

**RAMONA CONVENT SECONDARY SCHOOL PROTOCOLS AND POLICIES TO PROMOTE A WHOLE COMMUNITY RETURN TO ON-CAMPUS TEACHING/LEARNING:
KEEPING OUR COMMUNITY SAFE**

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Thank you

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INTRODUCTION: COURAGE and CONFIDENCE

We wish to begin by first thanking you for your thoughtful input to the protocols and policies that will allow a safe and effective re-opening of Ramona Convent Secondary School (Ramona). What follows in the pages of this protocol and policies procedural handbook are the compilation of many, many hours of thoughtful discussion and decision making, and are in complete compliance with the protocols and policies set forth by the California Department of Public Health (CDPH), and the Los Angeles Department of Public Health (DPH). Our thanks to the Ramona COVID-19 Task Force and Compliance Team (RTFCT) for your humor during meetings, as well as for your serious commitment to our reopening.

As you know, Ramona has always, and will always, prioritize the health, safety, and well-being of our students, their families, our faculty, and our staff. As a school serving over 280 families and employing over 50, we have a serious obligation to ensure that we are preparing and planning for any emergency that could create large-scale impact to the breadth of community members, and campus operations.

While COVID-19 is still critically impacting our global and local communities, we will continue to take direction from the Center for Disease Control (CDC), CDPH, DPH, and to take continued guidance from the Archdiocese of Los Angeles (ADLA). As per the requirements of CDPH and DPH, this protocol and policy handbook addresses specific issues and concerns that we, as a community, may need to face in the days, weeks, months, and perhaps even years ahead. The RTFCT, administration, faculty and staff of Ramona are preparing to safely and thoughtfully reopen our campus for in-person, on-campus learning. This document addresses how we, at Ramona, can best prepare ourselves for a safe and secure school reopening when given the “go ahead” to do so.

As you read through this document, you will see an escalation in our instructional protocols for how we might support student (and our own) health, well-being and academic progress when the conditions for teaching and learning aren’t ideal or like anything we’ve ever experienced before.

In the coming pages, we discuss some of the implications for potential significant, though temporary, adaptations in teaching practices and community behaviors. We want to begin by acknowledging that we all function differently when it comes to taking in a lot of information at once, especially in times of uncertainty. For some of us, the amount of information shared in this document, as well as the conditions of uncertainty, may cause anxiety, concern, frustration, or agitation. For others, having all the available information helps us begin to feel more comfortable about planning for the possibilities we might encounter; read and digest the information within, at a pace that is comfortable for you.

Know that when we are all lifting together, our administrators, faculty, staff, students, and families can help to lighten the load. The RTFCT, Sister Kathleen, Mrs. Szymanski and me are ready to partner with you and help in any way we can. Courage and confidence, dear community; we can do this if we do it together.

Sister Kathleen Callaway, SNJM
President

Jacqueline Quiñones Sienkowski, J.D.
Principal

Halina Szymanski
Associate Principal for Curriculum and Faculty Development

ESSENTIAL QUESTIONS FOR A RETURN TO ON-CAMPUS TEACHING/LEARNING

We have returned to on-campus learning. The essential question here is: how do we protect the health and well-being of our students, faculty and staff while also supporting student academic and social development? What is our contingency plan if a student, staff or faculty test positive for COVID-19? What provisions are in place to isolate and quarantine a potential COVID-19 person on our campus? The questions are endless, and the more questions we attempt to address and respond to, the more questions we will face. Whatever the answers, we must start with patience, and an awareness that we will work together to do better than our best, and ensure the health and well-being of our whole community.

ANTICIPATED CHALLENGES IN RETURNING TO ON-CAMPUS LEARNING (Teachers)

Our students and their families, our faculty, and our staff, may be feeling apprehensive about returning to full-time on-campus teaching/learning. Let us first say that no one...no one...will be required to return to "business as usual." As we are all aware, "business as usual," no longer exists in our current circumstance, and it may be quite a while before we return to that previous state. Ramona is committed to protecting our faculty who are of a certain age or have documented underlying health issues, which create personal vulnerability; teachers in these categories may continue teaching from the comfort and safety of their homes. As vaccine distribution begins to roll out, and school employees across the county and state are vaccinated, we expect that teachers, previously not comfortable with returning to on-campus teaching, will feel safer as they become protected through vaccination.

Faculty, staff, students, and parents will have many questions as we move to reopen. How we address these questions will be critical in how comfortable our community feels in returning to on-campus learning. As a school located in the County of Los Angeles, we have had the opportunity to witness how other schools, not in Los Angeles County, have successfully navigated their re-openings. While some schools have had some cases of COVID-19 on their campus, there has not been a mass super spread of the disease as a result of on-campus learning. With the proper safety protocols in-place, and knowing that schools are safely reopening across the country, we are more confident in our own re-opening. Questions we may be asked are:

Schedule. *What is the daily schedule?* Faculty, students, and families need predictability to feel secure. Knowing the schedule well and being able to articulate it will add to the community comfort level.

Attendance. *How will attendance be taken in class, and on Zoom or Google Meet if some students remain at home to learn? What constitutes "present?"* Having clear expectations of our students will ensure some semblance of "normal."

Community. *How will you support kids' needs to socialize and connect when they can't even come within six feet of one another?* Opportunities for peer-to-peer connection will be especially important and these opportunities will be provided through live (socially distanced), and virtual experiences i.e.: grade level activities (live), whole school activities (virtual).

Clarity. *How do I assign homework?* For our students sake, clearly put all assignments in one place, explain objectives and expectations up front, and meter the workload. Remember that some students will be in class while others will remain at home.

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Administrators. *How will the administration be a part of the plan?* Administrators will make every effort to be responsive to you, our students, and our families. Clearly share your expectations and needs and trust us to step-in as you require. Administrators will “walk the virtual halls” of a digital classroom and provide some measure of accountability and support for students and staff. It has been said so often that it sounds trite but, we really are all in this together.

Assessment. *How will I give exams to students both in-front of me, and on-line?* Have a game plan for assessments (Formative only? Allow summative? What happens to AP courses?). In your planning, you will determine the best ways in which to assess student engagement and learning. We know this will require additional planning, preparation, and work so, we are here to help and we hope that the school day schedule will provide a bit more time for you to achieve these new tasks.

Screen time. *Isn't a full day in front of a computer too much?* We hope that the new schedule will alleviate eye strain for on-line learners. **In your creativity, you may choose to provide opportunities for on-line learners to go off-line and return later during class.** How you plan your classes will be entirely up to you, but we are here to help in any way you need.

What safety protocols have been put in place to ensure the health and well-being of the entire community? We address this issue later in this protocol, but know and articulate that Ramona has gone beyond the CDC, CDPH, and DPH requirements for protection of our students. Masks, and shields (shields by teacher requirement or student/teacher choice) will be required of every person on-campus, at all times, while in a common area. The exception to this rule will be while in a physical education space where social distance occurs and sufficient airflow is in place, and during break or lunch where students are eating or drinking in a socially distanced, outdoor space.

Set Expectations. *What expectations do I have for my students/families?* Clarify expectations for students/families, including attendance, participation, workload, communication if absent, safety behaviors in class, etc.

Transition. *What does this transition look like for the community?* This is new for all of us, and I am certain that there will be community needs and/or requirements that we did not anticipate. All we can do is extend grace to one another as we navigate this newest “new normal.” Pastoral needs will be high (for students, parents, and each other). Thankfully, we have a team of colleagues to help with this.

TEACHING AND LEARNING: WHAT WILL IT LOOK LIKE? WHAT CAN I EXPECT?

Ramona will be completely open and functioning with as much “normalcy” as is possible. **When we return, we will do so in a hybrid structure that will allow for half of the student body to be on campus, one week at a time, while the other half joins live classes via Zoom or Google Meet. The student body will rotate from week to week allowing for a more effective and efficient way to “cohort” student groups, and make contact tracing easier; the hybrid structure will remain in place for the entirety of the fourth quarter unless we are given specific permission for a return to whole school teaching/learning. Please note that while we want all of our students to be on-campus for some in-person instruction/interaction, parents will be given the option as to whether they will send their daughters back. If a parent chooses to keep their daughter at home for distance learning, they will do so for the entirety of the balance of the 2020-2021 academic year. This decision will also mean that students remaining at home by parent choice will be precluded from participating in sports or extracurricular activities.**

Faculty who are not in a protected class will be expected to return to campus on a full-time basis. As vaccines become available, faculty and staff will work with the administration to be scheduled and vaccinated timely. If a faculty member is not in a protected class, and is not comfortable returning to campus, a conversation to discuss alternative plans/arrangements must take place before the start of in-person, hybrid learning begins. **For teachers who remain teaching from their homes, parent volunteers will be enlisted to supervise classrooms so that teachers may be live, via Zoom/Google Meet, while students are still supervised in the classroom. We will make every effort to make sure that parents of students do not supervise their own daughters’ class.**

Teachers will teach from their classroom to in-person and Zoom/Google Meet students who are learning from home (both as part of the hybrid format or by parent request). Here is what each teacher who returns to Ramona can expect:

- A night cleaning crew will be brought in to clean classrooms and common areas at the end of each day so that the beginning of each day.
- Hand Sanitizers will be set-up in each classroom as well as strategically placed throughout the halls. *How, and where, a teacher sets up a sanitizing station in the classroom will be up to them.*
- Classroom seating will be distanced six (6) to eight (8) feet apart per ADLA/CDC, and DPH guidelines, with no more than 12 students in each classroom. Students will also be appropriately distanced from the teacher, and teachers will have a plexiglass barrier, behind which, they can safely instruct. The barrier is not large, but is mobile and can be adjusted to be in front of a desk or in front of a podium.
- All students and teachers will wear a face mask (not provided by Ramona), that covers the mouth and nose, while seated in the classroom. In addition, a student and/or teacher may pair the face mask with a clear face shield (provided by Ramona) or a combination of both for extra protection.
- When unable to socially distance in the classroom (i.e.: teacher approaches a student desk to provide extra support) both a face mask and a face shield will be required for the duration of the interaction.
- When a student needs to use the facilities or needs to get up from their desk (these occasions should be limited) only a face mask will be required.
- Students will remain at their desk (seated or standing next to) during the entire 70-minute block unless provided permission to use the restroom or approach the teacher, trash can, etc.

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- **Consequences if a student refuses to follow required guidelines:**
 1. **First Offense:** Student is sent home for two-weeks with a situation and contact tracing exercise;
 2. **Second Offense:** Student is sent home for the remainder of the quarter or for two-weeks (whichever is longer).
- **Consequences for faculty who refuses to follow required guidelines:**
 1. **To be conducted internally with administration.**
- At the teacher's discretion, while teaching, a teacher may choose to wear only a clear face shield and no mask while teaching. This may be especially important to our World Language teachers. Please note that if a teacher chooses this option, they should remain behind the plexiglass barrier, even if already vaccinated.
- Teachers, in moving about the room, will wear a face shield and face mask. Teachers may wear gloves (provided by Ramona) when working with students at their desk, or they may use hand sanitizer as needed. Teachers will have more discretion in how close they get to a student. When helping a student with problems or text understanding, it may be better to have the student approach the teacher's desk where the teacher can remain behind the plexiglass barrier – remember that the plexiglass barrier is mobile and can be moved from one student desk to another.
- Teachers will be required to provide an alphabetical seating chart for each class, for each group that is on campus (this will greatly assist in contact tracing should we need to contact trace)
- Classroom doors and windows will remain open and the air-conditioning will remain on for optimum air circulation. Studies show that when outdoor air is brought in and redirected out through an HVAC that COVID-19 airborne particles can be minimized. Air filters will be properly maintained per CDC/DPH guidelines.
See <https://www.sciencedirect.com/science/article/pii/S0160412020317876> for more information.
- Teachers will place either a disinfectant wipe at each desk or spray each desk with a disinfectant prior to students' arrival (provided by Ramona). When students enter, they will go to a desk and wipe it down with a wipe or paper towel provided. Since classroom doors will remain open to ensure a touchless entrance, teachers will be responsible for wiping their own desk areas, light switches, etc. as needed.
- Bathrooms will be checked, sanitized and restocked with soap and paper towels every hour. Common areas will be cleaned and sanitized nightly. Classrooms and common spaces will be sanitized with a strong disinfectant similar to a "fogger" weekly. If attention needs to be paid to one of these areas, please let Sister Kathleen, Mrs. Sienkowski, or Mrs. Szymanski know.
- During passing periods or when traversing the campus, face masks must be worn.
- Students will have their temperature checked before entering campus; parents or drivers of students should remain until the student has been cleared. Any student who develops a temperature of 100.4 Degrees Fahrenheit will be taken to, and kept in a quarantine zone, until they can be picked-up by a parent or guardian. The quarantine zone is located in the West Wing and will have signs on the doors to indicate that a quarantined student is in the room and the room should not be opened by anyone not authorized to do so. In the event that more than one student needs to be quarantined, the empty office next to the clinic, and the parlor will be used. Students will be encouraged to take their temperature before coming to school and to respond to questions of possible COVID-19 exposure found on our website.
- Once a student's temperature has been taken and they have "passed," the student will be given a colored ticket (color will vary depending on the day of the week) to show their first block teacher; the ticket will indicate that the student has been temperature checked and has passed (if a student

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loses their ticket between temperature check station and class, please require the student to be rechecked before entering class).

- Faculty and staff are encouraged to take their temperature before coming to school, and to also take a moment to respond to the series of questions provided by the CDC, and found on our website. If a teacher does not feel well, he/she should stay at home. In these unprecedented times, there will be no judgment around a teacher who chooses to stay home for the health and safety of the community. If the teacher feels well enough, they may conduct their classes via Zoom/Google Meet. If a teacher does not feel well enough to conduct on-line classes, a substitute will be provided. Remember that if you choose to conduct your class via Zoom or Google Meet, a supervising adult must be stationed in your classroom while you are teaching; please inform administration if this occurs. Regular protocol regarding notification of teacher absence remain in place.
- Walkways will have arrows directing students, faculty, and staff as to which way they should walk to avoid passing one another.
- 10-minute passing will be provided to ensure that students are not congregating in the restrooms and provide for distancing while waiting in line to use the facilities or to wash hands. Students will take responsibility for bathroom safety protocols. Parents should speak to their daughters about expectations of social distancing and safety protocols.

DAILY SCHEDULE: To minimize student movement on campus, to avoid teacher exhaustion, to provide adequate lesson planning/grading time, the following schedule will be used (three-weeks of classes are shown):

- 70-minute blocks Monday through Friday - (Hybrid or whole School)
- Hybrid: Rotating cohorts, A and B, alternating weeks
- First block is 75 min to allow for announcements
- Start time is 8:25 to allow extra time for temperature scans. Student should begin arriving on campus to queue between 7:15 AM and 8:15 AM
- 60 min blocks on Wed with Assembly time built in
- 10 min passing to allow for distancing bathrooms (**Please note: Students will not be given a locker to avoid congregating at the lockers**)
- Every Friday is early dismissal with faculty or department meetings (as scheduled or needed)
- Every 3rd Wednesday morning will be late start with Department or Faculty meeting time
- In a 3-week rotation student will have each class 8 times, between 60 and 70 minutes per class depending on the schedule

**Please note, depending on your schedule, you may only be teaching one or two classes in a day. While all teachers are expected to be on campus from 8:00 AM to 3:00 PM daily, if you have a last period block free, you may leave early so long as this does not interfere with your office hours. New this year in anticipation of a possible increased need, all teachers will be assigned a sub block during one of your non-teaching blocks. If your sub block lands during the last block of the day, you will need to remain on campus until it is determined that you are not needed to sub a class. We will do everything possible to make sure that we only ask you to sub a class during your assigned sub block, but please bear with us, and be flexible should we need you during your other non-teaching blocks.*

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Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
A 8:25 – 9:40	E 8:25 – 9:40	B 8:25 – 9:20	F 8:25 – 9:40	C 8:25 – 9:40
B 9:50 – 11:00	F 9:50 – 11:00	c 9:30 -10:20	G 9:50 – 11:00	D 9:50 – 11:00
Break 11:00 – 11:25	Break 11:00 – 11:25	Homeroom 10:30 -10:45	Break 11:00 – 11:25	Break 11:00 – 11:25
C 11:30 – 12:40	G 11:30 – 12:40	Break 10:45 – 11:00	A 11:30 – 12:40	E 11:35 – 12:45
Lunch 12:40 – 1:20	Lunch 12:40 – 1:20	D 11:10 – 12:00	Lunch 12:40 – 1:20	
D 1:25 – 2:35	A 1:25 – 2:35	Assembly and Lunch 12:00 – 1:35	B 1:25 – 2:35	
		E 1:45 – 2:35		

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
F 8:25 – 9:40	C 8:25 – 9:40	G 8:25 – 9:20	D 8:25 – 9:40	A 8:25 – 9:40
G 9:50 – 11:00	D 9:50 – 11:00	A 9:30 -10:20	E 9:50 – 11:00	B 9:50 – 11:00
Break 11:00 – 11:25	Break 11:00 – 11:25	Homeroom 10:30 -10:45	Break 11:00 – 11:25	Break 11:00 – 11:25
A 11:30 – 12:40	E 11:30 – 12:40	Break 10:45 – 11:00	F 11:30 – 12:40	C 11:35 – 12:45
Lunch 12:40 – 1:20	Lunch 12:40 – 1:20	B 11:10 – 12:00	Lunch 12:40 – 1:20	
B 1:25 – 2:35	F 1:25 – 2:35	Assembly and Lunch 12:00 – 1:35	G 1:25 – 2:35	
		C 1:45 – 2:35		

Week 3

Monday	Tuesday	Wednesday	Thursday	Friday
D 8:25 – 9:40	A 8:25 – 9:40	Fac. and Dept. Meeting 8:25 – 9:20	A 8:25 – 9:40	E 8:25 – 9:40
E 9:50 – 11:00	B 9:50 – 11:00	E 9:30 -10:20	B 9:50 – 11:00	F 9:50 – 11:00
Break 11:00 – 11:25	Break 11:00 – 11:25	Homeroom 10:30 -10:45	Break 11:00 – 11:25	Break 11:00 – 11:25
F 11:30 – 12:40	C 11:30 – 12:40	Break 10:45 – 11:00	C 11:30 – 12:40	G 11:35 – 12:45
Lunch 12:40 – 1:20	Lunch 12:40 – 1:20	F 11:10 – 12:00	Lunch 12:40 – 1:20	
G 1:25 – 2:35	D 1:25 – 2:35	Assembly and Lunch 12:00 – 1:35	D 1:25 – 2:35	
		G 1:45 – 2:35		

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STABLE GROUP SIZE

Stable groups consist of approximately 90 students and 30 faculty/staff who will be on-campus for one-week at a time. Stable Group A and Stable Group B will alternate the weeks they are on-campus. Please remember that approximately 1/3 of our student body will remain learning from home and are not considered a part of the stable group. All athletes have been placed in one stable group to avoid mixing of stable groups.

CLASS ROOM SIZE

Each classroom will have between 5 and 12 students and one teacher. Students and teacher will have between six and 10 feet between them.

WHAT YOU CAN EXPECT FROM THE ADMINISTRATIVE TEAM

We will be available to help in any way we can – all you need to do is let us know what you need. We will continue to communicate with the community on a weekly basis, more if necessary.

Faculty can expect Friday afternoon meetings starting at 12:50 PM. Look for Google Calendar invitations for a link to the Zoom meeting if you are unable to attend in-person. Not every Friday will see a faculty meeting so, if there is no meeting, teachers are free to leave. Mrs. Szymanski and Mrs. Sienkowski will take one or two departments per week to offer support. We will “walk the virtual halls” and join classes via Zoom/Google Meet when possible.

WHAT YOU CAN EXPECT FROM TECH

For on-campus learning, which also includes continued Zoom classes, Tech will provide cameras for your desktop, unless you would rather use your iPad or personal laptop already equipped with a camera for your classes. You may use your own air pod, or other microphone device so that students at home can hear you clearly. If you do not have a device that you would like to use, please let Mrs. Szymanski know and one will be ordered for you through Mr. Phan.

CONTINGENCY PLAN IF YOU'RE SICK AND CAN'T FACILITATE CLASS

If you are unable to facilitate your class, please inform Mrs. Wolffe by 7:30 AM so that a substitute may be found. Also, please communicate your absence to your department chair, Mrs. Szymanski, and Mrs. Sienkowski. If a team member needs to temporarily take over your course, please contact tech support, and they will add the teacher to your course. If you require additional support, please contact Mrs. Szymanski or Mrs. Sienkowski.

RCSS COVID-19 TASK FORCE/COMPLAINEE TEAM

Jacqueline Quiñones Sienkowski, JD, Principal of Ramona Convent Secondary School, will oversee the Ramona Task Force and Compliance Team. All communications between Ramona Convent and DPH will go through Mrs. Sienkowski with a secondary contact being Sr. Kathleen Callaway, SNJM, and a third contact Mrs. Halina Szymanski. The Task Force was comprised of Faculty, Staff, Students, and Parents. The Task Force and Compliance Team developed protocols and policies, and determined consequences for a failure to adhere to required policies.

STEPS TO BE TAKEN, IF AND WHEN, A FACULTY MEMBER, STAFF MEMBER OR STUDENT TESTS POSITIVE FOR COVID-19: INFORMING THE COMMUNITY

If and when a faculty member, staff member or student shows symptoms of COVID-19 (symptoms as released by the CDC, posted on our website, and posted throughout our community), the person who shows symptoms will immediately:

1. **Be isolated** - if a faculty or staff member, this person will be required to leave campus and go home to isolate. If a student, the student will be quarantined in one of our sick rooms, signs will be posted that the room is in use for quarantine purposes and no one but Sr. Kathleen, Mrs. Sienkowski or Mrs. Szymanski will be allowed to enter the room.
2. **The student will remain in the quarantine space** until a parent or guardian arrives to pick them up and take them home to further isolate.
3. **The student will enter and exit through the West Wing Hallway**; all staff will be told prior to the student entering or exiting so that they may close the doors to their offices.
4. **After the student is off campus**, the quarantine room and hallway will be sanitized (please see attachment regarding Materials Safety Data Sheet used to sanitize quarantine spaces).
5. **Required Testing and Quarantine:** If a faculty, staff or student leaves with possible Covid-19 symptoms, they will be required to test and/or quarantine until either a negative test result, or a doctors release authorization to return, is received by the school.
6. **If the faculty, staff or student test positive for COVID-19**, Mrs. Sienkowski will immediately inform the DPH of the positive case(s).
7. **Faculty, staff and/or student who test positive** will be required to provide recent contacts to our on-campus contact tracer, which will then be provided to DPH for further contact tracing.
8. **All spaces where the faculty, staff, and/or students have been** will be sanitized.
9. **Those exposed to the faculty, staff and/or student** (per CDC guidelines) will be sent home to quarantine for, no less, than 10 days, or seven days with a “negative” test result taken within 48-hours of returning to campus.
10. **Taking our direction from DPH**, we may have to partially or fully close to in-person instruction.

RCSS CONTACT TRACERS: A SCHOOL EXPOSURE MANAGEMENT PLAN ON-CAMPUS, AND REPORTING TO THE LOS ANGELES DEPARTMENT OF PUBLIC HEALTH (DPH) – SINGLE AND CLUSTER CASES

Through the Johns Hopkins Contact Tracer Training Program, the following faculty and staff has been trained as contact tracers:

Sr. Kathleen Callaway, SNJM
Jacqueline Quiñones Sienkowski, JD
Halina Szymanski
Linda Wolffe
Sylvia Garcia
Norma Jovel
Rebecca Lamas

Upon being informed of a single or cluster COVID-19 case(s), Jacqueline Quiñones Sienkowski, JD, the Ramona Convent contact and liaison to DPH, will inform DPH of the situation. With the assistance of DPH, contact tracing will begin using our own contact tracers for initial family/student contacts. When

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the tracing moves beyond our families or students, DPH will then direct and oversee further contact tracing. Ramona Convent Contact Tracers include a Spanish speaker. In addition, if/when a cases or cases occur, DPH will provide Ramona Convent with a letter template that will allow us to inform our community while protecting the privacy of our positive case(s).

ASSURANCE OF ACCESS TO TESTING OF ANY/ALL EXPOSED INDIVIDUALS WITHIN THE SCHOOL AS THE BASIS FOR FURTHER CONTROL MEASURES

Ramona Convent will provide testing through a third-party company called *Let's Get Checked* (Exposure as defined by CDC). Any person exposed will have the option to be tested through Ramona, for which Ramona will be responsible for the cost, or through a testing site of their choosing. If testing is done through an off-site third party, Ramona will not be responsible for the cost of testing. An exposed individual will quarantine for no less than 10 days, or seven days with proof of a "negative" test result taken within 48-hours of returning to campus. Quarantine will not be required for fully vaccinated individuals per CDC guidelines.

CONTINGENCY PLAN FOR FULL OR PARTIAL CLOSURE OF IN-PERSON SCHOOL OPERATIONS

We take our directive in this area from the DPH. If there is a single case on campus, DPH will not direct closing, but will require quarantine of exposed students, faculty and/or staff. If there is a "cluster" of cases (three or more simultaneously), DPH may require a full or partial closing of in-person student operations. A partial closing may only affect a single class where a full closing will affect the entire student body, faculty and, possibly, our staff. In the case of a partial or full closing of in-person teaching/learning, our schedule will remain the same, and be moved back to entirely online learning via Zoom or Google Meet. A partial or full in-person closing will be for a minimum of 14 days.

SURVEILLANCE TESTING AS A PART OF SCHOOL OPERATIONS

Ramona will randomly test up to 10% of its student body, faculty and staff, on-campus, every Monday. Test will be sent to *Let's Get Checked* and results will be made available within a few hours.

VULNERABLE FACULTY: WHO ARE THEY? HOW DO WE KEEP THEM SAFE?

A "vulnerable" faculty member is defined by Ramona Convent as a teacher who is 65-years old or older and/or has a physical condition and/or a suppressed immune system that could make exposure to a person with COVID-19 potentially dangerous for that teacher. Ramona Convent is committed to protecting our entire community from potential illness and in doing so have allowed any teacher who meets the definition of a "vulnerable" person to teach their classes from the safety and comfort of their homes. If a teacher chooses to teach from home because they meet the definition above, any course or position requirement they are contracted to do, but cannot fulfill because they are not on campus, will be adjusted. Should a replacement person be required to fulfill that portion of their contract, an adjustment in responsibility and salary will take place.

EMPLOYEE, STUDENT AND VISITOR SCREENINGS BEFORE COMING ONTO CAMPUS

Located on our school website ramonaconvent.org under "community," there is a COVID-19 response tab that allows would be visitors to assess a list of symptoms for COVID-19 *before* coming onto campus;

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we assume (pray) that any would be visitor will stay at home if they have any of the symptoms on the list or feel unwell.

If a visitor does come onto campus, there is another checklist attached to the outside of the Main Office door where, once again they can assess themselves for possible COVID-19 symptoms. Should a visitor feel well enough to enter the Main Office and they do not have any of the COVID-19 symptoms on the checklist, they may knock, enter, and immediately have their temperature checked. If they “pass” the temperature check, they may approach the Main Office desk and remain standing behind the plexiglass divider to transact their business.

SANITATION OF WORK STATIONS, CLASSROOMS, RESTROOMS, AND COMMON AREAS

In all common spaces where desks or work stations are placed, Ramona is committed to keeping them sanitary and free from germs. Once weekly, the facilities crew will spray and disinfect, using a “fogger” designed to kill the COVID-19 germ in ten (10) minutes or less. The fogger is used during the early morning or late afternoon hours when students, faculty and staff are not present. Immediately following the “fogging,” doors and windows are kept open, the air conditioning is turned on, and sufficient air flow allows the “fog” to dissipate; a process that takes approximately 30-minutes.

Our night cleaning crew will clean classrooms nightly, clean and sanitize all restrooms nightly, clean the gym, library and common spaces nightly.

All work stations, including individual student tables and desks, are sprayed with a powerful disinfectant that kills the COVID-19 virus in seconds. The students themselves, upon entering the space, will take paper towels and wipe down the surface of the table top and chair to ensure that when they sit down, the station is sanitized properly.

Restrooms on campus will be sanitized with disinfectant every 60 to 90 minutes, and sinks will be sanitized after every use by the students/faculty/staff who used it last. A sign-off sheet hanging on the wall will indicate the last time the restroom was cleaned and disinfected.

PHYSICAL DISTANCING MEASURES IN PLACE IN CLASSROOMS, COMMON AREAS, AMONG FACULTY, STUDENTS, STAFF, AND CAMPUS VISITORS

Throughout campus, we are ensuring that physical distancing is taken seriously. In classrooms and on campus, we maintain a distance of, not less than, six (6) feet from one another. Following are the measurements of distance under a variety of circumstances we will encounter:

In the **Classroom**: All desks are, at least, six feet apart, both side-to-side, and forward and back. Students are required to remain seated unless given permission to be out of their seats. All students enter through one door and exit through another, ensuring that no one is passing one another face-to-face. The faculty member in the room is instructed to maintain social distancing at all times. When a student requires personal guidance, the teacher will wear a face shield and face mask to move within six-feet of the student; students are also wearing a face shield and face mask. If the teacher feels more comfortable, he or she may assist the student while standing or sitting behind a plexiglass divider that has been placed in each classroom and stands either in front of the desk or in front of the podium; the plexiglass divider is mobile and can be adjusted for height.

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In the **Common Areas:** In all common areas, students will walk in the same direction as instructed by the arrows on the walkways and walls, and are to attempt to maintain a social distance of at least six-feet, even when walking “together.” At no time are students to congregate in the hallways or locker areas. Administrators, faculty, and staff are present during passing periods and during break and lunch to ensure compliance among the students. In addition, Administrators, faculty and staff model appropriate distancing. While eating lunch or snack, all tables are placed out of doors, and under appropriate, aerated cover. Decals are placed at spots of each table to indicate where students may sit, with no more than two (2) students at an eight (8) foot table.

Among **Faculty:** Faculty are required to wear a mask and optional face shield when in the presence of students. When faculty are alone in their room and they are not expecting a student or visitor, they may remove their face covering. Signs will be placed on all doors that will require a visitor or student to knock before entering giving the teacher enough time to put a mask and/or shield on.

Faculty will manage their own social distancing when in common faculty areas like the faculty/staff dining room.

Among **Staff:** all staff will maintain the proper social distancing as required by the DPH and the CDC. Each office is equipped with a plexiglass divider that separates a visitor from staff who sit in the office. In addition, all staff will wear a face mask when a visitor enters their space. Like with faculty in the classroom, a sign will be placed on office doors that require visitors to knock before entering ensuring that the staff member has enough time to put a mask on. Offices that are large enough to accommodate six to 12 feet between visitor and person whose office is visited, will not require a plexiglass divider.

All **Campus Visitors** are required to wear a mask, check the visitor COVID-19 Symptom list taped on the outside of the Main Office door, and once satisfied that the visitor does not exhibit any symptoms on the list may knock, enter and immediately (at the entrance) have their temperature taken by the stand-alone thermometer. Once the visitor has “passed” the temperature check, they may approach the Main Office desk remaining behind the plexiglass divider at all times. All seating in the reception area has been blocked off. Visitors who are on-campus to meet a faculty or staff person will wait for that person outside, under our open-air pavilion.

THANK YOU

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