic education. While some of these guidelines may be inconvenient, the guidelines will be implemented with the sole purpose of providing a safe school environment.

The following measures are subject to change and update as needed per the guidance of ADLA and County Public health officials. Should such changes take place, families will be notified by the school administration. As of today, the state and local government, as well as the County Public Health Agencies are recommending schools to all start with a Distance Learning Model.

Academic Planning

The St. Luke Catholic School faculty and staff are committed to providing a quality academic environment for its students. Therefore, the staff will employ a variety of educational strategies to meet the needs of all students, whether or not they are on campus or working remotely.

Instructional Days and Attendance

The minimum instructional day requirement for the 2020-2021 academic year is extremely important to ensure that we are meeting all the standards and objectives for each specific grade level. There should be a minimum number of instructional minutes. This should be no fewer than between 180 minutes per school day. In addition, students should have work to submit back to the teacher to ensure that the objective and standard was met by the student.

Schedules

The school schedule, once we reopen, will be modified to allow for social distancing. The goal is to minimize contact with others to the extent possible in a school setting.

Drop off and Pick Up

All parents/guardians will need to utilize carline for drop off and pick up. (The exception will be those enrolled and paying for before and after school care.) Everyone in the car should be wearing a mask, unless under 3 years old. The use of carline will enable you to drive-up, a staff member will take the temperature of your son/daughter, and ask a few health screening questions. Anyone with a fever (100.4 or greater) will not be allowed to exit the vehicle. We are asking for the carline procedure to be utilized so that we do not have so many people entering campus. This will help to keep the number of people on campus to a minimum. In addition, we want to ensure the safety of our students and staff. Once the students are dropped off, we ask that they line up in their designated areas, maintaining social distancing at all times. This will not be difficult to accommodate, since we are truly blessed with a large campus. The large outdoor space will allow for physical distancing between each cohort for both drop off and pickup.

Cohorts

Students will be kept in grade level cohorts throughout the entire school day. This includes recess and lunch and will minimize and/or avoid contact with other grades or individuals who are not part of their cohort.

All students will remain with their grade level classmates and practice physical distancing. Our large campus, over one city block, allows for multiple play areas for each cohort. Students in grades TK-4 will eat while students in grades 5-8 play from 12:00-12:20, then students in grades 5-8 will eat while students in TK-4 will play. Lunch tables will be disinfected between cohorts. Each cohort will be assigned a specific play area on campus so that cohorts do not mix. Play spaces will be on a rotating basis per week.

Recess

The students will be allowed to eat their snacks, while maintaining social distancing. We will play outside and eat outside. Students will wear masks when playing, but they may remove them when eating.

Lunch

Grades TK-4 will eat from 12:00 PM-12:20 PM, while maintaining social distancing.

Grades 5-8 will eat from 12:20 PM-12:40 PM, while maintaining social distancing.

The different eating times will enable us to easily social distance and allow for the students to be comfortable while eating and talking. We will play outside and eat outside. Students will wear masks when playing, but they may remove them when eating.

Physical/Social Distancing

Physical distancing, along with the use of other safety practices, such as masks/shields, will be employed by the St. Luke Catholic School staff throughout the school day. As part of the social distancing strategies outlined below, the goal of the staff is to keep students in their respective grades as much as possible, so that any possible infection can be contained. Each grade will be their own cohort. Physical gatherings, such as assemblies with the entire school, will not take place; also recess and lunch time will take place with their classes/cohorts assigned to their respective areas.

Physical Distancing in the Classroom

Student desks and other seating areas are arranged so that there is social distancing between each student in the classroom, as well as other learning areas of the school (library, computer lab, science lab, etc.). The teacher area will be separated from the students' area as well. The school has purchased desk shields for each desk. In addition, desks are spaced 6 feet apart. The TK/Kindergarten class will take naps/have rest time 6 feet apart as well.

Physical Distancing Outside the Classroom

St. Luke Catholic School will employ various procedures and schedules to ensure that physical distancing is maintained outside the classroom. For instance, the schedules for recess, lunch, etc. have been modified to better accommodate distancing and requirements for use of the facilities and proper hand washing techniques.

Use of Other Spaces for Instruction

The St. Luke Catholic School staff will utilize additional spaces on campus as needed to further maximize physical distancing. These spaces include the parish hall, outdoor lunch area, computer lab, science lab, and the library.

Wearing Face Coverings (Masks and Shields)

The use of cloth face coverings and shields will be an important measure in helping to keep students and staff safe while on campus. The St. Luke Catholic School staff will take time to educate students on the appropriateness of face coverings, but the need for reinforcement at home is crucial to our success. As parents/guardians are the primary educators of their children, we want to ensure that we are in this partnership together. Additionally, because of the personal nature of face coverings, each family is responsible for procuring face coverings for their child(ren), and for making sure the face covering is cleaned regularly. Students in grades TK-8 have must wear a mask or a shield. The purpose of the shield is so that the teacher and students may see each other faces, not only making it less scary, but also helping with phonological instruction.

Students Face Covering Requirements

Under 2 years old	No
2 years old to 8 th Grade	Face coverings/shields will be worn properly, unless exempt

Students

Students at St. Luke Catholic School are asked to use either a cloth face covering or face shields during the school day. The option for face coverings or shields is given because some students- due to specific health reasons- may not be able to wear cloth coverings for extended periods of time; the same may be true for students in the early childhood grades. Students will keep their face coverings on to the degree that it makes sense during the day. In other words, face coverings will not be required during times when the students are eating their snacks or their lunches. In those cases, other measures, such as social distancing will be utilized to keep our students safe.

We have signs in every classroom, in the restrooms, and in the office that promote proper hand washing and other protective measures that describe how to stop the spread of germs.

All students desks in the classrooms for TK-8 have a desk shield for added protection for students and teachers. Students wash their hands with soap and water periodically throughout the day as activities change. In addition, they will wash their hands before they go to recess, after recess, before lunch, and after lunch.

In addition, each child will be asked to bring his/her own water containers for drinking during recess and lunch. We will eliminate the use of the drinking fountains, as this could be a possible way to spread the COVID-19 virus.

Teachers/Staff

For staff, CDPH guidelines state that, “All staff must use face coverings in accordance with CDPH guidelines unless California Division of Occupational Safety and Health Administration (Cal/OSHA) standards require respiratory protection. It also states that, “In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. Thus, all staff are required to wear face coverings.

Visitors

We will refrain from having people on campus, other than students and staff. This will ensure that we are able to prevent the spread of COVID-19 and to keep all of us on campus safe. The office will be open for normal business for parents/guardians. Please wear a mask when you enter and keep the social distance at all times. We will take temperatures, just to ensure that we are taking every precaution possible for our students and staff.

Maintaining a Healthy Environment

Staff Training and Family Education

Faculty and Staff have received training and education over the summer break as well as at staff meetings and updates on the CDPH guidelines. The staff reviewed the COVID-19 Addendum and they also received the waiver to return to in person instruction guidelines. The staff will read through the plans before reopening and we will revisit plans frequently during our weekly staff meetings.

Signs are displayed around campus, especially in high visible areas. The signs promote everyday protective measure like physical distancing, hand washing, and mask wearing.

The principal has shared with families information from the Los Angeles County Public Health and CDC about updates, have received the COVID-19 guidelines, and have received the waiver for in person instruction guidelines. The parents have also been given the <https://www.cdc.gov/coronavirus/2019-ncov/index.html> website for up to date information.

Consistent with CDC's recommendations, individuals with COVID-19 signs or symptoms should be referred to a healthcare provider for evaluation on whether testing is needed.

Student Health Screening (At Home)

Parents/guardians should monitor each day for symptoms at home. Children who are sick must remain home until they are fever/vomit free for a minimum of 24 hours without any medication. (Temperature should be below 100.4 degrees Fahrenheit.) Parents/guardians are asked to err on the side of caution for the safety of all. You can always contact the school, if you have any questions about your child's health status related to school attendance.

Student Health Checks (At School)

Before entering campus, all students and teachers/staff will be required to engage in symptom screening and temperature check with a no-touch thermometer. All students will respond to a brief health screening protocol. The screening will include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing. The use of carline will enable you to drive-up, a staff member will take the temperature of your son/daughter, and ask a few health screening questions. In addition, they will be asked if anyone in their home has had COVID-19 symptoms or a positive test. All students must use sanitizer as they exit their vehicle. Students will be monitored for signs of illness through the day as necessary.

Teacher/Staff Health Screening

All teachers and staff have been directed to stay home if they are feeling sick or have a temperature. Upon arrival to campus a brief health screening will take place along with a temperature check.

Temperature Checks

Before entering campus, all students/teachers/staff will have their temperatures checked by staff by a no-touch thermometer. If a student has a fever, he/she will not be permitted to step out of their vehicle and must be taken home. The temperature checks and health screenings will take place at carline to ensure that students who may have any symptoms remain in their vehicles and do not infect any other students on campus.

When a Student/Teacher/Staff Member Presents Symptoms

St. Luke Catholic School will have designated people to monitor the students/teachers/staff of the school throughout the day for signs of illness. Students/Staff who develop symptoms of illness while at school will be separated from others right away. The student/staff member will be confined to the Isolation Room until they can be transported home or to a healthcare facility as soon as practicable. The person will be sent home as quickly as possible and the area that the person came in contact with will be cleaned and disinfected after the 24-hour wait time that has been established by the CDC. We will follow established guidelines for triaging students in the office, recognizing not all symptoms are COVID-19 related. Parents/Guardians will be advised

that students are not to return until they have met CDC criteria to discontinue home isolation, if identified as positive for COVID-19.

Any student, teacher, or staff who didn't display COVID-19 symptoms in the morning, but begins to display symptoms throughout the day must keep their face mask on and will go home immediately.

Handling a Positive Case of COVID-19

As stated above, anyone who displays COVID-19 symptoms will be sent home immediately and all areas that the person was in or near will be disinfected. If a positive case is verified, a member of the St. Luke Catholic School COVID Task Force will follow all county public health procedures and notify the County of Los Angeles Department of Public Health and Los Angeles Archdiocese immediately. St. Luke Catholic School will follow the protocols and guidelines from the archdiocese, including notifying public health officials and quarantining students and staff, as necessary and support them in contact tracing including identifying students/staff who have been exposed. The principal will communicate with exposed school community members using Gradelink, the school's Student Information System. All affected areas will be thoroughly cleaned and disinfected.

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

Hygiene, Cleaning, and Disinfecting

Proper Hygiene

Students and staff will be trained and reminded frequently on proper hygiene, cleaning, and physical distancing protocols. Students and staff will be given frequent opportunities to wash their hands for a minimum of 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Students and staff are responsible for maintaining proper hygiene throughout the day, including the regular washing of hands and wiping down of high use items (by a staff member) and areas at regular intervals throughout the day.

At a minimum, handwashing breaks will take place:

- Before and after eating
- After using the restroom
- After outdoor play
- Before and after any group activity

The restrooms will be cleaned and disinfected at designated times throughout the day.

Cleaning and Disinfecting

The St. Luke Catholic School campus will be thoroughly cleaned and disinfected to meet public health requirements and keep high use areas clean throughout the day. Hand sanitizers, the

washing of hands, tissues, no touch trash cans, and paper towels will be frequently utilized throughout the school day and whenever necessary to ensure the safety of our students/staff.

St. Luke Catholic School utilizes Personal Protective Equipment (PPE) in accordance with the California Department of Public Health (CDPH). These include not only a proper supply of gloves, masks/shields, and cleaning equipment, but also the purchase of no touch thermometers for daily screenings. Each classroom will have sanitizer, tissues, paper towels, and disinfectant readily available for use throughout the day.

St. Luke Catholic School will maintain safety by continuously cleaning and disinfecting throughout the day.

AREAS	SCHEDULE
Front Office	Every time someone comes and goes.
Other Offices	Every time someone comes and goes.
Classrooms	Once daily and when needed.
Restrooms (Student and Teacher)	Twice daily and when needed.
Laboratories	Once daily after each class.
Break Rooms	After recess and lunch.
Work Space (Teachers' desks, and office desks)	At the end of each use and daily.
Electronic Equipment (copier, shared telephones, shared computers/devices)	At the end of each use and daily.
General used objects (door handles, light switches)	At least four times a day.
Outdoor lunch tables	At the end of each use and at the end of each day.

EPA/Registered Cleaner and disinfectant for use against SARS/COV-2. The principal and vice principal have successfully completed an Integrated Germ Management, Best Pest Management Practices Around Children, and Basic Pest Management in the School and Childcare Setting. This particular course meets the training requirement of the Healthy Schools Act.

In the classroom all students will use their own materials and supplies. All items will be stored in the students' desks. If items need to be shared, they will be cleaned between uses and all students will wash their hands before and after use.

Extra-Curricular Activities

As of now they are limiting after school activities. For now, there can be no after school sports program. We will try to make other activities work with social distancing in place when it is safe to do so.

Limit Sharing

Supplies and Materials

Each child's belongings will be kept in either personal storage areas or personal cubbies/desks. Appropriate belongings will be taken home each day to be cleaned.

Teachers/Staff will limit the sharing of high touch materials (art equipment, books) to the extent possible. These items will be cleaned and disinfected between uses. The same goes for the use of electronic devices, clothing, toys, and other games/learning aides.

Chromebooks/iPads/computers will all be cleaned between use.

Facilities

School facilities during the 2020-2021 will be limited to school/parish during the 2020-2021 year (per the discretion of the Pastor). For now, the facilities are closed to all with the exception of teachers, staff, and maintenance workers.

Finances

In the face of a global pandemic, the school realizes that the economy is fragile and that a family's work situation can change very quickly. With this understanding, the school would like to be informed of any changes in job status. Please provide us with a letter from your employer, if you are furloughed or let go due to COVID-19. We cannot carry families that are beyond 30 days late in payment, unless there is a plan in place. This is why communication is extremely important.

At the same time, the cost to educate a child at St. Luke Catholic School is much more than what is paid in tuition. The school's expenses do not change even if the school is required to utilize Distance Learning at any point during the school year. The criteria for switching to Distance Learning will be if at least 5% of the student body and staff are diagnosed with COVID-19 within a 14-day period, according to the Department of Public Health guidance. In fact, overall costs for the coming year will be higher due to the purchase of additional PPE and the lack of some of our fundraisers. In addition, we were unable to have our Annual Wine Tasting event in the spring. That event usually generates between \$6,000.00-\$8,000.00. The money raised at that event typically helps families needing tuition assistance

Development and Fundraising

Despite the impact of the COVID-19 Pandemic, the importance of fundraising for the school remains as constant as ever. Fundraising, among other things, allows us to keep our tuition rates at an affordable level. In addition, because we cannot have any gatherings as of yet, we will not be able to have any of our smaller fundraisers such as Taco Night, Oktoberfest, Halloween Mini Carnival, etc. All of these events offset the cost of tuition. The only thing we will be able to still do is the Lions' Club Raffle. We ask for families to go over and above on this because more than likely, it will be our only fundraiser in the fall.

Common Sense and Adaptability

The guidelines found in the Addendum to the Family Handbook are intended for the sole purpose of keeping our students, staff, and families as safe as possible during the year. The school is more likely to provide uninterrupted face-to-face instruction, if together, we can provide and maintain a safe school environment. This means home and school working together. We are St. Luke Catholic School!

Any of the above is subject to change depending upon increased infections in the broader community, and the recommendations from public health officials and the ADLA. The hope, of course, is to be less restrictive over time, if and when, the public health situation improves.

Communication Plans

The COVID-19 Task Force/Principal will communicate using the template letter for the Los Angeles Department of Public Health. We will communicate with the cohort/school community depending on the scenario if there has been a positive case among staff, students, or one of their household members.

Public Health Department Contacts

Los Angeles Public Health Department: (213) 240-8117

Center for Disease Control (CDC): (800) 232-4636

COVID-19 Call Center: 211

STEPS FOR A CONFIRMED CASE

- A. When a student, teacher or staff member test positive for COVID-19 or have exposed others at the school, we will implement the following steps.
 - 1. Contact the Los Angeles County Health Department at (213) 240-8117 / Center for Disease Control at 800-232-4636 and the Los Angeles Archdiocese at (213) 637-7000.
 - 2. Isolate the case and exclude from the school until criteria for return have been met.
 - 3. Send the school community notification of a known COVID-19 case.
 - 4. Identify contacts, quarantine, and exclude exposed contacts (entire cohort) for 14 days after the last case was present in the school while infectious.
 - 5. Recommend testing of contacts and prioritize systematic contacts (they must still be quarantined for 14 days).
 - 6. After 24 hours disinfect and clean the classroom and spaces where the known case spent time.
 - 7. The rest of the school will remain open.

- B. When a student, teacher or staff has COVID-19 symptoms, answers yes to a health screening, or has a temperature of 100.4 or above, we will implement the following:
 - 1. The individual will be sent home for quarantine.
 - 2. The individual or family contacts their health care provider immediately for a medical evaluation which may include testing. If the test is positive, we will follow steps listed in section A. If the test is negative, we will follow with steps D and E.
 - 3. The cohort remains open.

- C. When a student, teacher or staff has close contact (a person is within the 6 feet from a confirmed positive case for longer than 15 minutes) with a confirmed case of COVID-19, we will implement the following steps:
 - 1. The individual will be sent home for home quarantine.
 - 2. The length of the quarantine will be for 14 days from last exposure.
 - 3. Recommend testing (testing does not shorten the 14-day quarantine period).
 - 4. If any symptoms develop, the individual will contact a medical provider for evaluation.
 - 5. The cohort remains open.
 - 6. The school will send community notification of a known close contact.

- D. When a student, teacher or staff tests negative for COVID-19 after having COVID-19 symptoms, the school will implement the following steps:
 - 1. The person may return to school three days after the symptoms resolve.
 - 2. The cohort remains open.

- E. When a student, teacher or staff that has had symptoms of COVID-19 for whom a medical provider diagnoses another cause of the symptoms, the school will implement the following steps:
 - 1. The individual will need to provide a note from their medical provider with return to school instructions following the guidelines for the specific illness.
 - 2. The cohort remains open.