COVID-19
Return to School Protocols
On March 13, the Diocese of Orange and Rosary Academy leadership responded to the state stay at home orders by moving to a distance learning format and requiring all faculty & staff to work from home.

The health and safety of the Rosary Academy student population, our faculty and staff as well as their families continues to be a top priority as we make the decision to physically reopen our campus. We are working in collaboration with local health officials and diocesan leadership to safely reopen.

WHAT IS COVID-19

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. The symptoms can range from mild (or no symptoms) to severe illness.

HOW COVID-19 SPREADS

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

Therefore, prevention practices such as handwashing and staying home when sick along with disinfection are important guiding principles that are covered in this document. Rosary Academy has utilized guidance from
the CDC, California Department of Public Health (CDPH), California Department of Education (CDE), Rosary Academy Health & Wellness Committee, and the Diocese of Orange in the development of this comprehensive health & safety plan.

**SIGNS & SYMPTOMS**

Symptoms may appear 2-14 days after exposure to the virus, according to the CDC. People have had a wide range of symptoms, ranging from mild to severe.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea and vomiting

**EMERGENCY WARNING SIGNS FOR COVID-19 REQUIRING IMMEDIATE MEDICAL ATTENTION**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*If you have any severe symptoms, contact your medical provider.*

Anyone who shows signs or has symptoms of COVID-19 must undergo the school’s screening process prior to returning to school.
**SCREENING**

Rosary Academy will employ two types of screening for symptoms of COVID-19: passive and active. Students should conduct passive screening at home prior to coming to school.

Passive screening includes a survey for any symptoms and/or any recent exposures with persons with COVID-19. If a student has either symptoms or close contact with an infected person, the student is expected to stay at home. Active screening will be performed prior to students entering campus which is a four step process; visual wellness check and includes questioning of symptoms, temperature with non-contact thermometer, hand hygiene and reinforcement of face covering.

Any student who has COVID-19 symptoms or fever will be immediately isolated and parents will be contacted to come pick up student. Student will be encouraged to contact his/her health provider and be tested for COVID-19.

Students need to meet CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared. Students will not be required to provide a doctor’s note when they are absent from school.

Parents will be encouraged to utilize virtual meeting options, rather than coming onto campus so we can limit the exposure risk.

**GOALS FOR A SAFE RETURN**

- Provide the necessary level of care and support for all students, faculty and staff.
- Those who are in positions with high face to face contact and reduce the possibility of an outbreak at school.
- Prepare for the possibility of the presence of COVID-19 and how to manage any cases for the safety of the school.

**AREAS TO BE ADDRESSED**

1. Return to School
2. Facilities Cleaning Protocols
3. Health & Wellness Committee
4. Social & Emotional Learning
5. Diocesan Guidelines for Reopening Schools
DAILY CAMPUS ENTRANCE POLICY

Prior to entering campus each day, every single employee and student will undergo the following screening protocols prior to being allowed to enter the campus.

- The screening protocol for employees will include:
  - A screening questionnaire developed from CDC and Orange County Health Department recommendations
- The screening protocol for students and visitors will include:
  - A screening questionnaire developed from CDC and Health Department recommendations
  - Temperature taken with touchless thermometers (anything 100.4 F and over will be asked to leave)
  - Any student who does not pass the entrance screening will be asked to leave campus immediately and not return until cleared by medical professional
  - The Health Room in the Faculty hallway will be used as the campus’ isolation room for anyone who is suspected of having COVID-19 and has to wait to safely leave campus.

OFFICE AND CLASSROOM POLICIES

- Prepare to implement Basic Infection Prevention Measures through CDC signage
  - Frequent hand washing & handwashing education (example 20 seconds, soapy, don’t forget the thumbs)
  - Respiratory etiquette, covering coughs and sneezes
  - Accessible tissues & trash receptacles
  - Frequent cleaning & disinfecting of surfaces, equipment, & other elements with emphasis on bathrooms and any other necessary common spaces
• Office doors open to reduce touch points keeping 6ft apart minimum at all times
• Update signage throughout campus from CDC regarding handwashing and social/physical distancing

**KEY PREVENTION PRACTICES**

• Practice social distancing

• Face coverings required

• Training employees on all elements of the COVID-19 prevention plan.

• Establish a written, worksite-specific COVID-19 prevention plan at every office and classroom locations on campus, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace to implement the plan.

• Identify contact information for the local health department for communicating information about COVID-19 outbreaks among employees.

• Regularly evaluate the office workspace for compliance with the plan and document and correct deficiencies identified.

• Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

• Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

• Workers who are sick or exhibiting symptoms of COVID-19 are to stay home.

**CAMPUS ACCESS**

Parking lot gates utilized per normal operation. Temperature screening at front and back gates for all visitors and employees. Students coming to campus will be directed to one of four check-in tents pre-positioned at strategic parts around campus. Students will be checked in by staff with volunteer medical professionals, trainers and Administration available. Vehicle and pedestrian traffic on and around campus will be routed for same-flow entrance and exit to minimize cross-path contamination. Signage will be clearly posted.

**EMPLOYEES**

 Personnel may return to work, at administration discretion (some may be asked to continue to work from home or maintain mixed schedule).

**CAMPUS VISITS**

Appointment systems will be utilized to encourage pre-scheduled visits by essential visitors (i.e. parents), shipping companies and outside vendors. Employees are to email school administration ahead of time with visitor name, date and time. Campus will
remain closed to non-essential visitors (cold-call, no appointment/walk-ups) without an appointment.

**USE OF FACE COVERINGS/PPE**

It is mandatory for all personnel, students and visitors to wear a protective face covering/mask while on campus. Gloves are recommended, but not required.

**DAILY HEALTH SCREENINGS**

Temperature checks before permitted on campus. Designated holding area if temperature registers 100.4 degrees or above with immediate.

**IMPORTANT TO NOTE**

Enhanced facility cleaning at the start/end of each work/school day. All departments, groups, entities, personnel are to follow preset facility utilization schedule to maintain control of flow and allow for disinfection before/after use. Meetings limited to state/county guidance, distancing to best of abilities.
It is important to note that high school students can do a great deal to keep themselves and others safe. The concept of social distancing needs to be explained in detail. As students return to campus the discussion and focus will be on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands. Students need to model healthy behaviors for their families and classmates.

**Three possible models for return**

1. **Traditional** – with social distancing and other health & cleaning plan modifications.

2. **Distance Education model** – student learning at-home through online platforms with virtual classrooms. This would be very similar to what we implemented starting in March through the end of this school year, including Zoom virtual classroom instruction.

3. **Hybrid model** – student learning through both at-school instruction and distance education.

WHAT IS SOCIAL DISTANCING?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Efforts will be made in all areas of campus to promote physical distancing. In the classrooms, space between seating and desks will be in place with the goal of at least 6 feet of physical distance. Faculty will provide students will assigned seats to ensure adequate distance and students are expected to follow instructions.

Physical distancing will be reinforced during arrival to campus prior to the screening process. Signage will provide visual cues for students to support distancing. Campus movement will reinforce physical distancing such as one-way hallways and directional routes throughout the campus.

Visitors on campus will be limited, so we can ensure safe movement of the students. Outdoor spaces will be utilized to allow for greater ventilation. When feasible, fresh air will be circulated in classrooms. Congregate movement will be minimized and staff will reinforce necessity for physical distancing.

Many people have personal circumstances or situations that present challenges with practicing social distancing to prevent the spread of COVID-19. Please see the following guidance for additional recommendations and considerations.

PROMOTE SOCIAL DISTANCING

- Ensure that student and staff groupings are as static as possible
- Restrict mixing between groups
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space seating/desks to at least six feet apart.
- Close communal use spaces if possible; otherwise stagger use and disinfect in between use.

Recommended social distancing practices that may include:

- Staggering the beginning and end of the school day
- Cancelling assemblies, sports games and other events that create crowded conditions
- When possible, create space for student desks to be at least one meter apart
- Teach and model creating space and avoiding unnecessary touching

Washingtonpost.com/education/2020/05/21/heres-exactly-what-cdc-wants-schools-camps-do-before-reopening
EDUCATIONAL SPACES

MODIFIED LAYOUTS

- Space seating/desks at least 6 feet apart when feasible.

- Create distance between students on school shuttles (seat one student per row, skip rows) when possible.

PHYSICAL BARRIERS AND GUIDES

- Installed physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one way routes” in hallways).

COMMUNAL SPACES

- Close communal use shared spaces such as lunch tables if possible; otherwise, stagger use and clean and disinfect between use.

- Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

SHARED OBJECTS

- Discourage sharing of items that are difficult to clean or disinfect.

- Keep each student’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.

- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student her own art supplies, equipment) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.

- Avoid sharing electronic devices, books, or learning aids.

FOOD SERVICE

- Review the food service protocols. Require packaging of meals.

- Lunch and breaks would be held in classrooms, the gym, and the Assembly Hall to allow for social distancing.

STUDENTS

- Students may return to campus with a staggered/mixed (distance and in-person) schedule.
**EXTRA-CURRICULAR ACTIVITIES**

- Extra-curricular events may be allowed pending the activity’s ability to maintain current distancing/personal protection measures. Limits may be placed on the number of participants.

**TRIPS**

- Trips may be approved pending the trip’s ability to maintain current distancing/personal protection measures. Limits may be placed on the number of participants. Trips that require transportation by airplane will not be approved.

EXPOSURE RESPONSE MANAGEMENT

- An exposure is defined as an encounter of less than 6 feet where neither parties are wearing a mask for greater than 15 minutes. Students and parents are expected to immediately report to the Director of Health Services by calling (714) 850-9520 if they have positive test for COVID-19 or exposure if any persons positive for COVID-19.

- When a student, teacher or staff members tests positive for COVID-19 and had exposed others at the school, our exposure management protocol will be initiated, which includes notification to OCPHA. Those who had close contact with a person diagnosed with COVID-19 will be informed to stay home and self-monitor for symptoms along with consideration of being tested. Within the protocol, communication to students and parents will occur while maintaining confidential of all parties.

- In consultation with the Orange County Public Health Agency (OCPHA), the Rosary Academy Head of School and Principal may decide whether school closure is warranted, including the length of time necessary based on the risk level within the community as determined by the OCPHA Officer.
HYGIENE PROTOCOLS

Standard Precautions are the minimum infection control practices that apply to all patient care regardless of suspected or confirmed infection status of the patient.

HAND HYGIENE

1. All healthcare staff are educated regarding appropriate indications for hand hygiene upon hire and as need.

2. Department routinely monitors compliance adherence to hand hygiene and provides feedback to staff.

3. Supplies necessary for adherence to hand hygiene including soap, water, paper towels, hand sanitizer are readily accessible to healthcare staff in patient care areas.

4. Athletes entering the athletic training room shall use hand sanitizer before entering and after exiting the athletic training room via sanitizer stations inside and outside the athletic training room door. Hand hygiene information is posted outside the athletic training room door.

5. Hand hygiene is performed by staff:
   a. Before contact with the athlete.
   b. Before performing aseptic task, e.g., wound care, instilling eye drops.
   c. After contact with patient.
   d. After contact with objects in the immediate vicinity of the patient.
   e. After contact with blood, body fluids, or contaminated surfaces.
   f. After removing gloves.
   g. When moving from a contaminated body site to a clean body site during patient care.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

6. All healthcare staff are educated on proper selection and use of PPE.

7. Department routinely monitors compliance adherence to proper PPE selection and use and provides feedback to staff.

8. PPE is removed and discarded prior to leaving the athletic training area.

9. Hand hygiene is performed immediately after removal of PPE.

10. Gloves
   a. Staff wear gloves for potential contact with blood, body fluids, mucous membranes, nonintact skin, or contaminated equipment.
   b. Staff do not wear the same pair of gloves for the care of more than one patient.
**Staff** do not wash gloves for the purpose of reuse.

**Face Protection (full face shield or goggles plus a facemask)**

- **Staff** wear mouth, nose, and eye protection during procedures that are likely to generate splashes or sprays of blood or other body fluids.

**Used PPE** will be discarded in appropriately labeled containers and disposed of through recognized health care methods or per school nursing protocol.

**RESPIRATORY HYGIENE/COUGH ETIQUETTE**

- **Respiratory Etiquette** sign is posted in the athletic training room.

**Tissues, waste basket, and hand sanitizer are available to athletes and visitors in the athletic training room. Hand sanitizer should be used on entering and exiting the athletic training room or athletic health care facility.**

- **Coughing patient/visitor** are offered a surgical facemask upon entry into the athletic training room.

- **Athletes with symptoms of respiratory infections** will be managed to minimize exposure to the other student athletes.

**TRANSMISSION BASED PRECAUTIONS**

In addition to Standard Precautions and Respiratory Hygiene/Cough Etiquette, a student with a potentially infectious disease should be isolated as soon as possible. School administration and parent/guardian of the athlete should be notified and informed of the suspected diagnosis in accordance with school policy.

**Airborne Precautions:** Students known or suspected of having an infection requiring Airborne Precautions, (e.g., chickenpox, active TB, measles).

- **Ask student to wear a surgical facemask and isolate as soon as possible.**

- **Staff caring for student** should wear N95 respirator mask.

- **After student leaves room, close exam room door. After 30 minutes, open the room door and perform routine cleaning.**

**Droplet Precautions:** Student known or suspected of having an infection requiring Droplet Precautions, e.g., COVID-19, influenza, mumps, meningitis.

- **Ask student to wear a surgical facemask and place student in a private exam room as soon as possible.**

- **Staff caring for student** should wear surgical mask.

- **After the student leaves, perform routine cleaning. Not necessary to close the room.**

COVID-19: STUDENT SCREENING QUESTIONNAIRE

This guidance is intended for screening of students prior to entering campus. It is not intended for people confirmed or suspected COVID-19. A daily health screening will be implemented to help limit exposure. If you have one or more symptoms that may be related to COVID-19, stay home and take care of yourself.

Student Last Name _____________________________ First Name ___________________________

Ask student the following questions:

1) Do you have any of the following?
   a. Fever (greater than 100.4°F)
   b. Shortness of breath (not severe)
   c. Cough
   d. Chills
   e. Repeated shaking with chills
   f. Muscle pain
   g. Headache
   h. Sore Throat
   i. New loss of taste or smell

2) Are you ill, or caring for someone who is ill?
   □ YES  □ NO

   *Students who are well but have a sick family member at home must notify school personnel.

3) In the last two weeks, did you:
   a. Have contact with someone diagnosed with COVID-19?  □ YES  □ NO
   b. Live in or visit a place where COVID-19 is spreading?  □ YES  □ NO

4) Have you been to any location where physical distancing practiced were not properly followed?
   □ YES  □ NO

   If Yes, Where? ________________________________

Student Temperature ______________

Assessment Completed by ________________________________ Date/Time __________________
**FACILITIES CLEANING PROTOCOLS**  
Adapted from the CDC website

- Wear disposable gloves to clean and disinfect.

- Clean surfaces using soap and water, then use disinfectant.

- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.

- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

**DISINFECTING**

- Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

  Always read and follow the directions on the label to ensure safe and effective use.

  - Wear skin protection and consider eye protection for potential splash hazards
  - Ensure adequate ventilation
  - Use no more than the amount recommended on the label
  - Use water at room temperature for dilution (unless stated otherwise)
  - Avoid mixing chemical products
  - Label diluted cleaning solutions
  - Store and use chemicals out of the reach of children and pets

  Never eat, drink, breathe or inject disinfecting products into your body or apply directly to your skin as they can cause serious harm.

**SOFT SURFACES**

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

- Launder items (if possible) according to the manufacturer’s instructions. Use the
warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

**ELECTRONICS**

For electronics, such as tablets, touch screens, keyboards, and remote controls.

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

**CLEANING AND DISINFECTING OUTDOOR AREAS**

- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
  - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.
We are practicing safety guidelines suggested by the CDC. While on campus, please observe these rules to protect your health, and the health of our students, faculty, and staff.

Facemasks are required on campus.

Follow social distancing of at least 6’

If you are not feeling well, please stay home.

Please wash your hands often, and use hand sanitizer provided.

When possible, refrain from touching surfaces and other people.

A limited number of visitors will be permitted on campus. Please check in with the front office.
HEALTH & WELLNESS 2020 COMMITTEE

To best cope with the ever-changing world of COVID-19, Rosary Academy has established a health committee. The committee will guide Rosary administration and staff as new health protocols are established.

The team will also help ensure the health and well-being of students, teachers, and staff members. Review of health protocols for a return to work and school will develop in the Health & Wellness 2020 committee.

It is hoped this committee will not only see Rosary Academy through the pandemic, but will serve as an essential force for positive health and vitality of the Rosary community.

EMOTIONAL SUPPORT AND RESILIENCY

Keeping our students physically healthy is a priority, but the emotional and spiritual health is equally important. Our community has experienced high levels of stress and disruption. Therefore, we have enhanced our Wellness services for students.

Students will be encouraged to talk with Faculty and utilize our Counseling services to support them during this stressful transition back to school. Wellness & resiliency resources will be shared with students on various platforms. Campus Ministry will be available to all students for pastoral support.

A new position to the Rosary Academy campus to aid with the social and emotional well-being of our students is the Director of Social & Emotional Learning. The job description and duties follow.

DIRECTOR OF SOCIAL & EMOTIONAL LEARNING

Description

The Director of Social Emotional Learning supports Rosary Academy’s vision and is committed to supporting and challenging all learners by providing authentic social emotional coaching and support to teachers and students. The purpose of the Director of Social Emotional Learning is to collaborate with educators, students, and families to maximize student outcomes through a partnership approach.

The Director of Social Emotional Learning is an individual who has specialized content and instructional knowledge, strategies and expertise in research-based practices and innovative programs and strategies to specifically meet the social emotional and behavioral needs of students from both a proactive and reactive position. The Director of Social Emotional Learning has expertise particularly in the areas of social emotional learning, behavior, communication, curriculum and content, assessment, and instruction.

The director will be licensed therapist with a strong understanding of social and emotional learning with extensive experience in counseling adolescents. She will provide psychological and behavioral counseling services to students, and develop and manage the school’s wellness program.
REFERENCES

The following documents were used in developing the Health & Safety Recommendations:

CDC Considerations for Schools
Cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

CDC FAQs for Schools

Center for Disease Control
“Schools Decision-Making Tree”
Cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html

California Department of Education – “Stronger Together: A Guidebook for the Safe Reopening of California’s Public Schools”
Cde.ca.gov/ls/he/hn/documents/strongertogether.pdf

California Department of Health – “COVID 19 Industry Guidance: Schools and School-Based Programs”

CDC “Cleaning and Disinfecting Your Facility”