



PUBLIC HEALTH DEPARTMENT

November 17, 2020

Ms. Rose Navarro, Principal  
Assumption of the Blessed Virgin Mary School  
2660 East Orange Grove Blvd  
Pasadena, Ca. 91107

Dear Ms. Navarro:

Your waiver application has been approved by both the Pasadena Public Health Department and the California Department of Public Health. The complete application was submitted to the Pasadena Public Health Department on November 16, 2020. This waiver allows in-person instruction for grades TK-2nd at your institution, as applicable, in compliance with your application and reopening plan as submitted. Please ensure your application components, including the protocols and attestations, are posted on your website and disseminated to students, parents, faculty and staff. They will also be posted on the Pasadena Public Health Department website.

Your attestation binds your school to follow the public health protocols as documented, in addition to all local and state Health Officer Orders. This waiver is discretionary and can be revoked for non-compliance with public health protocols at any time. For the purpose of outbreak control, you are expected to be prepared to suspend in-person operations and resume remote learning if directed to do so by the Pasadena Public Health Department.

We expect to maintain an ongoing conversation with schools that have reopened under the waiver process, so that we may continue to provide technical assistance and support. As community conditions change and science evolves, we may require you to revise your application and/or reopening plan and update your posted documents.

We truly appreciate your dedication to the educational mission and to adherence to public health protocols. Thank you for your continued efforts to reduce the spread of COVID-19 and to keeping our community as safe as possible during these challenging times.

Sincerely,

Ying-Ying Goh, MD, MSHS  
Director and Health Officer



# ASSUMPTION

OF THE BLESSED VIRGIN MARY SCHOOL

BELIEVE • BECOME • BLESS

## COVID-19 General Notification Letter in Educational Setting

October 29, 2020

We would like to inform you that we have recently received information about at least one confirmed case of Coronavirus Disease 2019 (COVID-19) in a student or staff person at Assumption of the Blessed Virgin Mary School. Cleaning and disinfecting of the exposed location have been completed. As the Coronavirus situation in our country and our community is developing quickly, we urge you to take necessary precautions to limit coronavirus spread in our community.

### How You Can Help

Be proactive about reducing the number of interactions that students and staff have with one another by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the spread of the coronavirus. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Important public health prevention messages include:

- **Stay home when you are sick.** Anyone with symptoms consistent with COVID 19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- **Wash your hands often with soap and water for at least 20 seconds.** Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- **Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately.** If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- **Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.**
- All students and staff should **wear a mask or face covering while in the Educational Setting.**

Health screening of students and staff for COVID 19, which includes asking about symptoms of respiratory illness and whenever possible, a temperature check prior to entering the facility, will help keep our educational setting safe.

### Public Health Actions

All confirmed cases should be isolated and close contacts quarantined for 14 days from last exposure in order to prevent illness in new persons. "Close contact" means being a household

member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case; within 6 feet of the confirmed or suspected COVID-19 case for more than 15 minutes, even if wearing a non-medical face covering; or having unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on.

Please note that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential in order to protect patient privacy.

For additional questions about COVID-19, please visit the Pasadena Public Health Department coronavirus webpage at <https://www.cityofpasadena.net/covid-19/>.

If you have any questions or concerns please contact me directly at (626) 793-2089 or [rnavarro@abvmpasadena.org](mailto:rnavarro@abvmpasadena.org).

Sincerely,

A handwritten signature in blue ink that reads "Ms. Rose Navarro". The signature is written in a cursive style with a long horizontal flourish at the end.

Ms. Rose Navarro

Principal



# ASSUMPTION

OF THE BLESSED VIRGIN MARY SCHOOL

23OCT2020

To Whom It May Concern:

We, the undersigned employees at Assumption of the Blessed Virgin Mary 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.

Of the 26 faculty and staff employed at Assumption of the Blessed Virgin Mary School, \_\_\_\_\_ have signed below to register our support.

Signed,

Kerry Holtz  
 Name Kerry Holtz  
 Job Title 5<sup>th</sup> grade + VP

Sherryl Yarith  
 Name Sherryl Yarith  
 Job Title Teacher Aide

Name  
 Job Title

Rose Navarro / Principal

Name  
 Job Title

Rae Lynn Jensen  
 Name Rae Lynn Jensen  
 Job Title 5<sup>th</sup> gr. Teacher

Amanda McGeough  
 Name Amanda McGeough  
 Job Title Student Learning Coordinator TK-8

Evelyn Adams  
 Name Evelyn Adams  
 Job Title Teacher Aide/Registrar

Rosanne Sweetland  
 Name Rosanne Sweetland  
 Job Title Business Office

Grace Nagle  
 Name Grace Nagle  
 Job Title Teacher Aide

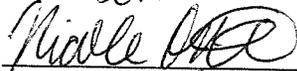
Jeanne Santoso  
 Name Jeanne Santoso  
 Job Title OFFICE Mgr.

Ilinca Voinea  
 Name Ilinca Voinea  
 Job Title 4<sup>th</sup> Grade Teacher

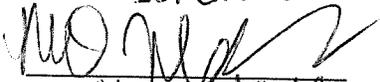
Annette Fayon  
 Name Annette Fayon  
 Job Title 7<sup>th</sup> grade teacher



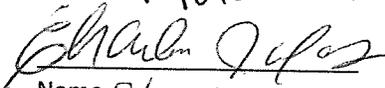
Name V. Marchigui  
Job Title School Secretary



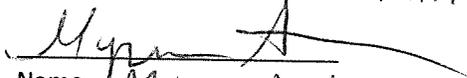
Name Nicole Ostrander  
Job Title 1st Grade teacher



Name Nicole Mackennan  
Job Title K Teacher + TK-ZVP

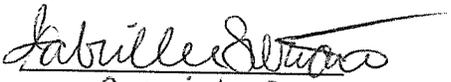


Name Charlemagne Ratzls  
Job Title Education Consultant / All-Grades Sub



Name Myrna Anderson  
Job Title 1st grade Aide  
Gator Director

Name  
Job Title



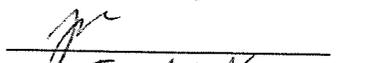
Name Gabrielle Suriano  
Job Title PE Teacher / Athletic Director



Name Alex Suriano  
Job Title Art / Math Teacher



Name Demila Rodriguez  
Job Title 2nd grade teacher



Name Jocelyn Kamura  
Job Title 6th gr. teacher

Name  
Job Title

Janelle Carney  
2080 New York Drive  
Altadena CA 91001  
October 29, 2020

To whom it may concern:

I am the president of the parent-teacher organization (PTO) at Assumption of the Blessed Virgin Mary School (ABVM) in Pasadena. The purpose of this letter is to inform you that the PTO and the families of ABVM have been provided regular updates from the school about the re-opening guidelines pursuant to the City of Pasadena, LA County and the State of California given the current Covid 19 Pandemic. It is our understanding that ABVM is seeking a waiver for the TK-2<sup>nd</sup> grade classes to allow a re-opening.

While the requirements to open have changed over time, ABVM has continued to keep the PTO and the families apprised of the re-opening plans and have prepared for such accordingly. It is our understanding that ABVM is taking the re-opening very seriously and has set forth a plan that has been communicated to the parents and the PTO that demonstrates that ABVM has the safety of the students, teachers and staff. The PTO has been presented with the following information:

- On November 2 the school will have a cohort of 6 students from grades 2-8 who will be attending on campus learning. Parents have been notified about all safety protocols (including social distancing, mask wearing and any other mandates provided by the public health department. At school they will be supervised by two support staff.
- The waiver will ABVM to reopen the school only for grades TK-2 for those families that feel comfortable with in-person class.
- TK- 2 classrooms are in the process of preparing their classroom environment with PPP supplies available for each one. Classroom barriers have been ordered. Students will be separated 6 ft apart in visually designated areas. They will not be allowed out of their desks with the exception of the bathroom (one at a time) or for outside recess and lunch

breaks. Students will need to wear masks except during phonological instruction.

- Students hands will be frequently washed throughout the day. Students also need to change their masks once a day. Students will be given their own personal manipulatives and ELA readers in gallon size bags with their names labeled on each one.
- Outside play will be creative. The schedules will be changed so that each class either has their own recess or lunch or separated into different areas in the school. Students will have their own playground equipment that the school will issue. After each use the playground equipment will be sanitized.
- Students will not be allowed to attend school with any cold or flu like symptoms. If a student does show cold or flu like symptoms, they will be sent to an isolated room and supervised by the same office staff member until the parent arrives.

As information or requirements change, ABVM will continue to update the parents/ families. The PTO stands by the requested waiver and are hopeful that we can join other schools to slowly reopen.

Very truly yours,

  
Janelle Carney



Assumption of the Blessed Virgin Mary School  
Ms. Rose Navarro, Principal  
2660 East Grove Blvd.  
Pasadena, CA 91107

Dear Ms. Navarro,

I'm writing in support of re-opening Assumption of the Blessed Virgin Mary School in particular focusing on grades TK through 2<sup>nd</sup> grade. As President/CEO of Outreach Concern one of the largest school-based counseling programs in California, I see firsthand the need as well as the negative impact children are experiencing by not attending school. My organization responds to the counseling needs of over 3500 children and adolescents a week in K-12 schools providing both telehealth as well as face to face counseling support services throughout Southern California. For over 27 years we've recognized the benefits children experience in school particularly at the elementary level often impacted the most from a social/emotional, and adjustment standpoint. It is my belief, children and adolescents particularly those in TK through 2<sup>nd</sup> grades need in person teaching, supporting their readiness, willingness and ability to successfully embrace the educational and emotional experience necessary for their ongoing success. I will refer you to my latest book 21<sup>st</sup> Century Parenting where I specifically focused on the necessity of incorporating a strong teacher/parent partnership in the early grades to support a healthy attitude towards the learning experience, supporting a sense of self-discipline a child needs to develop in their early years leading to their present and future success.

It's obvious, schools need to incorporate safety measures to protect students and teachers, which I'm sure you've responded to. Presently there are many examples we're experiencing in our Orange County private and public schools who've embraced various in school teaching models in multiple grades with success while supporting the health and welfare of their student and faculty population.

Should you have any additional questions or need further elaboration or my opinion, please don't hesitate to contact me.

Sincerely,

Fredrick Capaldi, Ph.D., M.F.T.  
President/CEO

# CATHOLIC SCHOOLS

LOS ANGELES | SANTA BARBARA | VENTURA

Office of the Superintendent of Schools

Date: October 30, 2020

Re: Elementary School Waiver for Assumption of the Blessed Virgin Mary

To Whom It May Concern:

As Superintendent of Schools for the Archdiocese of Los Angeles, I am writing to support the elementary school waiver for Assumption of the Blessed Virgin Mary for a return to safe, modified in-person instruction for students. The school has met all of the required public health modifications, acquired Personal Protective Equipment (PPE), consulted with staff and parents, and represented their ability to safely return through their reopening plan.

Thank you for your consideration of our request. If you have any questions, please do not hesitate to reach out to me at: [pescala@la-archdiocese.org](mailto:pescala@la-archdiocese.org)

Sincerely,



Paul M. Escala

*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 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.*

If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.

### **PROTECTION OF STUDENTS, VISITORS AND STAFF FROM COVID-19**

- Connect staff and families to resources to access health insurance, a primary care doctor, and COVID-19 testing prior to reopening, such as calling 211 or 626-744-6068 for information on health insurance and primary care physicians, or visiting <https://www.cityofpasadena.net/public-health/>.
- Implement the **COVID-19 Exposure Management Plan** to limit the spread of COVID-19 among students and staff. The plan must designate a **COVID-19 School Compliance Task Force** responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. Designate one member of the team as the School Compliance Officer, who acts as the liaison to the Pasadena Public Health Department in the event of an outbreak on campus. The plan identifies 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, including but not limited to:
  - Sending staff home immediately if they arrive sick or become sick during the day, ensuring physical distancing, that they are wearing a face covering (provide with a surgical mask if possible), and privacy is maintained. Encourage sick staff to contact their medical provider. If the illness is work-related, the employer should facilitate appropriate care for the staff member, the worker’s compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
  - For anyone who is waiting to be picked up from school due to symptoms of COVID-19, or coming into close contact with someone with COVID-19, place that person in an isolation room with monitoring, preferably in an area where others do not enter or pass. Provide divided spaces for those who are asymptomatic, separated from those who are symptomatic. Make sure that the person keeps a face covering on (provide with a surgical mask if possible). When a parent/guardian arrives to pick up a student, have the student walk outside, supervised, to meet them, if possible, instead of allowing the parent or guardian into the building since the parent may also have COVID-19.
  - Providing fact sheets/information, in an appropriate language, on maintaining isolation and quarantine in accordance with Health Officer Orders and CDC guidance.

- Making an immediate report to the Pasadena Public Health Department any time a student or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the campus while sick or up to 2 days before showing symptoms. The COVID-19 Compliance Officer must call (626) 744-6089 or email [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) and provide all information requested by the Health Department. The IHE is expected to provide or ensure testing for all staff that have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the campus. Testing resources can be found by calling the individual's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
  - Working with the Pasadena Public Health Department to investigate any COVID-19 illness. The COVID-19 School Compliance Task Force should designate trained staff to compile student and personnel records, campus floor plans, and staffing/student attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all staff, students, and visitors and who had close contact (within 6 feet of the infectious person for 15 minutes or more). The COVID-19 School Compliance Officer should submit the completed [COVID-19 Exposure Investigation Worksheet](#) to PPHD.
  - Schools must enroll staff in the free, state-provided contact tracing training course prior to reopening.
  - Implementing communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
  - Providing guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere outside of school.
  - Maintaining regular communications with the Pasadena Public Health Department.
- ☑ Develop and implement a flu vaccination program (vaccine education, promotion, and documentation of completed, current vaccination) with the goal of influenza immunization for all students and staff unless contraindicated by documented medical exemption for flu vaccine, prior to or at the beginning of the flu season (typically starts November 1) to help:
  - Protect the school community from influenza, and co-infection with influenza and COVID-19 viruses
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.
- ☑ Develop a plan for continuity of education. Current levels of community transmission mean schools should expect frequent cases of COVID-19 in the school setting. Because each case will trigger mandatory 14-day home quarantine for every close contact even if face coverings are worn, in-person classes will be disrupted. No test result will shorten the 14-day quarantine when staff or students cannot return to campus. The plan should delineate how nutrition and other services provided in the regular school setting will continue.

## Health Screening

- Conduct daily symptom checks for all persons entering the building or campus before or upon arrival (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea). Consult the CDC website for the most current list of COVID-19 symptoms. These checks can be done remotely or in person upon arrival. The screening must include asking if the person (adults and middle and high school-age students, and for younger students, ask the parent) has had contact with a person known to be infected COVID-19 in the last 14 days. Quarantine (send home) everyone who came into close contact (within 6 feet for 15 minutes or more) with someone with confirmed COVID-19 within the past 14 days. They must maintain quarantine at home for 14 days, regardless of any interim test results.
- In addition, conduct visual wellness checks of all students, at least daily, and take students' temperature with a no-touch thermometer, if possible.
- Notify the COVID-19 School Compliance Task Force of any positive screening result and initiate the COVID-19 Exposure Management Plan.
- Require any sick staff or student to stay home for at least 10 days or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared).
- Review and modify workplace leave policies to ensure that staff are not penalized when they stay home due to illness.

## Reduced Contact

- Adopt a cohorting approach 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. (A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult).
- Require staff and students not to use handshakes and similar greetings that break physical distance.
- Offer any transactions or services that can be handled remotely online.
- Equip the front desk area with plexiglass or other impermeable barriers, if feasible, to minimize the interaction between reception staff and students. Implement virtual, touchless check-in tools, if possible, so that students do not have to utilize the reception space.
- Assign each staff member individually-assigned tools, equipment, and defined workspace, and minimize or eliminate shared, held items.
- Install hands-free devices wherever possible such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- Remove all unpackaged food and beverages that may be offered to staff and students.
- Consider making water fountains available for filling water bottles only, and disinfect frequently.

- Prop doors and gates open where possible and applicable to reduce touching of handles, consistent with fire codes and accessibility standards.
  - Doors and gates that lead to a pool, or that exist as part of a pool enclosure, may not be propped open at any time.
- Remove amenities, including magazines, books, self-serve water stations (unless touchless), and other items for students and visitors from reception areas and elsewhere within the campus.
- Restrict non-essential visitors
  - Allow only visitors essential to school operation, including only essential volunteers, and require appointments and pre-registration with name, phone number, and email address. Essential visitors should arrive alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor) record the name, phone number, and email address.
  - All visitors must wear a face covering, and children must stay next to an adult.
  - Restrict visitors to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public restrooms to the extent feasible.
  - Discourage parents and other family members from entering the school. Avoid allowing family members into classrooms and other student areas.

#### Scheduling

- Limit the number of employees who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- Allow employees who can carry out their work duties from home to continue to work from home, especially those at higher risk (65 or older or with underlying medical conditions).
- Reconfigure work processes to the extent possible.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- Provide time for employees to implement enhanced cleaning practices during their shift. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

#### Face Coverings\*

- All individuals, including staff and students of older than 2 years, are required as indicated below to wear face coverings over both the nose and mouth while at school/on campus except when eating or drinking. Notify parents and staff prior to school opening and provide frequent reminders. Face coverings are optional when alone in a room or private office, unless it is a space that serves the public in which case face coverings are required regardless of whether the public is present (as specified in the State Order).
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering. Students with documented medical or behavioral contraindications to face coverings are exempt. They should be seated at least 6 feet away from other students, when possible to do so without stigmatizing the student. Staff with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt.

- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- 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.
- Speech and language therapists and staff working with hard-of-hearing students may also use a face shield with a cloth drape tucked into the shirt, if a face covering interferes with their ability to work with students. This may also be considered for teachers of younger students in order for young children to see their teacher's face and avoid potential barriers to phonological instruction. A clear face covering, or clear portable barrier such as a plexiglass barrier may also be used. Staff should wear a face covering at all other times.
- Face shields should not be used in place of face coverings in other situations, as face shields have not been shown to keep the wearer from infecting others. Face shields do provide additional protection for the wearer.
- If possible, provide a cloth face covering for all employees and students at no cost.
- Prohibit employees from eating or drinking anywhere inside the workplace other than designated break areas (staying at least 6 feet apart) to ensure face coverings are worn consistently and correctly.

*\* Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement. Children under age 2 years should not wear a face covering. Refer to the [Face Covering FAQs](#) document for additional information on use and care of the face covering.*

### Hand Hygiene

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles.
- Designate a staff person to check handwashing stations frequently and restock as needed.
- Allow staff and students time to wash their hands frequently. Schedule younger students for frequent mandatory handwashing breaks.
- Place portable handwashing stations near classrooms to minimize movement and congregations in bathrooms, to the extent practicable.
- Make ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer 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-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient should not be used in the school, as it is more irritating and can be absorbed through the skin. **WARNING:** Never use hand sanitizers with methanol due to its high toxicity to both children and adults. Teach students and remind staff to use a tissue to wipe one's nose and to cough/sneeze inside a tissue or one's elbow.
- Students and staff should wash their hands upon arrival and at departure; before and after eating; after coughing or sneezing; after being outside; before and after any group activity; and before and after using the restroom, and as otherwise necessary.

- Students and staff should 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.
- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Children under age 9 should use hand sanitizer only under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

### **Gloves and Other Protective Equipment**

- Provide disposable gloves to staff handling items used by students/public, to workers using cleaners and disinfectants, for staff who handle commonly touched items, and for staff who provide temperature screenings.
- Provide other personal protective equipment (PPE), such as eye and face protection, as necessary.
- Provide employees engaged in activities which may not permit physical distancing (such as physical therapy or personal assistance to individual students) with appropriate PPE (gloves, masks, gowns, etc.), as appropriate.
- Provide staff taking care of a sick student with a medical grade mask to wear, and a medical grade mask for the student to wear (if tolerated) until the student leaves the campus.

### **Restrooms**

- Place a trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.
- Increase frequency of cleaning and disinfection of restrooms.
- Ensure that restrooms stay operational and stocked at all times.

## **PHYSICAL DISTANCING**

### **In the Classroom**

- Limit in-person class size to as few students as possible and to adhere to physical distancing requirements.
- Divide the school day into shifts to permit fewer students per class, where applicable.
- Stagger attendance to reduce the overall number of students in classrooms on a given day.
- Offer online class attendance as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.
- Move some classes entirely online, as needed.
- Use alternative spaces to reduce the number of students within classrooms (library, cafeteria, auditorium, gymnasium, etc.). Consider ways to move instruction to outdoor spaces, weather permitting, with adequate sun protections for students and staff.
- Staff should stay at least 6 feet from other adults as much as possible.
  - Set up staff workspaces so that staff do not work within 6 feet of each other.
  - Consider virtual meetings using video conferencing apps for parent-teacher meetings and staff meetings, even if all staff are on campus.

- Staff should stay at least 6 feet away from students when feasible. Arrange staff desks at least 6 feet away from student desks, regardless of space limitations.
- Students should stay 6 feet apart from one another at all times.
  - Remove furniture like bookshelves, sofas, and play areas to allow maximal spacing between student desks.
  - Consider ways to establish separation of students through multiple means if practicable, such as, at least six feet between students seated at desks or elsewhere, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- Space students in nap or rest areas in classrooms at least 6 feet apart and alternating feet to head.
- Modify teaching methods to avoid close contact between students in laboratories and other classes that may usually involve group activities.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Develop instructions for maximizing spacing and ways to minimize mixing in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Implement procedures that minimize contact when turning in assignments.

#### Outside the Classroom

- Limit communal activities. Stagger use of spaces, properly space occupants and disinfect in-between uses.
- Limit occupancy of bathrooms, elevators, locker rooms, staff rooms and similar shared spaces to allow at least 6-foot distancing. Post signs with occupancy limits.
- At places where students congregate or wait in line, mark spots on the floor or the walls at least 6 feet apart to indicate where to stand.
- Consider eliminating use of lockers in hallways and other shared spaces. If used, ensure at least 6 feet between students accessing lockers.
- Consider suspending uniform requirements for physical education so that students do not need to use the locker room to change.

#### Limit Sharing

- Limit sharing of art supplies, manipulatives, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each student. Keep each student's supplies and belongings in separate, individually labeled boxes or cubbies.
- Avoid sharing electronic devices, sports equipment, clothing, books, games and learning aids when feasible.
- Limit use of shared playground equipment in favor of activities that have less contact with shared surfaces.
  - High-touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- Clean and disinfect shared supplies and equipment between students.

## SPECIFIC SITUATIONS

### Transportation

- School Buses
  - Consider screening students for COVID-19 symptoms and exposure before allowing them to board.
  - Drivers and passengers must wear face coverings over their nose and mouth, unless a student has a documented medical or behavioral contraindication. Drivers should have a supply of face coverings in case a student does not have one.
  - Have students sit at least 6 feet away from the driver.
  - Maximize space between students. Students from the same household may sit together.
  - Have students sit in the same seat each day when feasible.
  - Keep vehicle windows open when weather and safety permit.
  - Clean and disinfect buses daily. Drivers should be provided disinfectant wipes and disposable gloves to wipe down frequently touched surfaces.
  - A maximum of one child is permitted per bus seat.
  - Seat students in alternating rows, as practicable.
- Implement 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.
- Public transportation: Consider staggering school start time to allow students and staff who use public transportation to do so when buses and trains are less crowded. This will decrease exposure risk and help reduce barriers to getting to school.
- Carpools and shared rides: Advise staff and families to carpool with the same stable group of people. Open windows and maximize outdoor air circulation when feasible. Everyone in the vehicle should wear a face covering.
- Implement measures that facilitate safe, age-appropriate student travel to school including physically distanced walking groups, use of school crossing guards, bicycle safety and bike route programming.

### Arrival and Departure

- Stagger arrival and dismissal times, using different entrances/exits for each cohort.
- Mark spaces at least 6 feet apart for students waiting to enter the building and for adults waiting to pick up students. Post signs to remind family members to stay at least 6 feet away from people from other households when dropping off or picking up their student.
- Face coverings are required for adults who are dropping off or picking up children in person.
- Provide face coverings for family members who have forgotten theirs.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Use multiple entrances and exits to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.

## Meals and Snacks

- To the extent possible, have students eat meals in classrooms or outdoors, without any mingling of students from different classrooms.
- If students line up to pick up food, use tape or other markings to ensure at least 6 feet between any two students. Assign staff during meals to maintain physical distancing and keep students from different classrooms from mingling.
- If meals take place in a cafeteria, stagger meal times to the extent feasible to reduce the number of students in the cafeteria at one time; ensure students from different classrooms are not mingling.
- If meals take place in a cafeteria, increase space between tables/chairs to maintain at least 6 feet of physical distancing between students.
- Redesign food preparation and service operations, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors should be marked to reinforce 6 feet physical distancing requirements.
- Ensure infection control in the school cafeteria or other site where food is served or picked up.
  - Eliminate buffet and family style meals.
  - Allow prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
  - Install physical barriers where needed to limit contact between cafeteria staff and students.

## Staff Break Rooms/Teacher Work Rooms

- Post the maximum occupancy for the staff rooms, based on 6 foot distancing. Mark places on the floor at least 6 feet apart for staff to sit or stand.
- Post signage reminding staff to stay at least 6 feet apart, keep their face coverings on unless eating, wash their hands before and after eating, and disinfect their area after using it.
- Discourage staff from eating together, especially indoors. Consider creating a private outdoor area for staff to eat and take breaks, alone.
- Open windows and doors to maximize ventilation, when feasible, especially if staff are eating or if the room is near maximum occupancy.

## Group Singing/Chorus, Band, Sports and Field Trips

- Both indoor and outdoor choir and band rehearsals are prohibited at this time. However, in-person choir, band, and cheerleading activities may be conducted if they do not include aerosol-generating activities such as singing, playing of wind instruments, cheering, or chanting. In-person class time can be used for non-aerosol generating activities, such as rhythm study, music theory, music history, composition, analysis, and more.
- Schools should consider using Zoom or other video conferencing platforms so that students may participate in aerosol-generating activities (such as singing, playing of wind instruments, cheering, and chanting) at home.
- Other activities where there is increased likelihood for transmission from contaminated exhaled droplets are not permitted.
- Move extracurricular activities (teams, clubs) online rather than in-person, to the extent feasible.

- ✓  Outdoor and indoor sporting events, assemblies, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- ✓  Outdoor youth sports and physical education (PE) are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC [Guidance on Schools and Cohorting](#)). At this time, no indoor youth sports or physical education is permitted.
- ✓  Indoor physical conditioning, training, or fitness facility operations are currently prohibited.
- ✓  For sports that cannot be conducted with sufficient distancing or cohorting, only outdoor physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill-building (e.g., running drills and body weight resistance training) and should take place outside, only.
- ✓  Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- ✓  Activities that require heavy exertion should be conducted outside in a physically distanced manner, at least eight (8) feet apart, without face coverings. It is preferable for participants to wear a face covering and maintain physical distancing, and modify activities to an exertion level that is safe for participants. Players should take a break from exercise if any difficulty in breathing is noted, and should change their face covering if it becomes wet and sticks to the player's face and obstructs breathing. Respirators that restrict airflow under heavy exertion (such as N-95 respirators) are not advised for exercise.
- ✓  Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- ✓  Avert unsupervised clustering of students in locker rooms.
  - Offer access to locker rooms only when staff supervision is possible.
  - Stagger locker room access.
- ✓  Field trips are currently prohibited.

### **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.

- ☑ Make an option for remote learning or other alternative to in-class learning available for any student for whom school attendance poses elevated risk.
- ☑ Offer an option for “Grab and Go” school meals to any student who is eligible for the school meal program but would face elevated risk attending school in person.
- ☑ Move administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) online.
- ☑ Additional accommodations may be needed for students to safely attend class. For example, a student who cannot tolerate a face covering due to a medical or developmental condition may need a desk with clear barriers.
- ☑ Nurses and therapists who are not school employees but work with students in schools, such as occupational therapists and physical therapists, are considered essential staff and should be allowed on campus to provide services.
  - When students are temporarily unable to attend school due to COVID-19 infection or exposure, consider setting up telehealth video sessions for therapy.

### **Guidance about School Closure/Quarantining**

- ☑ Individual school closure, after reopening, is recommended based on the number of cases, the percentage of the teachers/students/staff that are positive for COVID-19, and following consultation with the Pasadena Public Health Department.
  - Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period, depending on the size and physical layout of the school.
- ☑ The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- ☑ If an in-person school closes due to COVID-19, the school may typically reopen after 14 days and the following have occurred:
  - Cleaning and disinfection
  - Public health investigation
  - Consultation with PPHD

### **Surveillance Testing**

- ☑ Once school resumes in-person, surveillance testing must be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.
- ☑ Schools must develop a plan for arranging for surveillance testing for staff, including providing employer or health plan coverage, or contracting with medical staff and a laboratory to conduct swab collection and process lab tests, prior to reopening.
- ☑ School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, health clinic staff, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable.
  - Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

## MEASURES FOR FACILITIES

### Sanitization and Cleaning

- Develop a sanitization plan that identifies the surfaces to be disinfected, the frequency, and the person assigned to the task.
- Perform thorough cleaning in indoor high traffic areas and shared workspaces, when students are not in school and allow time for spaces to air out before the start of the school day.
- Frequently disinfect commonly touched surfaces (including but not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator buttons, touch screens, printer/copiers, grab bars, and handrails) at least daily and more frequently as resources allow using appropriate products.
- Clean and sanitize shared equipment between each use.
- Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Provide hand sanitizer for visitors at high traffic areas, such as entrances, reception, stairway entrances, elevator entry (if applicable), classrooms, breakrooms, and offices.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list ([List N](#)) and follow product instructions and Cal/OSHA requirements for worker safety. Consider List N products that are safer for those with asthma (hydrogen peroxide, citric acid, or lactic acid). When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- Ensure all cleaning products are kept out of children’s reach and stored in a space with restricted access.
- Install hands-free devices if possible, such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- For additional details, refer to CDC guidelines on “Cleaning and Disinfecting Your Facility” at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

### Building Safety

- Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building, it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).
- Consider HVAC upgrades to improve air filtration (targeted filter rating of at least MERV 13) and increase fresh air ventilation. Clean HVAC intakes and returns daily and maintain systems to increase ventilation.
- Keep HVAC systems in good, working order, and set them to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.

- If fans such as pedestal fans or hard mounted fans are used in the building, take steps to minimize air from fans blowing from one person directly at another individual.
- Keep doors and windows open where possible and safe during the school day to maximize air flow, only if consistent with fire codes and accessibility standards.

#### **Deliveries and Vendors**

- Review work flows and make changes if needed to permit physical distancing during pickups and deliveries.
- When other parties (truck drivers, delivery agents, vendors) play a role in the work flow, instruct them to wear face coverings and to comply with symptom checks and physical distancing.

# PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

## PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS K-12

### REDUCING RISK OF COVID-19 TRANSMISSION

*Schools and school-based programs must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the campus. Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to a City Department is not required unless explicitly requested.*

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOLS	
School/Campus Name:	
<i>Assumption of the Blessed Virgin Mary</i>	
Person in Charge:	
<i>Ms. Rose Navarro</i>	
Title:	
<i>Principal</i>	
Phone Number:	Date:
<i>(626) 793-2089</i>	<i>10-30-2020</i>

I, *Ms. Rose Navarro (Principal)*,  
(PRINT NAME and TITLE of person attesting that all protocols have been implemented)

**do attest that all public health protocols have been implemented at**

*Assumption of the Blessed Virgin Mary*  
(name of school)

**on this date,** *10-30-2020*.

*Ms. Rose Navarro*  
(signature)

## PROTOCOL FOR COVID-19 EXPOSURE MANAGEMENT PLAN IN K-12 SCHOOLS

Recent Updates: (Changes are highlighted in yellow)

10/30/2020:

- Clarification that if the exposure happened in a school classroom or school cohort, the entire classroom or cohort is considered exposed and will require quarantine.

NOTE: This protocol document may be updated as additional information and resources become available. Check the Pasadena Public Health Department website: <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols> for updates to this document.

Timely, effective efforts to contain COVID-19 exposures at a school level, by school staff, can help maximize the impact of the Pasadena Public Health Department (PPHD) COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help PPHD improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Appendix A. Because K-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient.

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### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

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- ✓ **Required:** A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to PPHD in the event of a COVID-19 cluster or outbreak at the setting.
- ✓ **Required:** A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to any case(s) to have access to testing or be tested for COVID-19 infection.

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### Exposure Management for 1 COVID-19 Case at School

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- ✓ **Required:** After identifying 1 laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow US Centers for Disease Control and Prevention (CDC) home isolation instructions for COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).

✓  *Required:* School Compliance Task Force informs the case that PPHD will contact the case directly to collect additional information and issue the Health Officer Order for Case Isolation.

✓  *Required:* School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer submits this information to PPHD using the COVID-19 Case and Contact Line List for the Educational Sector within 1 day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
  - If the exposure happened in a school classroom or school cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed at this time.
  - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
  - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

✓  *Required:* Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: COVID-19 Template Notification Letters for Education Settings. The notification of exposure should include the following messages:

- Students and employees with an exposure to the case should receive a test (a PCR nasal swab test, not a blood test or a rapid nasal swab antigen test) for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, personal healthcare providers, and community testing sites: <https://covid19.lacounty.gov/testing/> and [covid19.pasadena/testing](https://covid19.pasadena/testing). Individuals who need assistance with health insurance enrollment or finding a medical provider can call 626-744-6068 or 211.
- Exposed students and employees are required to quarantine for 14 days since the last exposure to the case while the case was infectious (as defined above). Those exposed must maintain a full 14-day quarantine, regardless of any test results. Test results (even a negative result) CANNOT shorten a quarantine period to fewer than 14 days. At any time after the test, until day 14, the person may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.

- PPHD will contact exposed students and employees directly to collect additional information and issue the Health Officer Order for Quarantine.

*Recommended:* School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

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#### Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

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*Required:* After identifying 2 laboratory confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 confirmed case.

*Recommended:* School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

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#### Exposure Management for $\geq 3$ COVID-19 Cases at School within a 14-day Period

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*Required:* If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:

- Report the cluster to PPHD within 1 business day via email at: [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or by calling (626) 744-6089.
- Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit it to [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net). For technical assistance on how to complete the line list contact [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).

- PPHD will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. PPHD will contact the school within 1 business day to advise on next steps.
- If outbreak criteria are not met, the school continues with routine exposure management.
- If outbreak criteria are met, an outbreak investigation is initiated.
- PPHD will coordinate with the school on outbreak management for the duration of the outbreak investigation.
- School Compliance Task Force will submit requested information, including updates to the *Line List for Cases and Contacts*, to the investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

*Recommended:* Prior to reporting a cluster to the PPHD, the School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).

- If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine exposure management.
- If epidemiological links exist between at least 3 cases in the cluster, the school reports the cluster to PPHD at [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or by calling (626) 744-6089.

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#### COVID-19 Outbreak Criteria for K-12 Schools

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At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period within a school group that is epidemiologically linked.\*

*\*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*

COVID-19 Exposure Management Plan (EMP) Contact Information

I, Rose Navarro (Head of School/Superintendent), attest that my school, Assumption of the Blessed Virgin Mary (name of school), has prepared our exposure management plan, designated staff for the COVID-19 School Compliance Team, and the members of that team have completed training on:

- Schools and School-Based Programs K-12 – Public Health Reopening Protocol
- Exposure Management Plan for Schools K-12
- COVID-19 Case and Contact Line List for the Educational Sector
- COVID-19 Exposure Investigation Worksheet for the Education Sector
- COVID-19 Template Notification Letters for Education Settings

Signature Rose Navarro Date 10-30-2020

PERSON RESPONSIBLE FOR IMPLEMENTING EMP
Person in Charge (COVID-19 School Compliance Officer): <u>Rose Navarro</u>
Title: <u>Principal</u>
Phone Number: <u>(626) 793-2089</u>

## **Assumption of the Blessed Virgin Mary School**

### **COVID-19 Surveillance and Outbreak Testing Plan**

*The state requires a response plan to a case of COVID-19. Please indicate your institution's plans for receiving, reporting, and responding to both a result of a staff member testing positive to COVID-19 and a student testing positive to COVID-19. Your plan should at minimum state how you will receive such results, determine who was exposed, notify the Department of Public Health, deal with the cohort involved, handle individuals who are quarantined or isolated, and determine if your trigger(s) to cease in-person instruction have been hit.*

#### **Receiving and Reporting Confirmed Cases of COVID-19**

All faculty, staff, and parents will be instructed to report a positive COVID-19 test result to Ms. Rose Navarro, school principal via email [navarro@abvmpasadena.org](mailto:navarro@abvmpasadena.org), or by phone at (626) 793-2089. It is at that time that the school will activate its confirmed COVID-19 case protocol:

- The head of the COVID-19 School Compliance Task Force (Principal Rose Navarro) and the other members of the COVID-19 School Compliance Task Force will investigate which faculty, staff or students were exposed or came into close contact with the case and identify locations of the school that may have been contaminated. Areas on the school-site considered contaminated will be identified and closed off for 24 hours before cleaning and disinfecting will take place
- The School Compliance Officer will then notify by phone or email the individuals exposed and ask them a series of questions following the guidelines of the Pasadena Public Health Department protocol to determine if they are having any COVID-19 symptoms, what other persons have they been in contact with.

The case will then be reported immediately to the Archdiocese of Los Angeles by the principal, Rose Navarro or by the school vice-principal, Mrs. Kerry Holtz. A Contact Tracing report form will be completed and emailed to the following:

- Archdiocese of Los Angeles
  - Marina Macchiagodena ([Mamacchiagodena@la-archdiocese.org](mailto:Mamacchiagodena@la-archdiocese.org))
  - Isaac Cuevas ([ICuevas@la-archdiocese.org](mailto:ICuevas@la-archdiocese.org))
  - Assistant Superintendent, Teresa Villareal ([MVillareal@la-archdiocese.org](mailto:MVillareal@la-archdiocese.org))
  - If the confirmed case is a school employee, copy Human Resources.
- Pasadena Public Health Department (626) 744-6089

## Responding to Confirmed Cases of COVID-19

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, the school will do the following:

- Students, teachers, or staff members who test positive for COVID-19 will not be allowed on the school grounds and must remain in isolation during the infectious period which is two days before onset of illness and at least 10 days after onset of illness.
- If the confirmed case is a faculty or staff member who is on campus at the time, the individual will immediately be taken to a room in the Crean Hall and be isolated there until pick-up arrangements can be made or they can drive themselves safely off-campus
- If the confirmed case is a student who is on campus at the time, a supervising adult will be dressed in appropriate PPE and maintain physical distance while accompanying the student to the isolation area. The adult will continue to supervise the student while maintaining a physical distance of 6 ft minimum, until the parent/guardian arrives for pick-up through the carline.

A COVID-19 case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated . A person with a positive COVID-19 test but no symptoms is also considered to be infectious from 2 days before their test was taken until 10 days after their test. Any faculty, staff member or student who has tested positive for COVID-19 will need to be isolated for the following:

- At least 10 days have passed since symptoms first appeared AND no fever for at least 24 hours without the use of medicine that reduces fevers AND symptoms have improved
- Any returning faculty or staff member needs to complete a Work Clearance Form. The form can be found on the PPHD website and the link following link:  
<https://healthforms.cityofpasadena.net/v/WorkClearanceForm>
- If required, the faculty or staff member who tested positive for COVID-19 will be missing work, the School Compliance Officer will refer them to the school bookkeeper, Mrs. Shobha Sharma, to review benefits, disability, paid leave, or unemployment insurance.
- The school principal will determine whether additional notification is needed to inform the wider school community, including the faculty, staff, parents, and the pastor via email, about the school exposure and precautions being taken to prevent the spread of COVID-19.
- The school principal will contact all stakeholders if the decision is made to go back to remote learning until contact tracing and disinfection is complete

*Note: The infected person will not be identified unless the Compliance Officer is given written permission. The Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent the spread of COVID-19.*

## **Responding to Exposure of COVID-19**

**Any student considered to have been exposed, based on contact tracing, will have parents notified for immediate pick-up. Parents will then need to do the following:**

- Quarantine their child for 14 days. If their child is symptom free during the 14-day quarantine, the child may return to school on the 15th day\*.
- Have their child tested for COVID-19 after 5-7 days in quarantine particularly if they show any symptoms during this time.
- If a student was exposed to a family member who tested positive for COVID-19 and lives in the same household, then the child is required to isolate for 10 days of the infectious period plus an additional 14 days of quarantine. If the child is symptom free, then he/she may return to school on the 25th day.
- CDC has defined a “close contact” as a person spending 15 minutes or more in a 24 hour period. A whole cohort is defined as a close contact. Therefore, any student that is in a specific cohort and is exposed to COVID-19, the entire cohort will need to quarantine for 14 days.

## **Students, Teachers, or Staff Members Developing Symptoms During Quarantine**

A teacher or staff member who may have been **exposed** will be sent home to immediately do the following:

- Self-quarantine for a minimum of 14 days. If the teacher or staff member is symptom-free during the 14-day quarantine period, they may return to work on the 15th day.
- Students, teachers, or staff members who become sick or develop COVID-19 symptoms while in quarantine, will need to be tested for COVID-19.
- Even if the test result is negative, the individual will still need to remain under quarantine for the full 14 days. They may return to school or work if they are free of all symptoms including fever for 24 hours without the use of fever-reducing medication on the 15th day.

**If the person is tested for COVID-19 and the test is positive, the individual will need to do the following:**

- Isolate for 10 days from the onset of symptoms or the COVID-19 test if unsure of when symptoms started.
- After the 10 day isolation period, the individual must be fever free for 24 hours

without the use of medication and symptoms have improved for isolation to be lifted and for the individual to return to school or work. The school will activate the Confirmed Case Protocol as stated under Confirmed Cases of COVID-19.

- If there are three or more confirmed cases of COVID-19 in a cluster among the faculty, staff OR students within a 14 day period, then the school will contact Pasadena Public Health Department at [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or 626-744-6089.
- At this time, the on campus learning will be suspended, and all operations, both administrative and education will resume remotely until the outbreak is resolved (at least 14 days since the last confirmed case).

*The state educational framework requires a 2 month staff surveillance COVID-19 test plan for in person instruction. Please indicate your institutions plans for testing, including individuals eligible for testing and any providers you currently plan to use, which may be the staff's own medical plans, how you will collate these results, and how you will act on them. This plan must not rely on county resources to provide testing.*

**Compliance Task Contact  
For Outbreak and Surveillance Testing**

Ms. Rose Navarro  
(626) 793-2089  
[rnavarro@abvmpasadena.org](mailto:rnavarro@abvmpasadena.org)

- The school has arranged testing with ***Innovative Health Diagnostics***.
- The school secretary, Miss Vivian Chiquil, is responsible for scheduling and confirming appointments, confirmation that a test was taken and results were submitted to the school in accordance with privacy laws.
- Test results are to be submitted via email to the Compliance Task Officer (Ms. Navarro)
- The school Compliance Task Officer will consult with the school's medical consultant, Dr. David Shaw for review and interpretation of test results, in accordance with privacy laws.
- Faculty and staff will be tested over a 2 month period where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
- If a test result comes back positive then the school will activate the Confirmed Case Protocol, as well as the Exposure Management Plan

**Testing Center for Faculty and Staff**

**Choice # 1 ( location is close to school )**

**Innovative Health Diagnostics (this agency also services Chandler School)**

1565 McGraw Ave. # A

Irvine, Ca. 92614

[lhdlab.com](http://lhdlab.com)

(949) 267-8880

Contact: Jim Chen

## **Choice # 2 ( this agency also services Polytechnic School )**

### **Path MD**

8158 Beverly Blvd.

L.A., Ca 90045

Pathmdlabs.com

Contact: Rebecca Damavandi

(424) 245-7284 office

(917) 359-8474 cell

## **Choice # 3**

### **Optum Care**

1595 N. Lake Ave.

Pasadena

[www.OptumCare.com](http://www.OptumCare.com)

888) 901-6896

(888) 634-1123

## ***Cohorts***

*The state educational framework makes reference to cohorts to reduce mixing and the impact of exposure. Please indicate your schools plans for how to define a cohort and how they will be selected and separated during the school day.*

- ABVM will group each cohort with no more than 14 individuals (12 children or youth and no more than 2 supervising adults in a supervising environment) from the same grade. The cohort will be determined through survey response based on the number of parents who choose to send their child back to campus for on-site instruction.
- The teacher will then use a Hi-Flex model of instruction for teaching the students that are on-site, either in the classroom or in another room on campus with a supervising adult, and those students learning remotely from home.
- If a teacher is going to cross cohorts, he/she will be required to quarantine for a 14 day period in between cohorts. When this occurs the teacher will instruct via remote learning and all the students will remain at home for that 14-day period. After the quarantine period, the teacher will then continue the Hi-Flex model of instruction with the second cohort while the first is with a supervising adult on-site in a different room, and those students learning remotely from home.

- If there are 12 or less children in a grade returning to campus, then the instruction for that one and only cohort will take place in the one classroom with the homeroom teacher.
- This cohort structure will continue for the remainder of the school year.
- Grades TK-2 will operate daily from 8:15 am to 2:30 pm.
- Drop off begins at 7:45 in order to stagger students' arrival.
- Students temperatures will be taken before exiting their parent's vehicle
- Students are required to bring to school daily a completed student symptom assessment. It is to be given to the car line attendant prior to exiting the vehicle.
- Faculty and students symptom assessment forms can be downloaded on the link below:  
<https://bchdcovidscreen.org>
- Extra copies of symptom assessments will be kept with the staff on carline duty for parents who fail to show proof of clearance.
- Each cohort will have their own classroom with a designated desk, chair and personal school supplies
- Students desks and tables will be separated 6ft apart from each other.
- Each cohort will be with a maximum of the same two supervising adults (teacher and aide)
- Each cohort will spend recess and lunch time outside with only their cohort and required to maintain a social distance of 6ft apart from one another
- Recess and lunch times will be staggered among all the cohorts
- Students will bring their own snacks, lunch and refillable water bottle from home
- All staff and students will wear masks at all times, except when eating. While eating students and staff will remain 6 feet apart.
- The students will spend at least 50% of the day outdoors for instruction..



JOHNS HOPKINS  
UNIVERSITY

Oct 29, 2020

Rosalinda Navarro

has successfully completed

COVID-19 Contact Tracing

an online non-credit course authorized by Johns Hopkins University and offered through  
Coursera

Dr. Emily S. Gurley  
Associate Scientist  
Department of Epidemiology  
Johns Hopkins Bloomberg School of Public Health

COURSE  
CERTIFICATE



Verify at [coursera.org/verify/5NVCRZ5SNMWA](https://coursera.org/verify/5NVCRZ5SNMWA)  
Coursera has confirmed the identity of this individual and their  
participation in the course.

**Assumption of the Blessed Virgin Mary School  
Influenza Vaccination Plan**

**Students:**

- **Prior to school** reopening, parents of students in grades TK-8 are required to submit proof of influenza vaccination for the 2020-21 school year. This will not apply to students who have a documented medical exemption for the flu vaccine from their primary doctor.
- Proof of vaccinations need to be submitted to the school office and will be kept on file.
- Our goal for the students to have their flu vaccine is 100% prior to the reopening of school for TK-8
- Parents will be notified well in advance on these requirements.

**Faculty & Staff:**

- All faculty and staff are required to have their flu vaccination **prior to school** reopening. This will not apply to faculty or staff who have a documented medical exemption for the flu vaccine from their primary doctor.
- Our goal for the flu vaccination is for 100% of our faculty to have a flu vaccine by November 20, 2020. All records will be kept on file with the School Compliance Officer, Ms. Navarro.

## **Assumption of the Blessed Virgin Mary**

### **Covid 19 Communication Plan For School Reopening (TK-2)**

All faculty and staff are required to immediately report to the School Compliance Officer that they have been exposed to a case or have tested positive for COVID-19.

The School Compliance Officer will ask the case a series of questions in guidelines with the Pasadena Public Health Department protocol to determine when the case first became sick, what symptoms they have had, where they may have been exposed, who may have exposed them, and what other persons have they been in contact with since exposure.

The case will be reported immediately to the Archdiocese of Los Angeles. A report form must be completed and emailed to;

- Marina Macchiagodena (Mamacchiagodena@la-archdiocese.org)
- Isaac Cuevas ([ICuevas@la-archdiocese.org](mailto:ICuevas@la-archdiocese.org)),
- Assistant superintendent, Teresa Villareal (MVillareal@la-archdiocese.org)
- If it involves an employee, copy Human Resources.

The infected person will not be identified unless the Compliance Officer is given written permission.

The school compliance task force will investigate what students or faculty were exposed to the case. The School Compliance Officer will notify by phone or email the individuals exposed and ask them a series of questions in guidelines with the Pasadena Public Health Department protocol to determine if they are having any COVID symptoms and what other persons have they been in contact with.

A list of resources; testing sites, accessing health insurance or a primary doctor will be provided to the case.

- Faculty and students who have been exposed or suspect they may have Covid 19 will be instructed to be tested with a PCR nasal swab test or a rapid nasal swab antigen test, whether or not they have symptoms, and inform the school compliance officer with the test results

Faculty and parents will be provided with fact sheets and information on isolation and quarantine in accordance with the Health Office Orders and CDC guidance.

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated(i.e., no fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but not symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- Exposed students and employees are required to quarantine for 14 days since the last exposure to the case while the case was infectious. Those exposed must maintain a full 14-day quarantine, regardless of any test results. Test results (even a negative result) CANNOT shorten a quarantine period to fewer than 14 days.

**Assumption of the Blessed Virgin Mary /School  
PPE Supply Plan**

The school is fully equipped with a 30-day on-campus supply of the following items for each classroom and office located on the school property.

- Norcoguard disposable adult medical masks(50 pcs/box) - 30 boxes
- DJM adult face shield - 60
- Norcoguard disposable children medical masks(50pc/box) - 20 boxes
- Kundal hand sanitizer 500ml - 60 bottles
- Chlorox wipes 62 wipes - 30 containers
- Touch free bathroom towel dispensers ( student bathrooms) - 8
- Touch free bathroom towel dispensers ( adult bathrooms) - 2
- Touch free soap dispensers ( student bathrooms) - 8
- Touch free soap dispensers ( adult bathrooms) - 2
- Touch free trash cans in each classroom and office - 15 rooms

## Assumption of the Blessed Virgin Mary /School PPE Supply Plan

The school is fully equipped with a 30-day on-campus supply of the following items for each classroom and office located on the school property.

- Norcoguard disposable adult medical grade masks -30 boxes  
FDA Class 11(50 pcs/box) (on hand)
- DJM adult face shield (on hand) - 60
- Norcoguard disposable children medical masks(50pc/box) - 20 boxes  
(on hand)
- Kundal hand sanitizer 500ml (on hand) - 60 bottles
- Chlorox wipes 62 wipes (virucide rated to kill coronavirus - 30 canisters  
(on hand)
- Touch free bathroom towel dispensers ( student bathrooms) - 8  
(on order)
- Touch free bathroom towel dispensers ( adult bathrooms) -2  
(on order)
- Touch free soap dispensers ( student bathrooms) (on order) - 8
- Touch free soap dispensers ( adult bathrooms)(on order) - 2
- Touch free trash cans in each classroom and office - 15 rooms
- Double sided hand sanitizing stations(arriving 11-4) -2
- Hand sanitizer 70% ethyl alcohol (on hand) -10 gallons
- Sanitizing spray for each classroom and office(on hand) -30 gallons
- Disinfectant Spray bottles: hospital grade(on hand) -30
- Protective Gloves - current supply 4000, estimated need, 1000 for school year)  
(on hand)
- Contactless Thermometers - 13(on hand)
- Faculty and student barriers are on order with PUSD -180 student desks  
-14 Faculty desks
- Student Desk barriers ( on hand) -12

**Items are purchased through Smart and Final, Costco, Office Depot, Clean Source**  
Disinfectant used is on the EPA List N: Bioesque/Botanical Disinfectant solution

- Shared surfaces will be cleaned nightly using hospital quality EPA List N disinfectant for Coronavirus.
- Bathrooms will be cleaned and disinfected twice daily
- Each classroom and office is supplied with spray sanitizer and wipes for use during the day which have also been checked to ensure List N compliance.
- Faculty, Office and Student Barriers will be disinfected daily

Covid 19 Compliance officer checks inventory weekly and will order more as needed from Clean Source, approved by the Archdiocese of Los Angeles.