

# COUNTY OF LOS ANGELES SCHOOL WAIVER APPLICATION FOR GRADES TK – 2 IN-PERSON EDUCATION COVER SHEET

Full Name of School Requesting Waiver:

School Type:

Date of Application:

School District Superintendent or School Head Administrator Name:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

School District Where Your School is Located:

Estimated total number of students that will return for in classroom instruction per grade (if none, enter 0):

TK: \_\_\_\_\_ K: \_\_\_\_\_ 1: \_\_\_\_\_ 2: \_\_\_\_\_

Estimated total number of administrators, teachers, and other employees that will be returning to support in classroom instruction for grades TK - 2: \_\_\_\_\_

Total number of administrators, teachers, and other staff employed by the school:

\_\_\_\_\_

Anticipated total number of cohorts returning: \_\_\_\_\_

Anticipated mode of attendance for In-classroom instruction:

Percent of student body who qualify for Free Or Reduced-Priced Meals: \_\_\_\_\_

URL where re-opening protocols are posted: \_\_\_\_\_



**Supporting materials to include with this cover sheet:**

- Letter from district superintendent or head administrator for private/charter school requesting this waiver.
- Letters of support from the following groups OR in lieu of letters of support, a written attestation signed by the superintendent/head administrator describing the consultation process with each of the following groups, including the dates of consultation and the names of all organizations consulted with:
  - All labor unions representing employees at the school reopening for classroom instruction. If school staff are not represented by a union, then the applicant must describe the process by which it consulted with school staff.
  - Parent organization(s) at the school reopening for classroom instruction. If there is no representative parent organization at the school, then the applicant must describe the process by which it consulted with parents of students at the school.
  - Community organization(s) that provide services for students and their families who attend the school reopening for classroom instruction.
- A completed Los Angeles County Department of Public Health [K-12 School re-opening protocol checklist](#).

**By checking these boxes, I attest:**

- Our district/school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public health guidance, for all teachers and staff who will be involved in in-person instruction.
- A plan or protocol has been developed for incorporating surveillance testing into regular school operations of all school personnel which describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
- I am aware that this form and all supporting documents will be posted publicly on the Los Angeles County Department of Public Health website.

**EMAIL THIS COMPLETED COVER SHEET AND ALL SUPPORTING MATERIALS TO [SchoolwaiversC19@ph.lacounty.gov](mailto:SchoolwaiversC19@ph.lacounty.gov).**





## OUR LADY OF MALIBU SCHOOL

October 12, 2020

Dr. Muntu Davis, MD, MPH  
Health Officer  
Los Angeles County Public Health  
313 North Figueroa Street, Suite 808  
Los Angeles, CA 90012

Dear Dr. Davis,

Thank you for allowing our school to submit a waiver for opening TK-2nd Grades. I appreciate the opportunity to return to in-person instruction for these very vulnerable young children.

When California was shut down in March, our teachers did an outstanding job of transitioning to online instruction. I am proud of the high quality educational program OLM provided for our students. However, we cannot ignore the effects online learning had on the mental health of both our staff and our students, and the challenges it brought to some of our parents. It was especially difficult when parents could not be at home because of essential work.

While some children seem to be unaffected by long periods in front of screens, for others the effects are alarming. For those children affected, the teachers witnessed first-hand, some of our students becoming anxious, distracted and depressed. Our teachers as well became anxious with the added workload that assigning, collecting and grading work online entails. Many were working from early in the morning through the night, seven days a week to meet the demands of an online program. I believe that our hybrid program will meet the needs of all of our learners and families. Our families will have the option to send children to campus, or to keep them learning from home as we livestream all classes daily. Families will have the flexibility to send their children to campus as their comfort level dictates.

Our Covid task force has worked hard and researched extensively to understand mandates and guidelines from the CDC, Cal/OSHA, The California Department of Education and Los Angeles County Public Health. I have met repeatedly with staff, and communicated frequently with parents to understand needs and concerns.

I am confident our plan will reflect our commitment to following the strictest guidelines and mandates. As we have done, we will continue to stay abreast of new information, and make changes as necessary to ensure our staff and students are kept as safe as is possible. We have many measures in place including temperature checks each morning upon arrival to campus as well as a pre-screening app FeverFree for family checkins.

We look forward to working with your office to safely bringing our TK-2nd grade teachers back to our campus for instruction.

Sincerely,

Michael A. Smith  
Principal



October 12, 2020

REVISED

November 2, 2020

To Whom It May Concern:

We, the undersigned employees at Our Lady of Malibu School support the approval of a waiver to allow return of students in grades kindergarten through grade 2 to the school for in-person learning. School administration has consulted with us regarding the measures taken to minimize the risk of transmission of the virus that causes COVID-19 and to provide a safe environment for all students and staff on campus. We are confident in the school's ability to comply with all requirements in Los Angeles County Department of Public Health's Reopening Protocols for K-12 Schools.

We consulted in person many times to discuss the waiver and the in person learning with our faculty and staff at our weekly staff meetings. The latest which was held on October 2, 2020. Of the 17 faculty and staff employed at Our Lady of Malibu School, 14 of 17 have signed (see reverse) to register our support.

Sincerely,

Michael A. Smith

Principal, Our Lady of Malibu School

Ruth Dale - TK Teacher

Ruth A. Dale

Nicole Marshall - Kindergarten Teacher

Nicole Marshall 10/9/2020

Hannah Coughlin - 2nd Grade Teacher

Hannah Coughlin

Caitlin Menez - 2nd Grade Teacher

Caitlin Menez 10/9/2020

Austin Trujillo - Music Teacher / Spanish

Austin Trujillo 10/12/2020

Cerene Larson - 8th Grade Teacher

Cerene Larson

Yun Ru - Mandarin Teacher

Yun Ru 10/12/2020

Justine Petretti - Art Teacher

Justine Petretti

Glen Sunyich - Tech Teacher

Glen Sunyich 10/9/2020

Lisa Hall - Office Administrator

Lisa Hall 10/9/2020

Marguerite Wolfe - 6th Grade Teacher

Marguerite Wolfe 10/9/20

Candy Wallace - 7th Grade Teacher

Candy Wallace 10/12/2020

Ahmad Diba - Advanced Math/French Teacher

Ahmad Diba 10/9/2020



## OUR LADY OF MALIBU SCHOOL

October 12, 2020

REVISED

November 2, 2020

To Whom It May Concern:

Our Lady of Malibu School does not have a PTA due to our smaller enrollment sizes; we have a Parent Guild. Our administration and teachers have consulted with our OLM School parents through various means of communication in regards to in-person instruction including a zoom meeting with as many staff and parents available on October 2, 2020.

At this time, we have 48 students in TK through Second grade. All have expressed the desire and need for in-person instruction. Private education is unique from public education, in the fact, that those who attend our school attend it by choice. We have expressed to our OLM parents and school families that we desire for them to make the choice that is best for them, their children, and their specific health needs. Based on the high numbers of interest for in person education, the majority of our OLM parents desire for their children to learn in person in the classroom. We have included signatures from, room representatives and Parent guild members and some consultative board member.

Sincerely,

Michael A. Smith

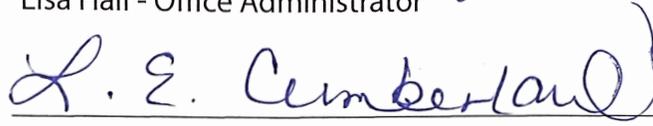
Principal, Our Lady of Malibu School

 10.9.2020

Greer Brath - School Board / Room Rep

 10-9-2020

Lisa Hall - Office Administrator

 10-9-2020

Larken Cumberland - Board Member & School Parent

 10-12-20

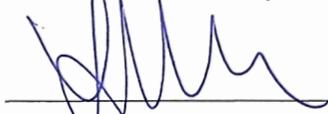
Jennifer Posey - Head of Room Representatives



Tara Morelli - Head of Room Representatives

 10/9/20

Lisa Hale - Room Rep

 10/9/20

Liberty Kelly - Room Rep

 10/12/2020

Lisa Vaughan - Room Rep

 10/12/2020

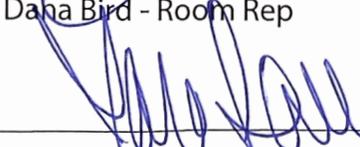
Laura Lazar - Room Rep

 10/12/2020

Jane Griesemer - Room Rep

 10/12/20

Dana Bird - Room Rep

 10/12/20

Mara Lane Rhys Meyers - Room Rep

 10/12/2020  
Maria Dwyer - Room Rep

*Our Lady of Malibu Church*

*3625 Winter Canyon Road*

*Malibu, CA 90265*

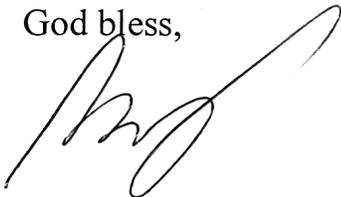
*Ph. 310-456-2361 Fax 310-456-3942*

*[www.olmalibu.org](http://www.olmalibu.org)*

To whom it may concern:

We are currently hosting a day camp at our location and have all of our safety protocols in place. Following consultation with parents, our COVID Task Force, and the school board, we have unanimous consensus regarding the reopening of our school for grades TK-2. We do so with the blessing from the Department of Catholic Schools of the Archdiocese of Los Angeles as well. Thank you for your consideration.

God bless,

A handwritten signature in black ink, appearing to read 'Fr Matt Murphy', written in a cursive style.

Fr Matt Murphy

Pastor, Our Lady of Malibu

**From:** [Queen Eze](#)

**Sent:** Tuesday, September 29, 2020 4:56 PM

**To:** [msmith@olmalibuschool.org](mailto:msmith@olmalibuschool.org)

**Cc:** [Alex Hanel](#); [Juliane Locquet-Lefkowitz](#)

**Subject:** Department of Public Health - Our Lady of Malibu School Site Visit 2020-09-29

Hi Michael,

Thank you so much for meeting with us today. I'm attaching a copy of our findings, which were that Our Lady of Malibu School is in compliance with all the measures we reviewed. We appreciate the efforts that your school community has put into safety measures. We do not have any additional recommendations at this time.

Please let me know if you have any further questions or concerns.

Thank you,

Best,

**Queen Eze, MPH**

Health Educator- Substance Abuse & Prevention Control

Los Angeles County Department of Public Health

1000 S. Fremont Ave, Building A-9 East

Alhambra, CA 91803

Phone: (323)776-5301

Email: [geze@ph.lacounty.gov](mailto:geze@ph.lacounty.gov)

## Reopening Protocols for K-12 Schools: Appendix T1

### Recent Update

**9/7/20:** Section A has been updated to clarify the reporting requirements to the Department of Public Health when there is a COVID-19 exposure at the school. In addition, the number of days during which an exposed person is considered to be at risk, has been corrected from 12 to 14 days on page 5 (changes highlighted in yellow).

During this period when schools are generally restricted to remote learning, two types of on-site programming are permitted: (1) specialized services for defined subgroups of children who need in person services and support, as well as (2) ECE licensed child care and day care for school-aged children with proper licensure or waiver of same from Community Care Licensing (CCL). Specialized services for subgroups of students and day care for school-aged children must be carried out in compliance with all provisions for safe opening of schools detailed in this document. In addition, both types of programming must be provided to children either individually or in cohorts. Key elements of cohorting for both types of program are as follows.

All K-12 schools in California counties that are in Tier 1 of the State's Framework for Recovery, including Los Angeles County, are prohibited from reopening for in-person instruction except to address needs of students requiring specialized support and services, as described below. In compliance with this order and except for students needing specialized services, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implementation of remote learning, and, starting September 14, 2020, to serve children who qualify for specialized services. All measures to ensure the safety of employees and students in this protocol for Reopening of K-12 Schools and of the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. Waivers for opening of elementary (TK through grade 6) education are not currently being offered or permitted.

- For purposes of these two types of programs, a cohort is defined as a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.
  - Note that while some children may be part-time participants in the cohort, other children cannot be added to the group to reach the maximum of 12 at all times. Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

- While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs, the total on-campus population may not exceed 10% of the total student body at any one time.
- A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. This includes child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult.
- A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students as identified by a local educational agency on a school.
- LEAs and schools that choose to implement either or both of these on-site services while schools are otherwise closed to in-person instruction, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. A reporting form can be found at [Small Group Instruction Notification Form](#)
- Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).
- Specific requirements for each of the two types of currently permitted on-site programming are as follows:

**1. Specialized Services for defined subgroups of children**

- LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve an initial subpopulation of students with IEPs and students who are English Language learners. These students may be served as needed, provided that the overall number of students present on-site does not exceed 10% of total student body at any one time.
- Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.
- Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people. No child may be part of more than one cohort.
- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).

**2. Day care for school-aged children and/or child care programs located in schools**

- LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for [Programs Providing Day Care for School-Aged Children](#) or the [Guidance for ECE Providers](#). Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing [Regional Office](#) to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see [PIN 20-22-CCP](#)
- As in the case of specialized services, use of outdoor space is strongly recommended for learning as well as for meals, recreation and other activities in the course of the day.

While schools are closed to all classroom instruction, in person assessments are permitted on campus for students who have or who require evaluation for Individualized Education Plans (IEPs) when such assessments cannot reasonably be performed elsewhere.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

<b>Institution name:</b>	<b>Our Lady of Malibu School</b>
<b>Address:</b>	<b>3625 S. Winter Canyon Road, Malibu CA 90265</b>
<b>Maximum Occupancy, per Fire Code:</b>	<b>260 Standing in Sheridan Hall</b>
<b>Approximate total square footage of space open to faculty and/or students:</b>	<b>900 Sq. Ft. classrooms + unlimited outdoor space</b>

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students: 4 Teachers

Estimated total number of students that will return per grade (if none, enter 0):

TK: 12      K: 12      1: 12      2: 12      3: \_\_\_\_\_      4: \_\_\_\_\_      5: \_\_\_\_\_  
6: \_\_\_\_\_      7: \_\_\_\_\_      8: \_\_\_\_\_      9: \_\_\_\_\_      10: \_\_\_\_\_      11: \_\_\_\_\_      12: \_\_\_\_\_

**NOTE:** The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS (CHECK ALL THAT APPLY)**

The school has a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
  - o Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
  - o Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance that outlines procedures for:
  - o Isolation of case(s);
  - o Identification of persons exposed to cases at school;
  - o Immediate quarantine of exposed employees and/or students; and

- Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
- Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the [COVID-19 Case and Contact Line List for the Educational Sector](#).
- ☒ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- ☒ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ☒ A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
  - The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
  - The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- ☒ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☒ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ☒ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ☒ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).
- ☒ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- ☒ [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
- ☒ These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☒ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
  - Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
ORDER OF THE HEALTH OFFICER**



- Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a cloth face covering.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher’s desk and the nearest student(s).
- In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:
 

○ Break rooms	<u>Every day</u>
○ Restrooms	<u>4 times a day</u>
○ Classrooms	<u>Whole class everyday after school, frequently cleaning by students of their workspaces</u>
○ Laboratories	<u>None</u>
○ Nurse’s office	<u>None</u>
○ Counseling and other student support areas	<u>None</u>
○ Front office	<u>Everyday</u>
○ Other offices	<u>Everyday (Principal and Accounting</u>
○ Other (auditorium, gymnasium, library if in use)	<u>None</u>
○ _____	_____
- High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- Disinfectant and related supplies are available to employees at the following location(s):  
**Front office supply cabinet, end of hallway closet**
- Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
  - Building entrance/s,exit/s **YES**
  - Central office **YES**
  - Stairway entrances **YES**
  - Elevator entry (if applicable)

- Classrooms **at each entrance and exit door**
- Faculty breakroom
- Faculty offices: \_\_\_\_\_
- Soap and water are available to all employees at the following location(s): \_\_\_\_\_
- Employees are offered frequent opportunities to wash their hands.
- Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures: \_\_\_\_\_

**B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)**

- Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: \_\_\_\_\_.
- Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: \_\_\_\_\_.
- Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply): **N/A**
  - A maximum of one child per bus seat.
  - Use of alternating rows.
- Additional measures in use to ensure physical distancing (Check all that apply):
  - Staggered school start times to permit more than one trip per bus at school start and close.
  - Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
  - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
    - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
  - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
  - Other: \_\_\_\_\_

- Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):
- Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
  - School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
  - Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.
  - The following Measures are in place to avoid crowding on stairways:
    - Designation of up and down stairways \_\_\_\_\_
    - Staggering of breaks between classes \_\_\_\_\_
    - Monitoring of stairways by school staff \_\_\_\_\_
    - Other:  
**No interior Stairways**

- Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):
- A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day.
- In-person class size has been limited to 12 students in elementary grades.
  - In-person class size has been limited to 12 students in middle and high school grades.
  - The school day has been divided into shifts to permit fewer students per class.
  - Attendance is staggered to reduce the overall number of students in classrooms on a given day.
  - Some classes have been moved entirely online.
  - Online class attendance and participation is offered as an option for all students for all classes.
  - Alternative spaces are used to reduce the number of students within classrooms. These may include:
    - School library \_\_\_\_\_
    - Auditorium \_\_\_\_\_
    - Cafeteria \_\_\_\_\_
    - Gymnasium \_\_\_\_\_
    - Other:  
**Use of upper field is being utilized for music classes**

- Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
  - Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
  - N/A** Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
  - Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
    - Other:
- 
- Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.
  - School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include: No locker rooms on campus
    - Offering access to locker rooms only when staff supervision is possible Staggering locker room access
    - Creating alternative options for storage of student clothing, books and other items.
  - Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):
    - Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
    - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
    - Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
    - N/A** If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.
    - N/A** If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
  - Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
  - Measures are in place to permit physical distancing in school areas used for student support services.
    - Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.

- Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- ~~N/A~~ Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
- Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- Measures are in place to permit physical distancing in administrative areas of the school.
  - Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
  - Tape or other markings are used to define a 6-foot radius around reception desks or counters.
  - Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

### C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.
  - Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see [July 1 Isolation HOO.pdf](#)).
  - Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
  - The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives
  - Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).
  - Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been

determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).

- Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
  - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
  - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
  - Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
  - Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
  - Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
  - Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
  - Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - The school HVAC system is in good, working order.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH**  
**ORDER OF THE HEALTH OFFICER**



- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Portable, high-efficiency air cleaners have been installed if feasible.
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
- Air filters have been upgraded to the highest efficiency possible.
- Other: All classrooms are equipped with IQ Air Health Pro Plus air filtration units

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Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include (check all that apply).

- A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.

**N/A** Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.

- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products (see below).

- Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.

- Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.

- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions.

- To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.

- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

- Custodial staff and other staff responsible for cleaning and disinfecting are equipped

with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product

- ✗ All cleaning products are kept out of children's reach and stored in a space with restricted access.
- ✗ Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ✗ Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- ✗ Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- ✗ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: 4 times a day
  - Lobbies/entry areas: Daily
  - Teacher/staff break rooms: Daily - very limited use in break room
  - Class room Everyday after camp + kids disenfect desks frequently
  - Cafeteria dining 4 Up tables after ach use
  - Cafeteria food preparation area: After each use
  - Front office: Daily
  - Other offices: Daily
  - Other areas: Daily

- ✗ Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):
  - ✗ Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
  - ✗ All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
  - ✗ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
  - ✗ Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
  - ✗ Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.

- ✗ As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- ✗ Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- ✗ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- ✗ Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- ✗ Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

**NOTE:** Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- ✗ Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):
  - ✗ Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom, a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
  - ✗ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
  - ✗ Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
    - Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
  - ✗ Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of

unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
  - Buffet and family style meals have been eliminated.
  - Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
  - Physical barriers are in place where needed to limit contact between cafeteria staff and students.
  - Optional-Describe other measures:  
**Each lunch table has a plexiglass divider that limits 4 students per table**

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

- Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
  - Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 \_\_\_\_\_
  - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 \_\_\_\_\_
  - Who to contact at the school if student has symptoms or may have been exposed  
Lisa Hall - Office Administrator
  - How to conduct a symptom check before student leaves home \_\_\_\_\_
  - Required use of face coverings \_\_\_\_\_
  - Importance of student compliance with physical distancing and infection control policies \_\_\_\_\_
  - Changes in academic and extracurricular programming in order to avert risk \_\_\_\_\_
  - Changes in school meals in order to avert risk \_\_\_\_\_
  - School policies concerning parent visits to school and advisability of contact the school remotely \_\_\_\_\_
  - Importance of providing the school with up-to-date emergency contact information including multiple parent contact options \_\_\_\_\_

- Other:
- 

- A copy of this protocol is posted at all public entrances to the school.
- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

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**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

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

**Business Contact  
Name:**

Michael A. Smith

**Phone number:**

310-456-5071

**Date Last Revised:**



**OUR LADY OF MALIBU SCHOOL**

**OUR LADY OF MALIBU SCHOOL**

**REOPENING PLAN**

**OCTOBER 12, 2020**

**SUBMITTED TO LOS ANGELES COUNTY  
PUBLIC HEALTH**



October 12, 2020

Dear Our Lady of Malibu Families,

In following the guidance from the Archdiocese of Los Angeles, California Department of Education, and public health officials, Our Lady of Malibu Catholic School seeks to lower the risk of viral contagion from COVID-19, while promoting the development of our students academically, emotionally, socially, and, most importantly, spiritually. We recognize that we cannot completely eliminate that risk, but we can make every effort to pursue prudent measures on campus to minimize the spread of COVID-19 and other diseases. We are eager to partner with our families in order to ensure that we can safely pursue on-campus instruction.

The Department of Catholic Schools has issued guidelines outlining ways to modify our school environment and procedures to meet the directives set forth by state and local officials. We have made the necessary adjustments at our school by following the guidelines, so we are able to safely pursue on-campus instruction. We are currently planning to apply for the waiver to open for in-person full-time instruction, five days a week for our TK to 2nd grade students (resuming in-class instruction for grades 3-8th are subject to watch list removal). We believe the benefits of in-person school support the social, emotional, physical, spiritual and academic development of our students. We also understand the situation can change daily and will continue to monitor and make necessary adjustments for the safety and well-being of all students and our families.

Below, we have outlined the measures and precautions we are planning to ensure we can provide a safe environment for students, staff, and families and reduce the potential spread of the virus. The faculty and staff will be trained on all of the procedures and protocols as well as recognizing symptoms of student illness.

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

##### Familial Adjustments

- Students and adults with a fever (100.4 or higher) should not come to campus for 72 hours.
- Students failing the symptom check during the school day must be picked up immediately. They will be isolated from other students and staff to limit exposure.
- Families are encouraged to practice social distancing, mask-wearing, and all other appropriate and recommended behaviors. Doing so enables our school to remain open, keep our students and their families safe, and allow us to learn and grow in a more optimal environment. Because repeated disregard of these expectations may jeopardize our community, the administration of the school and parish may choose to take appropriate measures towards their individuals to ensure the safety of our community.
- Lastly, we encourage our families to set a positive and spiritual example for our students! If you have concerns, please bring them to our administration, rather than vent in front of your children. By working together, we can ensure the best possible outcome for all.

Campus Adjustments - Health Screenings

1. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.
2. Parents are expected to regularly check their student's health and must conduct a brief health screening prior to coming to campus. Parents will complete and submit a health screening through Google forms for each student prior to arriving on campus.
3. Important: Do not bring your child to campus if they are exhibiting any signs of illness.
  - a. Parents are required to monitor their children closely and not bring them to school if the answer to any of the following questions is yes:
    - i. Do you live with anyone or have had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
    - ii. Do you or anyone in your household have fever, chills, loss of taste or smell, vomiting and or diarrhea?
    - iii. Do you or your children have any other signs of communicable illness such as a cold or flu?
    - iv. Has your child(ren) received any fever reducing medications (Tylenol or Motrin) in the last 12 hours?
  - b. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.
4. Drop-Off – Health Screening & Temperature Check
  - a. Symptom check at drop off– Brief Health Screening & Temperature Check
    - i. The carline will be the primary location utilized for drop off with a brief health screening and temperature check conducted for each student.
    - ii. If parents would like to walk their child to the main gate, they will be required to wear masks and abide by social distancing rules. They will need to remain with their child while a temperature check and health screening is conducted before the child can enter the gate.
    - iii. Students can arrive, utilizing the carline, as early as 8:00 AM for drop off. Classes will not begin until 8:45 AM each day to provide ample time for students to arrive safely.
  - b. All students and staff will be monitored throughout the day for signs of illness
    - i. We will complete a mid-day temperature check for all students.
    - ii. Students or staff who have fever or exhibit other symptoms will be isolated and required to be sent home
5. End of the Day Pick-Up - Staggered Schedule
  - a. The current waiver will only allow our school to open for in-person instruction for students in TK - 2nd Grade
    - i. If we're approved to open with the waiver, dismissal groups will be as follows:
    - ii. \*If we are removed from the monitoring/watch list & able to have all students return to campus, including 3rd-8th graders, the groupings will be as followed:
      1. TK - 4th Grade (2:30-2:45 PM)
      2. Grades 5 - 8 (2:45-3:00 PM)
    - iii. For families with students in both dismissal groupings: older siblings will be called for dismissal when the younger student is getting picked up



## OUR LADY OF MALIBU SCHOOL

6. Procedures & Routines - Adjustments Within the Classroom
  - a. Contactless mailbox communication – A contactless faculty and staff only mail system will be utilized to provide communication between the office and classrooms; students will not be involved in this process.
  - b. Limited Visitors - no informal observations; no parents will be allowed on campus for the foreseeable future.
  - c. Remote Distance Learning – for students who will not be returning for in-person instruction, the viewing of math, language arts, & religion materials will be live streamed.
    - i. Distance Learning students will have support from teachers and/or aides at specified times during the day
  - d. Technology & Supplies - Students in all grade levels will have their own items (iPad, textbooks, supplies) & instructional materials
  - e. Classrooms – All procedures will be established and posted in the appropriate areas for the following:
    - i. Movement around the classroom and out-of-seat activities
    - ii. Device/backpack/lunchbox/etc. storage
  - f. Handwashing
    - i. Teachers will encourage proper handwashing.
    - ii. Hand sanitizers are mounted at each door and available throughout campus.
    - iii. Additional time will be scheduled into the day for routine hand-washing
    - iv. Additional outdoor hand washing stations may be added to limit bathroom traffic
  - g. Drinking Fountains – No drinking fountains will be open and available for use. Students are encouraged to bring a reusable water bottle, students will only be able to utilize the no-touch refillable component.
7. Sanitization of common surfaces (switches, handles, desk surfaces)
  - a. The school will have a cleaning and disinfecting schedule for classrooms and work areas on a daily basis; as well as multiple times a day for high use items and areas.
  - b. OLM will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved “N” list and train workers on appropriate use, safety guidelines and protocols.
  - c. OLM will provide proper PPE to custodial staff and other employees who clean and disinfect.
    - i. Students will clean their own desks before leaving at the end of the school day while being supervised by their teacher.

Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use and day
Appliances (i.e., refrigerators, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/ devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e., handles, light switches)	At least 4 times a day
Student and Teacher Restrooms and Faucets	Twice a day
Common Areas (i.e., Hall, Additional Rooms/Classrooms)	At the end of each use and day
Playground Equipment and Other Supplies	At the end of each use and day

8. Face Coverings

- a. Faculty, staff, and volunteers will be required to wear face coverings to/from campus and throughout the duration of their time on site
- b. After consultation with the faculty and staff to ensure we can protect, to the greatest extent possible, all individuals on campus- all students in grades TK - 8th grade - will be required to wear face coverings/masks at all times.
- c. For students in Grades TK- 2nd grade - A face shield may be an acceptable alternative to a face mask for children in this cohort who cannot wear a mask properly and can submit a waiver of approval from a medical professional.
- d. Students must wear their face coverings coming to and from school, moving to areas of the campus such as hand-washing or using the restroom, and movement throughout their classrooms and during play outside (unless strenuous exercise is happening).
  - i. Students may remove their face covering when eating or drinking.
- e. Face coverings are most essential in settings where physical distancing cannot easily be maintained.
  - i. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

9. Maximizing Physical Distancing Whenever Possible

- a. Teacher desk at least 6 feet from the closest student desk
  - i. Modified physical distancing between student desks in grid style format. Individual desks will face the front of the classroom and will be six feet apart. In addition, desks will have plastic dividers to keep students safe with their individual learning area.
- b. Utilize outdoor areas as frequently as possible.
- c. Hallways will be mark for distancing and encourage “lanes” for students to walk in each direction. Students will line up six feet apart from each other, and where appropriate markers will be put down in the classrooms to guide them.
- d. Grade levels will be in their own individual cohorts to help minimize contact and help with contact tracing.
- e. Middle School teachers will rotate – middle school students will remain in their homeroom classes.
  - i. Middle School will have cubbies available for each student inside their home room classroom that will be utilized if necessary
  - ii. Outside lockers will not be used until further notice
- f. Specials (Physical Education, Music, Art & Foreign language) will travel, utilize outdoor areas when possible or teach remotely to the class through a virtual setting.
- g. Whole-school assemblies and field trips will not occur until further notice.
- h. Ventilation – Classrooms and throughout the school, we will encourage ventilation by opening windows and doors when appropriate. All classrooms have IQ Air Filtration systems

10. Recess/Lunch Procedures

- a. Students will eat in their designated areas with their cohorts classrooms to ensure they can remove their mask properly and not be facing other individuals - minimizing the risk of any spread
  - i. The goal is to ensure we train the students to understand the expectations of removing their masks and eating without directly being in front of another student.
- b. When eating outdoors with physical distancing measures in place (plexiglass dividers are up to ensure distancing between students) and students have been instructed and practiced the expectations of removing their masks - sanitation of eating areas after each use.

- c. We have staggered/split recess and lunches with designated areas for each grade level
  - d. There will be limited use of sports equipment. Any equipment used will be designated per student and/or grade level and sanitized after each use.
  - e. Kathy Wiggins has modified food distribution to reduce touching of lunch items. If ordering all items must be pre-packaged for individual use.
  - f. Parents are asked to send snacks and lunch with their children. To limit individuals on campus throughout the day, we are asking that no snacks and lunches are delivered to the office. OLM is a nut free school as well.
11. Afterschool Care
- a. Suspended at this time
12. Extracurriculars
- a. Athletics - One hold until further notice
  - b. Outside organizations & after-school activities – likewise
13. Office Procedures
- a. Only one person waiting in the office at a time.
    - i. Marked six foot waiting line
  - b. Families are asked to return items, payments, etc. back with students or by phone to make appointments
  - c. \*To minimize contact and spread of any illness, there is a specific room in the office that will be available to isolate children who have fever or exhibit other symptoms that will be required to be picked up. Parents will be contacted immediately.
14. Events
- a. All events involving adults and large gatherings are cancelled until further notice.
    - i. Service Hours Lowered for this year due to limitations of events and volunteer opportunities
  - b. Morning Prayer & Assembly
    - i. Utilize zoom to engage our community each week
15. School Masses & Faith Opportunities
- a. Adjustments will be made for attending/viewing weekly school masses – At this time students attend Friday am mass via zoom.
16. In the Event of An Illness
- a. If students feel ill or exhibit symptoms throughout the school day, they will be isolated from the classroom and will stay in the office health room until they are picked up by their parents. The student who is sick will not be allowed back in the classroom. Parents must pick up students as soon as possible, but no longer than 30 minutes after they have been notified. If the student is complaining of or exhibiting symptoms of COVID-19, the school will provide resources for the family to take a COVID-19 test and consult with their physician. If a student becomes ill during after school care, the same protocol will occur. The student will be isolated away from other students. Parents must pick the student up immediately. If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home immediately, and a member of the office staff will substitute.

17. Procedures for Symptoms/Exposure/Positive Cases
  - a. Staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.
    - i. According to the CDC, the key symptoms to look for are a temperature of 100.4 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever. School staff screening individuals who show any of these symptoms will also recommend these individuals get testing for COVID-19.
    - ii. Students, staff, and volunteers/visitors who test negative can return to school 3 days after symptoms resolve.
  - b. If a student or staff member has been exposed to someone outside of school who has tested positive for COVID-19, the student or staff member must quarantine at home for two weeks, shifting to distance learning during that time.
    - i. It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.
  - c. If someone in the school (staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan.
    - i. All guidelines for informing DCS and any health department officials will be followed.
    - ii. Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
  - d. Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
18. Testing of Staff and Students
  - a. To ensure the safety of students and staff, surveillance testing will be implemented. The school will facilitate staff testing periodically, as testing capacity permits and as practicable.
    - i. All staff will be tested within 7 days of the first day of school on campus
    - ii. The staff will be given a list of local test sites and the administration will follow up with staff to document testing information
    - iii. Each staff member will be tested every 2 months
  - b. When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider, or a state-operated, or community testing site. OLM is working in conjunction with Malibu Medical Group, Dr. Lisa Benya, DO, to provide onsite testing, for staff, students and school families.
19. Consideration for Partial or Full School Closure
  - a. In the instance that OLM experiences multiple positive cases in a 14-day period, we may need to, in consultation with the LA Archdiocese and local health officials, consider a partial or full school closure.



**OUR LADY OF MALIBU SCHOOL**

20. Staff Training & Parent Education
  - a. The reopening plan for OLM School was first published and shared with faculty, staff & families in August 2020. We will continue to share all information for our families to ensure we can help to mitigate and reduce the spread of Covid-19.
  
21. School Liaisons
  - a. The individuals who will communicate directly with LADPH with questions, concerns, etc. will be the following:
    - i. Mr. Michael A. Smith, Principal
    - ii. Mrs. Lisa Hall, Administrative Assistant
    - iii. Dr. Larken Cumberland, Ph.D., School Board member & Task force lead

We understand that even with the procedures and modifications we are planning, there are still families, for both medical and/or personal reasons, who may not feel comfortable returning for in-person instruction if we are approved to do so. We will continue to provide the option for remote learning so we can still support your child and family during this time.

God Bless,



Mr. Michael A. Smith, Principal  
Our Lady of Malibu School