COVID-19 OLL Site-Specific Protection Plan to Return to In-Person Education

Our Lady of Loretto School

2020-2021
Critical Partners in Return to In-Person Education Plan

Archdiocese of San Francisco Department of Catholic Schools

The Archdiocese of San Francisco’s Department of Catholic Schools (DCS) has directed all Catholic schools in the San Francisco Archdiocese to work collaboratively with their local county health departments and county offices of education. Our Lady of Loretto School is in constant contact and collaboration with the DCS to ensure our Return to In-Person-Education Plan follows all guidelines and protocols set forth by the State of California and the Marin County Office of Health and Human Services.

Our Lady of Loretto must prepare for a fluid situation, as early warnings of a “Second Wave” continue to be a point of concern. With this in mind, our plan is a living document and subject to modifications as recommended by the state, by Marin County Health Department, and the San Francisco Archdiocese Department of Catholic Schools.

Centers for Disease Control and Prevention

The CDC has published tools to assist school administrators. These tools provide guidance in making (re)opening decisions for K-12 schools during the COVID-19 pandemic. Our Lady of Loretto will follow with state and local health official’s guidelines to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of Our Lady of Loretto’s community.

Marin County Department of Health and Human Services

Our Lady of Loretto is in constant communication and collaboration with the Marin County Department of Health and Human Services (MCDH&HS). As new information becomes available, MCDH&HS will provide updated guidance to Our Lady of Loretto School in creating the Return-School-Plan.

Marin County Office of Education

Our Lady of Loretto School is engaged in ongoing collaboration with Marin County Office of Education (MCOE) under the guidance of The Marin County Public Health Officers to meet the challenges we face in delivering high-quality education to our students in the age of COVID-19. MCOE has formed a team of staff who are designing, implementing and sharing protocols, procedures and processes to return to site-based classroom instruction. The MCOE Rethinking Schools Task Force, with the intimate guidance of Public Health, have developed documents, presentations and resources that continue to grow and are available on their website. These resources have been invaluable to Our Lady of Loretto’s process in developing our Return to In-Person Education Plan.
GUIDING PRINCIPLES

Our Lady of Loretto school developed a Re-Opening Task Force made up of shareholders from our OLL community. Our Task Force contained doctors, nurse-practitioner, nurse, teachers, parents, the OLL Parish Manager, and the principal.

The Re-Opening Task Force has created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to school.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the State of California, and the Marin County Department of Health and Human Services. Ultimately the Marin County Department of Health and Human Services will have to approve our Site-Specific Protection Plan to Return to In-Person Education.

Our priorities in returning to In-Person Education are in mitigating and slowing COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are a part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.

Our Lady of Loretto School recognizes that there are OLL families who due to having a family member in a high-risk group or are uncomfortable with sending their child/children back to campus will not want to continue with In-Person Education. OLL will offer an Alternative Distance Learning Program for these families.

Our Lady of Loretto School recognizes that we will continue to adjust our plans knowing that all aspects of COVID-19 are fluid. OLL’s plan is a living document and subject to modifications as new and updated information is received through our collaboration with the Marin County Department of Health and Human Services, Marin County Office of Education, and the San Francisco Archdiocese Department of Catholic Schools.
Our Lady of Loretto School will implement early dismissal days from August 19th through September 4th and then every Friday after to mitigate exposure time and to provide teachers time to be highly effective in both their in-person and on-line teaching.

The first day of school is scheduled for Wednesday, August 19th. School days from August 19th through Friday, September 4 will all be early dismissal days (minimum days). After September 4th, the goal is to transition to full days Monday through Thursday with every Friday being an early dismissal day.

Please refer to the Drop Off and Pick Up Section of this document to ensure that you know the specified times you are scheduled to drop off and pick up your child/children. Drop off will be between 7:45 am – 8:40 am every day. Pick up times for early release days will be between 12:00 pm – 12:55 pm. Pick up times for full days will be between 2:00 pm and 2:40 pm.

Keane Care, OLL’s before and after school care, is still a goal to have available on all days for families that have an essential need due to parents’ employment schedule. Please refer to the Keane Care Section of this document to understand all protocols related to before and after school care.

The adjustment in our dismissal times is to accommodate for:

1. The needs of students to acclimate to all COVID-19 protocols and new routines.
2. The extended time frame needed for intake protocols at drop off and to ensure social distancing at pick up.
3. The necessary preparation time teachers will need to incorporate both in-person learning and on-line learning for their classes.
Screening Protocols

All faculty, staff, and students will be subject to our Protocols on the Onset of Symptoms, Potential Exposure to and/Close Contact to an Individual Testing Positive for COVID-19 in a School Classroom/Cohort Setting (see chart below).

The Principal, Kathleen Kraft, will be the single point of contact at Our Lady of Loretto School for questions or concerns around practices, protocols, or potential exposure. Kathleen Kraft will also serve as the liaison to Public Health.

History of health screenings and exposures will be maintained to assist in tracking and tracing of all potential COVID-19 cases. The office will maintain these records to better communicate to Public Health detailed information about possible exposures.

Intake Screening Questions to be answered by all students, faculty, and staff:

Question #1 - Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?

Question #2 - Do you or your child live with anyone, have had close contact or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.

Question #3 - Do you or your child live with anyone, have had close contact or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?

Question #4 - Do you or your child live with anyone, have had close contact or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?
Students

All parents must complete an intake questionnaire before their child/children will be allowed onto campus.

Intake Protocol

1. Parents will complete OLL’s Intake Google Form asking the 4 questions about their child/children’s health and possible exposure by 7:15 am. If any answer is Yes, the child is to stay home and the parent is to contact Kathleen Kraft to inform which question was answered Yes and the protocol will be followed before the child is allowed to return to in-person learning.

2. If all questions are answered with a No, then the child/children’s temperatures will be taken before they exit their car at drop-off.
   a. If the temperature is 100 degrees or higher they will not be allowed to exit their vehicle and they will have to follow the protocol to return to in-person learning.
   b. If the temperature is under 99.9 then the child will exit their vehicle and head to their classroom.

3. Any parent that does not complete the Intake Google Form will be led to a parking area to complete the form and then they will have to return to the intake car line to finish the intake procedures.

Staff

Intake Protocol

1. Teachers and staff will complete a self-screening by taking the OLL’s Intake Google Form which will ask the 4 questions about their health and possible exposure before leaving their home. If any answer is Yes, they are to stay home and contact Kathleen Kraft to inform which question was answered Yes and the OLL Protocols on the Onset of Symptoms will be followed before the teacher is allowed to return to in-person learning.

2. If all questions are answered No, then they can head to school and their temperature will be taken before entry to campus.
   a. If their temperature is 100 degrees or higher they will not be allowed onto campus and will have to follow the protocol to return to in-person learning.
   b. If their temperature is under 99.9 then they can enter campus and head to their classroom.

3. No faculty or staff will be allowed on campus until they have completed the intake procedures.
Communication to Parents, Cohorts and School Community about Possible Exposure

Template communications will be used to communicate to parents, cohorts, and school community. No student, faculty, or staff member’s name will be released in any communication about possible exposure or positive case of COVID-19.

All communication will follow Our Lady of Loretto School Protocols on the Onset of Symptoms, Potential Exposure to and/Close Contact with an Individual Testing Positive for COVID-19 in a School Classroom/Cohort Setting.

When a student, faculty, or staff member has had a possible exposure, came in close contact or has tested positive for COVID-19, then one of the following template communications will be sent home to the affected class, cohort, and/or school.

1. A family member or someone in close contact with a student, teacher, or staff member tests positive for COVID-19 then the “Household Member or Contact with COVID-19” letter will be sent home to the class/cohort.

2. A student, teacher, or staff member tests positive for COVID-19 then the “Confirmed Member with COVID-19 in Cohort” letter will be sent home to the class/cohort.

3. A student, teacher, or staff member has a negative COVID-19 test then the “Negative Test Cohort Member” letter will be sent home to the class/cohort.

4. The California State or Marin County Health Department orders a full Shelter-in-Place then a formal letter will be sent home to the whole school explaining the details and length of time of the SIP if known.
Our Lady of Loretto School Protocols on the Onset of Symptoms, Potential Exposure to and/Close Contact with an Individual Testing Positive for COVID-19 in a School Classroom/Cohort Setting

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
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| 1  
A student/staff member either exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temp of 100 or above. | □ Student/Staff Member sent home  
□ Sibling(s) of Student sent home  
□ Contact Healthcare Provider/Public Health for testing  
□ Cohort OPEN | TO SCHOOL FAMILIES & STAFF  
□ NO ACTION NEEDED |
| 2  
A family member or someone in close contact* with a student/staff member test positive for COVID-19 | □ Student/Staff Member is reported to administrator  
□ Sent home for quarantine  
□ Contact Healthcare Provider/Public Health for testing  
□ COHORT OPEN | TO SCHOOL FAMILIES & STAFF  
□ “Household Member or Contact with COVID-19” Letter sent home to Cohort Families  
□ Communication sent to Staff |
| 3  
A student/staff member tests positive for COVID-19 | □ Student/Staff Member is reported to administrator  
□ Families of Student/Staff Member are sent home and quarantined for 14 days from last exposure  
□ Cohort quarantined in their homeroom classroom and sent home  
□ Contact Healthcare Provider/Public Health for testing  
□ COHORT CLOSED FOR 14 DAYS FROM LAST EXPOSURE | TO SCHOOL FAMILIES & STAFF  
□ Phone call to all parents in cohort to pick up their child immediately  
□ “Confirmed Member with COVID-19 in Cohort” Letter sent home to Cohort Families  
□ Communication sent to Staff  
□ Communication to the school community to inform of a positive COVID-19 case |
| 4  
A student/staff member tests negative for COVID-19 after any of the reasons in scenarios 1, 2, or 3. | A) If sent home due to symptoms:  
□ Student/Staff Member may return to cohort 3 days after symptoms resolve with a DOCTOR’S NOTE  
□ COHORT OPEN  
B) If sent home because of Close Contact with someone with COVID-19  
□ Must continue quarantine for 14 days from last exposure  
□ At the end of the 14 days, Student may return to Cohort  
□ COHORT OPEN | TO SCHOOL FAMILIES & STAFF  
□ “Negative Test Cohort Member” Letter sent home to Cohort Families  
□ Communication sent to Staff |

*CDC Definition of Close Contact: Any individual within 6 feet of an infected person for at least 15 minutes of laboratory-confirmed or probable COVID-19 patients. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk).
Handwashing and Sanitizing

OLL will schedule time for frequent hand washing and sanitizing throughout the school day. Arrival at school, before and after snack and lunch, end of the school day and other times throughout the school day. Washing and sanitizing at regular intervals is beneficial in illness prevention and will become an integral part of our students’ school day daily routines. The Center for Disease Control outlines handwashing as a critical way members of the public to protect themselves and others. These include:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

1. Handwashing: All students, faculty, staff, and visitors will wash hands frequently throughout the school day.
   a. All will wash hands before leaving their homes and arriving at school.
   b. All will wash hands after using the restroom
   c. When feasible and practical, hands will be washed before re-entering the classroom
   d. Washing stations will be placed throughout the courtyard to allow for the opportunity when it is feasible and practical to be able to wash hands before re-entering a location to help mitigate exposure.

2. Hand Sanitizing: All students, faculty, staff, and visitors will sanitize hands frequently throughout the school day.
   a. Students in TK and 5th Grades will use hand sanitizer provided by the teacher before entering their classrooms once they have passed the intake screening.
   b. Students in the courtyard classrooms will use the hand sanitizing stands before entering the courtyard once they have passed the intake screening.
   c. All classrooms, office, faculty room, library, and Keane Care will have hand sanitizer in the form of a wall mounted automatic hand sanitizing dispenser or a hand pumped bottle of hand sanitizer.
   d. All will use hand sanitizer before exiting any location and on re-entry to any location on campus.

Student Education on Washing Hands and Using Hand Sanitizer

Our Lady of Loretto’s goal is to present a compassionate approach to educating our students through age-appropriate curriculum on best practices with washing and sanitizing hands for mitigating the risk of COVID-19.
1. Teachers will implement age-appropriate curriculum on washing and sanitizing hands  
   a. Using soap and water and rubbing hands together for at least 20 seconds.  
   b. Modeling the use of hand sanitizer and rubbing it all over the hands, making sure to get  
      between the fingers and on the back of the hands.  
   c. Instructing not to wipe or rinse off the hand sanitizer before it is dry.  
   d. Instructing that if hands are dirty or greasy then washing of the hands with soap and water is  
      needed instead of using hand sanitizer.  
   e. Instructing that hand sanitizer is a drug and it is not to be ingested or played with.  
2. Hand washing and hand sanitizing curriculum will be instructed continually through:  
   a. Whole school instruction  
   b. Whole class instruction  
   c. Small group instruction  
   d. Individual instruction when needed

Sanitation Stations in Each Classroom

Each classroom will contain a Sanitation Station that will contain equipment to use consistently throughout  
the school day to sanitize and disinfect.  

1. Hand sanitizer will be available through a wall mounted automatic dispenser  
2. Disinfectant in spray bottles  
3. Paper towels  
4. Disinfecting wipes  
5. Bucket for soap and water

Face Coverings

Students, Faculty, Staff, and Visitors

According to the California Department of Education (CDE) and the California Department of Public Health  
(CDPH), all are to wear face coverings, especially in circumstances when physical distancing cannot be  
maintained. Please see the Guidance for the Use of Face Coverings below put out by the CDPH. Final  
determination of the re-entry mask policy will be made based on the directives of the Marin County  
Department of Health and Human Services. All who enter onto Our Lady of Loretto’s campus will be required  
to wear a face covering and follow social distancing guidelines. Our goal is to mitigate exposure and evidence  
shows the wearing of face coverings is best practices.  

1. Faculty and Staff will wear face coverings while practical and feasible.  
   a. Will wear face coverings upon entering campus and will continue to wear face masks,  
      especially when social distancing is not possible throughout the day.  
   b. Will have the option to wear a face shield along with a face mask.  
   c. When necessary to deliver specialized instruction in which a student must see the teacher’s  
      whole face, the teacher may pull down their face mask but must keep social distancing in  
      mind.  
   d. Will be allowed to remove their face coverings to eat.
2. Students will be required to wear face coverings while practical and feasible
   a. Will put on their face coverings to exit their cars after drop off intake and keep them on as they enter their classrooms
   b. Will maintain wearing their face coverings throughout the school day within their classroom and moving around campus as well as keeping to social distancing requirements.
   c. Will be able to remove their face coverings while they eat snack and lunch
   d. Will be allowed to remove their face coverings during recess if they are engaging in active play and are keeping social distancing guidelines.
   e. Will wear their face coverings as they exit campus at the end of their day.
   f. Teachers will schedule time outside with social distancing guidelines for students to work without their face coverings on.
   g. All guidelines will continue to be followed for all students who attend Keane Care.

3. Visitors will be required to wear face coverings at all times while on campus
   a. Will put on their face coverings before being allowed onto campus.
   b. Will maintain wearing their face coverings while on campus.
   c. Will not remove their face coverings when interacting with students, faculty, and staff.
   d. Will exit campus wearing their face coverings.

**Student Education on Wearing Face Coverings**

Our Lady of Loretto’s goal is to present a compassionate approach to educating our students through age-appropriate curriculum on best practices with wearing face coverings for mitigating the risk of COVID-19.

1. Teachers will implement age-appropriate curriculum on wearing face coverings focusing on:
   a. How to properly wear a face covering.
   b. How to properly take a face covering on and off.
   c. Where to store your face covering when you allowed to remove it.
   d. Face coverings are not a toy they are an integral part of our protection to mitigate exposure to COVID-19.

2. Face covering curriculum will be instructed continually through:
   a. Whole school instruction
   b. Whole class instruction
   c. Small group instruction
   d. Individual instruction when needed
Mitigating Non-Compliance of Health Protocols

Our Lady of Loretto recognizes the potential negative impact of an environment that still requires minimized social interactions and face coverings. Our goal is to continue to cultivate strong and supportive relationships between students and teachers to focus on developing positive social emotional outcomes, self-efficacy, and adaptive skills for our students.

Teachers will focus on positive reinforcement with students with compliance of health protocols. When there is non-compliance of OLL’s Health Protocols, teachers will use age appropriate methods to address the misuse by always focusing on both the physical and mental health of our students.

1. Teachers will be practical and feasible with enforcing the wearing of facial coverings knowing that different age groups will have different expectations.
2. Administration will assist in the educating of students who continue to misuse any Health Protocols.
3. Students who continue to misuse or refuse to follow Health Protocols will warrant a parent conference with teacher and administration to collaborate together on managing the reasons for non-compliance with Health Protocols.
4. If multiple disciplinary actions are needed due to misuse of Health Protocols, then the student may need to be moved to the Alternative Distance Learning Plan.
5. These decisions will always be made with a compassionate and collaborative approach between the parents, teachers, and administration.

Personal Protective Equipment

In order to minimize exposure and to reduce the risk of COVID-19, Personal Protective Equipment (PPE) will be mandatory by all. Social distancing is still required to be practiced even with the use of PPE.

All faculty and staff will be instructed on the proper use of their and students’ PPE. This instruction will involve hands on demonstrations to model the proper use of all PPE that will be used at OLL. OLL will hold PPE instruction during the beginning of the school year meetings either in person or through Zoom meetings.

PPE for Teachers

1. Face Coverings are an essential part of employee protection.
   a. All face coverings worn must have a 360-degree coverage over the nose and mouth.
   c. The school will provide all employees with startup face coverings.
2. Shields will be provided for each employee as an extra layer of protection
   a. Shields are not to replace the wearing of face coverings.
   b. Face Coverings must be worn with Shields.
      i. Teachers, when practical and feasible, may remove their masks but keep their Shields on if their full face must be seen by their students.
3. Gloves will be provided but will not be mandatory to wear.
   a. When wearing gloves, the face is not to be touched to limit contamination.
   b. Any employee who will be involved in the health screening of any student during the day will wear their mask, shields, and gloves to limit exposure.
PPE for Students

1. All students will be required to wear a face covering during the school day.
2. All students will exit their vehicles with their face covering on and will not remove them until their teachers state they can during designated times throughout the school day.
3. Disposable Masks will be available for any student who forgets their mask at home or the student’s mask becomes unwearable during the school day.

PPE for Visitors

1. Visitors on campus will be limited to essential visitors only and primarily during before or after school hours.
2. All Visitors will be mandated to wear a face covering while on campus and follow washing and sanitizing of hands protocols.
3. Disposable masks will be available for any visitor who does not have a mask or their masks becomes unwearable during their visit.

Drop-Off/Pick-Up Procedures

Drop-Off Procedures

Drop-off procedures (see diagram below) have been revised to comply with health requirements, to ensure the health and safety of our students and staff, and to minimize exposure between cohorts (classes). Morning drop-off will take more time than it has in the past and will require patience and compliance with the rules as set forth below. All guidelines must be followed carefully to ensure safety of all involved.

(1) Pre-drop off: All parents must complete a health questionnaire daily. The questionnaire will be sent to you via a Google Form (the same way the distance learning attendance was sent) by 6:30 am daily. Responses must be submitted by 7:30 am daily. If you fail to submit the form by 7:15 am, when you try to drop off your student, you will be required to verbally answer the health questions. This will slow down the drop off procedures, so please try your best to complete the form before 7:15 am. The data from the Intake Google Form will be printed out at 7:30 am to be available to track students being dropped off beginning at 7:45 am.

(2) Drop-off: Parents do not get out of the car! Students must have their backpacks with them in their seat. Drop off will begin at 7:45 am and go through 8:40 am daily. The schedule is as follows:

**Family Last Name**

- A - F 7:45 am – 7:55 am
- G - M 8:00 am – 8:10 am
- N - S 8:15 am – 8:25 am
- T - Z 8:30 am – 8:40 am

We ask that you do not arrive at OLL before you designated drop off time. Please enter the parking lot on Grant Avenue and pull as far forward as you can, with the first car stopping close to the 5th Grade classroom (see diagram below). Parents and students wait in their car. Once you arrive at the front of the drop-off line, please have your window rolled down and your masks on. There will be multiple staff checking students in. Your
OLL’s Protocol for the Onset of Symptoms will be enforced. If you answered no to all the questions on the health intake questionnaire and if your student’s temperature is below 100, your student(s) will exit the car and be immediately directed to their classroom. TK will walk directly to the Keane Care Building where a Staff will be standing outside waiting to direct them in. 5th grade will walk directly into their classroom. K, 6th, 7th, and 8th will enter the courtyard through the gate closest to Virginia Avenue. 1st, 2nd, 3rd, and 4th will enter the courtyard through the gate closest to Novato Blvd. There will be a designated adult who will be directing students into the courtyard and/or their classroom.

Once your student has exited the car, please carefully exit the drop off line and the parking lot through the gate on Novato Blvd (see diagram below). Parents should drive toward the exit gate immediately after the student(s) exits the car to allow for the next car to pull forward. If cars begin to back up on Grant Avenue, a Staff will direct you to an overflow lane. They will have you re-enter the original lane at the same place you left it. Please plan to be patient, students will not be marked late for the first few weeks until the new drop off procedures are running smoothly.

If you answered yes to any of the questions on the health questionnaire or if a student's temperature is over 100 the student will not be allowed to attend in person school and will need to go home with the parent at that time. If any student in a family has a temperature of 100 or higher, all students in that family will be sent home and OLL’s Protocol for the Onset of Symptoms will be enforced.

Unfortunately, parents are not allowed to get out of the car or walk their student into the classroom.
Pick-Up Procedures

Pick-up procedures (See map diagram) have been revised to comply with health requirements, to ensure the health and safety of our students and staff and to minimize exposure between cohorts (classes). Afternoon pick-up will take more time than it has in the past and will require patience and compliance with the rules as set forth below. Please read the below guidelines carefully. All guidelines must be followed carefully to ensure safety of all involved.

(1) Parents do not get out of the car! Teachers will have all students packed up by 12:00 pm for minimum days and 2:00 pm on full days to ensure that they are prepared to exit the courtyard with their siblings.

Pick-up for all grades (including TK and K) will begin at 12:00 pm and go through 12:40 pm on all minimum days. The schedule is as follows:

**Family Last Name**
A - F – 12:00 pm – 12:10 pm
G - M – 12:15 pm- 12:25 pm
N - S – 12:30 pm-12:40 pm
T - Z – 12:45 pm – 12:55 pm

Pick-up for all grades (including TK and K) will begin at 2:00 pm and go through 2:55 pm on all full days. The schedule is as follows:

**Family Last Name**
A - F – 2:00 pm – 2:10 pm
G - M – 2:15 pm- 2:25 pm
N - S – 2:30 pm-2:40 pm
T - Z – 2:45 pm – 2:55 pm

(2) All students attending Keane Care for after school care will be walked over by their homeroom teachers after all pick-up is completed.

(3) Pick up location (see map) will be along the cones that will extend from the safety square to the 5th-grade portable. The parents will arrive at their designated time slot and will not get out of their cars. The students will be called by a cell phone walkie talkie app, the school intercom system, or through text into their classroom. The teachers will direct and monitor the student as they exit through the courtyard gate that is on their side of the courtyard. There will be an adult monitoring how the students exit from the courtyard and out to the blacktop. The students will head directly to their car and leave campus.

(4) All students attending Keane Care will be the last to leave their classrooms. They will exit and follow social distancing guidelines as they walk over to Keane Care being monitored by their classroom teacher. Once at Keane Care they will stand on markings for social distancing purposes, answer the intake questions, and have their temperature taken before they are called into their Keane Care cohort rooms.

Alternate Modes of Transportation

We are requesting that all families drop-off and pick-up in cars as it is the safest mode of transportation. We understand that some families may find it essential to have their students walk or bike to and from school.
These families must contact the administration on this essential need and to ensure that they understand the intake protocol. Parents must send a schedule of days in which it is essential for their student to bike or walk to school this will determine when their arrival time on campus will be scheduled and where their child’s intake will occur. Parents of students allowed to bike or walk to school must complete their child’s Intake Google From before the child leaves the house and no later than 7:15 am. The students will have their temperatures taken before they will be allowed to enter the campus. If they have a temperature of 100 or above they will be taken directly to the Isolation Location and their parents will be notified to pick them up immediately.

Our Lady of Loretto School - Pick-Up Procedures - Effective August 2020

NOTE 1: Please pull as far forward as possible to prevent a back up on Grant Ave. After picking up your student, please watch for other cars as you move to the exit on Novato Blvd. As multiple students will be called to exit their classrooms at once, it is possible the car behind you could be exiting at the same time. Please exit the parking lot as soon as your student has entered the car and is buckled up to allow for other students to be picked up.

ALL STUDENTS NEED TO ENTER ON THE PASSENGER SIDE OF THE CAR FOR SAFETY.

NOTE 2: If cars begin to back up onto Grant Ave, Staff will direct you to a second lane. They will have you re-enter the original lane at the same place you would have been before you exited the lane. Please follow the instructions of the staff.
Each of Our Lady of Loretto classes will be their own stable cohort and will be maintained throughout each school day throughout the school year for as long as the mandate is set by the Marin County Department of Health and Human Services. Despite limitations and restrictions, OLL will continue to maintain an environment in which our students will continue their academic progress at each grade level, in their faith and in all core subjects.

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice social distancing, staying at least 6 feet apart with masks on, and eliminating contact with others whenever possible.

Social Distancing Markers will be placed throughout each classroom, the office, the courtyard and outside areas to assist students, faculty, and staff to maintain social distancing requirements throughout campus.

**Cohorts**

1. Each grade will remain as their own stable cohort throughout the school day to limit exposure.
2. Each grade will not interact with other grades while on campus where practical and feasible. (no comingling of cohorts during any recess times)
3. Students will not be allowed to enter any other classroom but their own cohort’s
4. If the physical size of any classroom is not large enough to space our students desks/tables 4 to 6 feet apart, then we will split the cohort and us another room on campus for them to use.

**Physical and Social Distancing**

**Transitional Kindergarten and Kindergarten Classes**

1. Students will be seated 4 to 6 feet apart.
   a. Depending on the size of the class will depend on the distance the students are spaced apart.
   b. Students will either be seated at desks or at tables.
2. Students will maintain social distancing protocol when feasible and practical.
   a. Age-appropriate expectations will be in place that allow for students to learn about appropriate social distancing (remaining 4 to 6 feet apart) with masks on.
   b. While students are moving around the classroom, they will be directed to maintain social distancing.
3. Students will maintain social distancing when lining up and walking to and from recess when feasible and practical.
   a. There is a compassionate understanding that our youngest students will need more direction in being able to keep social distancing a priority.

**TK Through Eighth Grade Classes**
1. TK and K students if in desks will be placed 4 to 6 feet apart. If tables are able to be used then a divider will be used to separate the student seated at each table.

2. Students’ desks will be placed 4 to 6 feet apart and facing forward in all classes.
   a. Depending on the size of the class will depend on the distance the desks are apart.
   b. 6 feet distance will be used in as many classes as possible depending on the number of students in each class

3. Students will maintain social distancing protocol when feasible and practical.
   a. Age-appropriate expectations will be in place that allow for students to learn about appropriate social distancing (remaining 4 to 6 feet apart) with masks on.
   b. While students are moving around the classroom, they will be directed to maintain social distancing.
   c. Teachers will manage the flow of movement within their classrooms through markings on the floors.

4. Students will maintain social distancing when lining up and walking to and from recess when feasible and practical.
   a. There is a compassionate understanding that our students will need direction in being able to keep social distancing a priority.
   b. Markings will be placed on the ground of the courtyard and the entrances to the courtyard to mark social distancing expectations.

5. Students will have their own designated space solely for their use - their desks

6. Students will not share spaces, supplies, or work in groups.

7. Students will be keeping their supplies and personal items at their desks or in designated locations within the classroom. Classroom closets will not be used by students.

8. Middle School students will not be using the lockers. They will be keeping their school and personal items at their desks.

Movement of Teachers Through Cohorts

Teachers who teach multiple grades will be limited in their ability to enter classrooms. Specialist teachers, PE, Music, and Library, will limit their movement into classrooms.

1. PE Classes for TK through 8th Grade Classes:
   a. Will be shortened to reduce exposure.
   b. Will focus on movement without equipment to reduce exposure.
   c. PE teacher will be used to take students outside for quick breaks for teachers.

2. Music Classes for TK through 8th Grade Classes:
   a. Music Teacher will work on streaming into each classroom to support their curriculum for Grades TK through 5th.
   b. Grades 6th through 8th will not have music classes due to the academic block schedule.

3. Library Classes for TK through 8th Grade Classes:
   a. Grades 6th through 8th will not have a designated library time to reduce exposure.
      i. If any library books are needed the name of the books needed for check out will be given to the librarian and the books will be brought to them in their classrooms
   b. Grades TK through 5th will have the librarian stream into their classroom for story time.
      i. If any library books are needed, the name of the books needed for check out will be given to the librarian and the books will be brought to them in their classrooms

4. Middle School Teachers:
   a. Teachers will move to each grade to teach their subjects.
b. Classes will remain in their homerooms except for the accelerated math classes for grades 6th through 8th grades.
   i. Each accelerated math class will have a designated room on campus to move to. 6th Grade in Accelerated Math Class/7th Grade in the Knights Room/8th Grade in the Science Lab
   ii. Each room used for accelerated math will only have one class in them per day to reduce exposure from other cohorts.

5. Block Schedule for Middle School
   a. A block schedule will be implemented for the middle school grades to limit movement on campus and to reduce exposure.
   b. A block schedule for Middle School classes will assist in all academic classes meeting the majority of their educational minutes due to our altered daily schedules for Drop-Off and Pick-Up Procedures.

6. Science for 4th and 5th Grade Classes will be taught by the homeroom teachers to limit exposure of adults to different cohorts

7. Math for the 5th Grade Class will be taught by the homeroom teacher to limit exposure of adults to different cohorts.

School Events, Meetings, and Visitations

No school events, gatherings, meetings, or visitations will occur in person during the school day, in the evenings, or on the weekends.

As a school, we will need to schedule and hold meetings to be effective. Virtual and on-line platforms will be used to hold the following essential gatherings:

1. Masses and Prayer Services
2. Faculty Meetings and Parent/Teacher Conferences
3. PTG and School Board Meetings.
4. Back to School Night
5. PTG Events

Visitations to campus are not permitted to mitigate exposure from adult to adult. Parents are to call the office or email to communicate their specific needs. Phone, email, and virtual on-line platforms will be used to effectively communicate parental needs.

No ad-hoc gatherings or informal meetups are allowed on school campus.
Morning Recesses, Lunch, and Lunch Recesses

Recess schedules have been altered for each grade level to accommodate for social distancing while out on the yard and to ensure that there is enough supervision.

Each class will have specified equipment to use that is specific to the area they will be assigned to play in. No other class will use that equipment during that week. All equipment will be sanitized at the end of each day.

When possible, classes will be assigned specific areas outside to eat lunch at. During inclement weather the students will remain in their classrooms to eat.

On early release days (12:30 pm dismissal days) all grades will have their same morning recess times but will not have time set aside for lunch. The lunch schedule will take place during all full days.

The charts below outline the schedules for all grades. Morning Recess and Lunch Schedule:

Primary Grades: Recess/ Lunch Schedules and Yard Rotation

<table>
<thead>
<tr>
<th>Recess</th>
<th>Classes on Yard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>9:30-9:50</td>
<td>TK, K, and 1st</td>
</tr>
<tr>
<td>9:55- 10:15</td>
<td>2nd, 3rd, and 4th</td>
</tr>
</tbody>
</table>

*TK- 4th Homeroom teachers have a break M-F while their class is on the yard for recess.

<table>
<thead>
<tr>
<th>Lunch</th>
<th>Classes on Yard</th>
<th>Classes Eating in Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30- 11:50</td>
<td>TK, K, 1st</td>
<td>2nd, 3rd, 4th</td>
</tr>
<tr>
<td>11:55- 12:15</td>
<td>2nd, 3rd, 4th</td>
<td>TK, K, 1st</td>
</tr>
</tbody>
</table>

*TK-4th homeroom teachers will remain with their classes while they are eating either outside on the yard or in their classrooms.
*TK-4th homeroom teachers have a break M-F while their class is on the yard.
**Primary Recess/ Lunch Play Area Yard Rotation:** Classes have an area for a week. The class in area 1 will then move to area 2 in the second week, etc.- circular fashion.

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Play Yard 1st/Play Yard 2nd</th>
<th>**Area of Playground</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>TK / X</td>
<td>Area 1: Playground***</td>
</tr>
<tr>
<td></td>
<td><em>(Only one grade per day for the week)</em></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>K / 2nd</td>
<td>Area 2: Turf</td>
</tr>
<tr>
<td>Week 3</td>
<td>1st / 3rd</td>
<td>Area 3: Kickball/ 4 square</td>
</tr>
<tr>
<td>Week 4</td>
<td>X / 4th</td>
<td>Area 4: basketball/ wall ball</td>
</tr>
</tbody>
</table>

**TK, K, & 1st Grade Classes will rotate through Areas #1-#3**

**2nd, 3rd, & 4th Grade Class will rotate through Areas #2-#4**

***The Playground will only be used by one grade per day for the entire week assigned.***

**Upper-Grades: Recess/ Lunch Schedules and Yard Rotation**

**Recess**

<table>
<thead>
<tr>
<th>Time</th>
<th>Classes on Yard</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:20-10:40</td>
<td>6th, 7th, 8th</td>
</tr>
<tr>
<td>10:45-11:00</td>
<td>5th</td>
</tr>
</tbody>
</table>

*5th-8th Homeroom teachers have a break M-F while their class is on the yard for recess.*

**Lunch**

<table>
<thead>
<tr>
<th>Time</th>
<th>Classes on Yard</th>
<th>Classes Eating in Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:15 - 12:35</td>
<td>7th, 8th</td>
<td>5th, 6th</td>
</tr>
<tr>
<td>12:35-1:00</td>
<td>5th, 6th</td>
<td>7th, 8th</td>
</tr>
</tbody>
</table>

*5th-8th homeroom teachers will remain with their classes while they are eating lunch outside on the yard or in their classrooms.

*5th-8th homeroom teachers have a break M-F while their class is on the yard.*
**Upper-Grade Recess/ Lunch Yard Rotation:** Classes have an area for a week. The class in area 1 will then move to area 2 in the second week, etc.- circular fashion.

<table>
<thead>
<tr>
<th>Week</th>
<th>1st Class Outside / 2nd Class Outside</th>
<th>Area of Playground</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>8th/5th</td>
<td>Area 1: Turf</td>
</tr>
<tr>
<td>Week 2</td>
<td>7th/6th</td>
<td>Area 2: Kickball/ 4 Square</td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td>Area 3: Basketball/ Ball Wall</td>
</tr>
</tbody>
</table>

**Eating of Snacks and Lunches**

**Snack Time**

All classes will be eating their morning snacks in their classrooms at their own desks to limit movement and exposure. All eating surfaces will be sanitized before food is placed on them. There will be Sanitation Stations located in each classroom to have continued access to sanitize surfaces during the school day including eating surfaces.

**Lunch Time**

All classes will have a designated outside area to eat their lunches at. The homeroom teachers will be monitoring their classes while they eat and then take their lunch break when their class goes to play. During inclement weather classes will eat their lunches inside their classrooms.

**Sanitizing Surfaces Before and After Eating**

1. All surfaces will be wiped down before the students use the surface to eat.
2. Students will remain seated at their desks while eating.
3. Once the students have completed their snack or lunch then their surface will be sanitized a second time.

**Choice Lunch**

We are still contracting with Choice Lunch to provide a hot lunch option for OLL families. Choice Lunch is following protocols to allow for the safe handling and delivery of lunches to OLL. Choice Lunch is always an option for parents if they choose to use it to provide lunch for their children.

Students who are using Choice Lunch will pick up their lunches within the courtyard. All items will be self-contained with each child’s name on all that they have ordered for the day. All options will have to be chosen when ordering online. There will be no choices given to the students as they pick up their entrée.

There will be two designated adults to monitor the students picking up their lunch items who will wear PPE which will include gloves. The hot lunch station will have sanitizing materials to sanitize surfaces and items when needed.
Spaces on campus that are used by Faculty and Staff will follow the protocols below:

### Our Lady of Loretto Protocols on Shared Spaces by Faculty and Staff

<table>
<thead>
<tr>
<th>Location</th>
<th>Flow of Traffic Direction</th>
<th>Sanitizing/Disinfecting</th>
<th>Social Distancing</th>
</tr>
</thead>
</table>
| Faculty Bathroom          | 1. Enter from the Copy Room Door  
2. Exit Out the Faculty Room back to the Courtyard                                        | 1. Individuals will wipe down high touch areas with disinfectant before exiting  
2. Bathroom will be sanitized three times throughout each day | 1. All will maintain Social Distancing Guidelines while waiting to use the bathroom.  
2. All Directional Markings and Distance Markings will be followed while waiting to use the bathroom. |
| Copy Machine & Laminator Room | 1. Enter from the Office Side Courtyard Doors  
2. Exit Out the Faculty Room back to the Courtyard                                       | 1. Individuals will wipe down the machines with disinfectant directly after use.       | 1. All will maintain Social Distancing Guidelines while waiting to use the copy machine/laminator.  
2. All Directional Markings and Distance Markings will be followed while waiting to use the copy machine/laminator. |
| Faculty Room              | 1. Enter from the Courtyard Doors  
2. Exit Out the Faculty Room                                                                | 1. Individuals will wipe down the appliances with disinfectant directly after use.  
2. Individuals will wipe down all high touch areas with disinfectant before leaving room. | 1. All will maintain Social Distancing Guidelines while using the Faculty Room  
2. All Directional Markings and distance markings will be followed while waiting to use the Faculty Room. |
| Mail/Supply Room          | 1. Enter from the Copy Room and flow into the faculty room  
2. Ensure that that there is no other person in the mail room  
3. Enter the Mail/Supply Room & keep the door open so others can see it is occupied  
4. Exit out through the faculty room through the corridor and out to the courtyard | 1. Individuals will wipe down all the high touch areas.  
2. Individuals will empty their mailboxes at the end of the day so that they can be disinfected after school. | 1. All will maintain Social Distancing Guidelines while using the Faculty Room  
2. All Directional Markings and distance markings will be followed while waiting to use the Faculty Room. |
Faculty and Staff will enter through the Office Wing through the double doors located on the office side of the courtyard. All traffic flow will go in a One Way Direction from the courtyard to the Copy Room and flow through the Faculty Room. All will exit out from the Faculty Room through the corridor to the courtyard by the double doors on the computer lab side.

Faculty and Staff will limit their need to enter the office area by calling the secretary or principal and discussing their needs over the phone. Faculty and Staff will call the secretary or principal in the front office to inform them of a student needing to be assessed due to symptoms of not feeling well. Students will not be sent to the office as messengers, to deliver, or pick up items.

The Office Conference Room will be OLL’s Isolation Room for students who have symptoms of illness. They will stay in this location until they are picked up. Those picking up will remain outside the office door and the office will bring their child out to them to sign them out and take them home.

Our Protocol on the Onset of Symptoms will then be followed.
Classrooms

Arrangement of Desks

Each classroom is arranged with desks that are 4 ft. to 6 ft. apart. Tables have been removed from the transitional kindergarten and kindergarten classrooms and desks have been put in their place. This will allow for the students to remain 4 ft. to 6ft. apart when at their seats.

Floor Markers

Each classroom has markers that are 6 ft. apart directing the students where when lining up within the classrooms. These markers are color coated per classroom and extend into the courtyard to continue the understanding of distancing while walking in a line throughout the courtyard.

The white 6 ft. markers are placed out on the blacktop to direct students to distant while walking in and out of the courtyard, to the science lab, to the building, and the 5th grade classroom.

The classroom desks are arranged 4 ft. to 6 ft. apart. Our classes in which we have less than 20 students the desks are closer to 6 ft. apart. Our classes in which we have more than 20 students the desks are closer to 3 ft. apart.

There are colored floor markers spaced 6 ft. apart in each classroom to visually show the students how to stand socially distance from each other. The floor markers extend out into the courtyard to visually continue the understand of social distancing when lining up to go in and out of the courtyard.

The students’ desks have their names clearly labeled on them to identify who is sitting where to ensure that students are not sharing desk space. In our middle school grades the desks have chairs attached which means that all students will enter and exit their seats from the same side.
Example of a Classroom Set-Up

White Board

Teacher’s Desk
Students will enter and exit the courtyard through the gates located on their side of the courtyard. The teachers will use the colored markers to space their students 6 ft. apart when walking them in and out of the courtyard.
**Classroom Materials**

Students will maintain their own individual class supplies contained in a plastic supply box or plastic zip lock bag that can be easily sanitized. Students will not share or exchange any supply or materials including pencils, pens, textbooks, paper, worksheets, etc...

Sharing of electronic devices, games, and other learning aides will be avoided as much as possible. Teachers will prioritize materials and manipulatives to that are needed to be shared within a single cohort to items that are easily sanitized. Teachers will avoid using any shared curriculum materials that cannot be sanitized safely without ruining the materials.

**Play Equipment**

Recess equipment will be designated for each class/cohort and will be sanitized at the end of each day. Equipment will not be shared by cohorts. Equipment will be prioritized according to the play area each cohort is assigned to for their recesses.

**School Water Fountain Will Not Be Used**

The Courtyard Water Fountain will be turned off and will not be used to limit exposure to students. All students will need to bring a full water bottle to school with them. There will be cases of water bottles stored in each classroom in case a child forgot their water bottle or needs a refill.
Bathrooms will be equipped with soap dispensers that contain IONPURE which is an antimicrobial agent on the dispenser to provide added safety which is approved by the FDA, EPA, and NSF.

We are following the CDC and Marin County Health Department Guidelines and will be wiping down high touch areas and disinfecting the bathrooms periodically throughout the school day using sanitizers and an electrostatic fogger (https://www.disinfectionsupply.com).

Classes will be assigned specific restrooms to use during the school day. The charts below outline the courtyard bathrooms and the hall bathrooms’ schedule of usage and sanitizing. The teacher will monitor the use of the bathroom during their class’ designated bathroom rotation.

The TK class will be the only class using the bottom floor Keane Care bathroom during the school day. This bathroom will be sanitized before it is used by those students who will use it for afterschool care.

The 5th grade class will be the only class using the bathroom in their classroom. This bathroom will be wiped down periodically throughout the day and cleaned in the evening.
Restroom Schedule for K, 1st, 2nd, 3rd, 4th, and 6th

1. Teachers will strongly encourage ALL students to use the restroom during designated time slots.
2. One stall would remain available for emergencies for a student needing to use the restroom outside of their designated time slot.

<table>
<thead>
<tr>
<th>Time</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50-9:05</td>
<td>K</td>
</tr>
<tr>
<td>9:05-9:20</td>
<td>1</td>
</tr>
<tr>
<td>9:20-9:35</td>
<td>2</td>
</tr>
<tr>
<td>9:35-9:50</td>
<td>3 - use right before recess</td>
</tr>
<tr>
<td>9:50-10:05</td>
<td>4 - only class allowed to use during recess</td>
</tr>
<tr>
<td>10:05-10:15</td>
<td>6 - use right before recess</td>
</tr>
<tr>
<td>10:15-10:30</td>
<td>Sanitizing of Courtyard Bathrooms</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>K</td>
</tr>
<tr>
<td>10:45-11:00</td>
<td>1</td>
</tr>
<tr>
<td>11:00-11:15</td>
<td>2</td>
</tr>
<tr>
<td>11:15-11:30</td>
<td>3</td>
</tr>
<tr>
<td>11:30-11:45</td>
<td>4</td>
</tr>
<tr>
<td>11:45-12:00</td>
<td>6</td>
</tr>
<tr>
<td>12:00-12:15</td>
<td>Sanitizing of Courtyard Bathrooms</td>
</tr>
<tr>
<td>12:15-12:30</td>
<td>K</td>
</tr>
<tr>
<td>12:30-12:45</td>
<td>1</td>
</tr>
<tr>
<td>12:45-1:00</td>
<td>2</td>
</tr>
<tr>
<td>1:00-1:15</td>
<td>3</td>
</tr>
<tr>
<td>1:15-1:30</td>
<td>4</td>
</tr>
<tr>
<td>1:30-1:45</td>
<td>K</td>
</tr>
<tr>
<td>1:45-2:00</td>
<td>1</td>
</tr>
<tr>
<td>2:00-2:15</td>
<td>6</td>
</tr>
</tbody>
</table>

Afterschool Cleaning & Sanitizing by the Janitor
**Restroom Schedule for 7th & 8th**

1. The 7th and 8th Grade Classes will use the hall bathrooms.
2. Half of the class will go for approximately 10 minutes each within a 20 minute time frame.
3. Teachers are to strongly encourage ALL students to use the restroom during designated time slots.
4. If a 7th or 8th Grade Student needs to use the restroom outside of their designated time slots, then they will be taken to the hall bathrooms or will be directed to use the faculty room bathroom.

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 – 9:10</td>
<td>7th</td>
</tr>
<tr>
<td>9:20 – 9:40</td>
<td>8th</td>
</tr>
<tr>
<td>10:20 – 10:40</td>
<td>7th</td>
</tr>
<tr>
<td>10:40 – 11:00</td>
<td>8th</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td>7th</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td>8th</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td>8th</td>
</tr>
<tr>
<td>12:10 – 12:20</td>
<td>7th</td>
</tr>
<tr>
<td>12:40 – 1:00</td>
<td>8th</td>
</tr>
<tr>
<td>1:00 – 1:30</td>
<td>7th</td>
</tr>
<tr>
<td>1:30 – 2:00</td>
<td>8th</td>
</tr>
<tr>
<td>2:00 – 2:20</td>
<td>7th</td>
</tr>
<tr>
<td>Afterschool</td>
<td>8th</td>
</tr>
<tr>
<td></td>
<td>Cleaning &amp; Sanitizing by Janitor</td>
</tr>
</tbody>
</table>

Sanitizing of Bathrooms:

- 12:10 – 12:20
- 1:30 – 2:00
- 2:00 – 2:20
- Afterschool
Mitigating Illness During the School Day

When an adult or a student is showing symptoms of an illness they will be placed in OLL’s Isolation Room. The school office conference room will be OLL’s designated Isolation Room.

The best place for anyone who does not feel well is at home. When a student or teacher/staff member is experiencing symptoms of any illness, whether it is COVID-19 or not, we will air on the side of caution and send them home to rest and recover. A major symptom of illness is a fever and anyone with a fever of 100 or higher will automatically be sent home.

Our Lady of Loretto’s School Protocol for Onset of Symptoms Chart will be followed by all who show symptoms of illness. This chart can be found below as well as at the beginning sections of this document.

The following procedures will take place to limit exposure to all.

Students

1. The student’s teacher will keep the student at the student’s desk while the teacher calls the office to communicate that they have a student that does not feel well and to communicate observed symptoms.
2. The school secretary or principal will walk to the classroom to monitor and walk the student to the Isolation Room.
3. Once the student has left the classroom the teacher will sanitize the student’s desk and all high touch areas along with any other surface the student may have been around. When feasible the fogger will be used in the classroom to sanitize.
4. The student will be placed in the Isolation Room and their temperature will be taken along with a discussion about symptoms the student is experiencing. The staff giving the student a health screening will wear gloves and a face mask.
5. The student’s parents will be called to pick up their student immediately.
6. The Isolation Room will be wiped down and sanitized directly after the student has left.
7. Our Lady of Loretto’s School Protocol for Onset of Symptoms will be followed. The cohort (class) will stay open unless the student tests positive for COVID-19.
Teacher/Staff Member

1. The teacher/staff member will call the office to communicate that they do not feel well and to communicate symptoms.
2. The school secretary and the principal (or other designated staff member) will walk to the classroom. The principal (or designated staff member) will relieve the teacher/staff member to monitor the students when needed. The secretary will walk the teacher/staff member to the Isolation Room.
3. Once the teacher/staff member has left the classroom sanitation of the teacher’s desk and all high touch areas along with any other surface the teacher/staff member may have been around will occur. When feasible the fogger will be used in the classroom.
4. The teacher/staff member will be placed in the Isolation Room and their temperature will be taken along with a discussion about symptoms they are experiencing. The staff giving the health screening will wear gloves and a face mask.
5. The teacher/staff member will be sent home immediately.
6. The Isolation Room will be wiped down and sanitized directly after the teacher/staff member has left.
7. Our Lady of Loretto’s School Protocol for Onset of Symptoms will be followed. The cohort (class) will stay open unless the teacher/staff member tests positive for COVID-19.
### Our Lady of Loretto School Protocols on the Onset of Symptoms, Potential Exposure to and/Close Contact with an Individual Testing Positive for COVID-19 in a School Classroom/Cohort Setting

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
</tr>
</thead>
</table>
| **1** A student/staff member either exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temp of 100 or above. | - Student/Staff Member sent home  
- Sibling(s) of Student sent home  
- Contact Healthcare Provider/Public Health for testing  
- **Cohort OPEN** | TO SCHOOL FAMILIES & STAFF  
- NO ACTION NEEDED |
| **2** A family member or someone in close contact* with a student/staff member test positive for COVID-19 | - Student/Staff Member is reported to administrator  
- Sent home for quarantine  
- Contact Healthcare Provider/Public Health for testing  
- **COHORT OPEN** | TO SCHOOL FAMILIES & STAFF  
- “Household Member or Contact with COVID-19” Letter sent home to Cohort Families  
- Communication sent to Staff |
| **3** A student/staff member tests positive for COVID-19 | - Student/Staff Member is reported to administrator  
- Families of Student/Staff Member are sent home and quarantined for 14 days from last exposure  
- Cohort quarantined in their homeroom classroom and sent home  
- Contact Healthcare Provider/Public Health for testing  
- **COHORT CLOSED FOR 14 DAYS FROM LAST EXPOSURE** | TO SCHOOL FAMILIES & STAFF  
- Phone call to all parents in cohort to pick up their child immediately  
- “Confirmed Member with COVID-19 in Cohort” Letter sent home to Cohort Families  
- Communication sent to Staff  
- Communication to the school community to inform of a positive COVID-19 case |
| **4** A student/staff member tests negative for COVID-19 after any of the reasons in scenarios 1, 2, or 3. | A) If sent home due to symptoms:  
- Student/Staff Member may return to cohort 3 days after symptoms resolve with a DOCTOR’S NOTE  
- **COHORT OPEN**  

B) If sent home because of Close Contact with someone with COVID-19  
- Must continue quarantine for 14 days from last exposure  
- At the end of the 14 days, Student may return to Cohort  
- **COHORT OPEN** | TO SCHOOL FAMILIES & STAFF  
- “Negative Test Cohort Member” Letter sent home to Cohort Families  
- Communication sent to Staff |

*CDC Definition of Close Contact: Any individual within 6 feet of an infected person for at least 15 minutes of laboratory-confirmed or probable COVID-19 patients. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk).*
CAMPUS CLEANING SCHEDULES
(Updated July 1, 2020)

<table>
<thead>
<tr>
<th>Areas</th>
<th>After Use</th>
<th>Daily</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Tops</td>
<td>Clean</td>
<td>Sanitize Morning/Afternoon</td>
<td>Teacher/Staff/Maintenance</td>
</tr>
<tr>
<td>Countertops</td>
<td>Clean</td>
<td>Sanitize Morning/Afternoon</td>
<td>Teacher/Staff/Maintenance</td>
</tr>
<tr>
<td>Toys/Manipulatives</td>
<td>Clean</td>
<td>Sanitize After School</td>
<td>Teacher/Staff</td>
</tr>
<tr>
<td>Shared Materials: Paper cutter, pencil sharpener, electronics</td>
<td>Sanitize</td>
<td>Sanitize</td>
<td>Teacher/Staff</td>
</tr>
<tr>
<td>Desk/Tables Tops for Eating</td>
<td>Clean/Sanitize</td>
<td>Before and After Eating</td>
<td>Teacher/Staff/Maintenance</td>
</tr>
<tr>
<td>Faucets and sinks within Classrooms (K, 5th, 6th, 7th, Science Room)</td>
<td>Clean/Sanitize</td>
<td>Sanitize</td>
<td>Teacher/Staff/Maintenance</td>
</tr>
<tr>
<td>Faculty Room</td>
<td>Clean/Sanitize</td>
<td>Sanitize/Disinfect</td>
<td>Teacher/Staff/Maintenance</td>
</tr>
<tr>
<td>High Touch Areas: Doorknobs, light switches, handrails</td>
<td>Clean/Sanitize</td>
<td>Sanitize Periodically Throughout the School Day</td>
<td>Teacher/Staff</td>
</tr>
<tr>
<td>Floor</td>
<td>Clean</td>
<td>Disinfect higher frequency (mid-morning/afternoon, evening)</td>
<td>Staff/Maintenance</td>
</tr>
<tr>
<td>Bathrooms</td>
<td>Clean</td>
<td>Disinfect evening</td>
<td>Staff/Maintenance</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Clean/Sanitize</td>
<td>Disinfect evening</td>
<td>Staff/Maintenance</td>
</tr>
</tbody>
</table>

- Toys/Manipulatives that cannot be cleaned or sanitized will not be available for use by students.
- Immediately clean surfaces and objects that are visibly soiled.
- The additional, targeted use of sanitizer is recommended on surfaces and objects touched by multiple students.

Outdoor Play Areas

The OLL play structure will be used by one cohort each day for all recesses. The play structure will be disinfected at the end of each day it is used with our fogging system to effectively sanitize and disinfect all areas of the play structure. Outdoor areas generally require normal routine cleaning and do not require disinfection.

Always follow label directions, including the proper use of PPE. Ensure all disinfectants are approved by EPA for effectiveness against Covid-19. Clean surfaces and objects using soap and water prior to disinfection. If surfaces or objects are soiled with body fluids or blood, use gloves, and other standard precautions. Remove the fluids, and then clean and disinfect the surface. Keep disinfectants out of the reach of children.

Our Lady of Loretto School
RETHINKING SCHOOLS: A PUBLIC HEALTH-GUIDED RETURN TO SITE-BASED CLASSROOM INSTRUCTION IN THE AGE OF COVID-19
Source: Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
Our Lady of Loretto is dedicated to providing a rigorous academic program that focuses on each student’s social emotional growth with both our in-person and distance learning programs. Our goal is to ultimately provide in-person education to our students but when either the whole school or families choose for Distance Learning the following procedures and protocols will be in place.

**Grade Levels Process in Providing a Dual In-Person/Distance Learning Program:**

Teachers in grades TK through fifth grade will coordinate with those families in their classes who have chosen distance learning for their students about all on-line platforms that will be used, schedule of virtual class times, and expectations of the student during distance learning. The teachers will provide a synchronous and asynchronous program.

Teachers in grades sixth through eighth grade will first collaborate with the middle school team to coordinate on-line platforms that will be used, schedule of virtual class times, and expectations of the student during distance learning. The homeroom teacher will then communicate the schedule to their students and parents. The teachers will provide a synchronous and asynchronous program.

**Distance Learning Expectations, Protocol, and Procedures:**

Our TK through 2nd grade classes will be using a variety of platforms to ensure that their Distance Learning students participate in a robust and curriculum centered program. As teachers understand what is needed for the best delivery of their grade level curriculum, on-line platforms can and will change.

1. SchoolSpeak
2. SeeSaw
3. Zoom
4. Accelerated Reader
5. Renaissance STAR Testing
6. F&P On-line Materials
7. Go Math On-line Materials
8. Reading A-Z

Our 3rd through 8th grade classes will be using a variety of the following platforms to ensure that their Distance Learning students participate in a robust and curriculum centered program.

1. SchoolSpeak
2. Google Classroom
3. Zoom
4. Accelerated Reader
5. Renaissance STAR Testing
6. Go Formative
7. Kahoot
8. Brain Pop
9. Duo Lingo (6th-8th)

OLL’s technology tools are not device-specific, which means students will be able to access learning through nearly any electronic device. Students will be asked to utilize home electronic devices to access these tools. If your family does not have access to a laptop, computer, or tablet, please notify the administration and you will be allowed to sign out an iPad for your child’s use during Distance Learning. All families being loaned a
school iPad will sign a loan agreement to return the device in the same condition it was received in. Please note that we have a limited number of devices to loan out. Please only sign out a device if it is necessary.

**Expectations for OLL’s Distance Learning Programs**

Our Lady of Loretto students will be expected to follow all school rules and procedures, our Christian Code of Conduct, our Technology Use Agreement, and their teachers’ classroom expectations while participating in both In-Person Learning and Distance Learning. These expectations are valid whether it is just a limited number of students, a limited number of classes, or the whole school is participating in Distance Learning.

**Behavior:**

1. Students will respect the setting in which they are learning in:
   a. Will be properly dressed and ready to ensure learning is primary
   b. Will have a place to sit at with a hard surface to complete work and to have a stable location for their electronic device to sit on.
   c. Eating will occur before or after Zoom sessions – no eating during a Zoom session
   d. To the best of the family’s ability, a quiet and undistracted place will be set aside for their students learning space

2. Students will ensure that they are respectful of all present:
   a. Will arrive on time for all Zoom sessions – if there are technical difficulties students/parents will contact teachers through Google Classroom/SeeSaw/email
   b. Will ensure that their name is properly identified on their screen. No nicknames or other labeling is allowed.
   c. Will properly follow procedures to speak during Zoom sessions and will participate to the best of their ability
   d. Will ensure that there is no group or private chatting while on Zoom sessions
   e. Will ensure that they are focused on listening and participating during their Zoom sessions and will not distract others with playful behavior or inappropriate behavior
   f. Will ensure that any background that is present during their Zoom sessions will be appropriate and will not distract from the teacher objective of the lessons
   g. Students will keep themselves muted when directed to and will be respectful of noise levels from themselves and around them and how it will affect the online class.

**Responsibilities:**

1. Students will be respectful of their teachers by being prepared for each class whether it is through Zoom or other platforms.
   a. Will have all curriculum materials ready and at hand to ensure prompt use when needed by their teacher.
   b. Will log onto their platform, such as Zoom, at least 5 minutes before class begins to ensure that there are no technical difficulties or other issues.
   c. Will have their classwork/homework ready or turned in on time to ensure for proper preparedness for their current and next class sessions along with allowing their teachers enough time to correct, give feedback, and grade their assignments.
2. Students/Parents will communicate any technical issues or absences directly to their teachers.
   a. Will as quickly as possible contact their teachers to report technical difficulties
   b. Will contact their teachers and the school office (office@ollnovato.org) when an absence
      will or has occurred to inform why for the school’s attendance records.
   c. Will provide a doctor’s/dentist’s note when there is a medical absence occurs before the
      absence is marked as excused

3. Students/Parents will ensure that they understand how their teachers have directed their assignments to
   be turned in (through Google Classroom, hard copy, picture, etc....)
   a. Will use the correct platform to turn in their assignments for each of their individual
      teachers.
   b. Will contact their teachers immediately when there is a complication or technical issue
      with turning in their work to keep communication open.
   c. Will contact their teachers to discuss questions, concerns, or issues with their ability to
      complete their assignments or with any need of further explanation of their assignment.

4. Students will be fully responsible for their respect of technology.
   a. Will only log into their own student accounts
   b. Will ensure that they keep their student logins and password confidential
   c. Will be honest and authentic with their own work and will not plagiarize their own work
   d. Will be respectful of other students’ work and will not alter another student’s work or
      prevent another student from turning in their work
   e. Will follow OLL Technology Use Agreement

Parent Roles and Responsibilities

1. Establish routines and expectations at home.
2. Define the physical space for your child’s study
3. Monitor communications from your children’s teachers
4. Begin and end each day with a check-in
5. Take an active role in helping your children process their learning
6. Establish times for quiet and reflection
7. Encourage physical activity and/or exercise
8. Remain mindful of your child’s stress, worry, or anxiety and be their calming factor
9. Monitor how much time your child is spending online
10. Keep your children social, but set rules around their social media interactions
11. Monitor your child’s weekly and daily schedule and allow for down time
12. You, as the parents, also have to allow yourself time to renew and refresh your social
    emotional health

All protocols and procedures can and may change as Marin County, the state of California, and National
governing bodies make their mandates and protocols on how schools can and will operate during this
pandemic. You will be notified if and when procedures, protocols, schedules, and decisions are made and/or
changed that will affect our OLL’s plan for In-Person Learning and Distance Learning during the COVID-19
Pandemic.
Signage has been posted throughout our OLL campus to designate who is allowed on campus during COVID-19 along with reminding all who are on campus to wear facial coverings, wash hands, and to keep social distance of at least 6 ft.