



ST. MARTIN OF TOURS SCHOOL

FAITH • SERVICE • EXCELLENCE

CSP

Hours of Operation

1. Monday – Friday from 7:50 a.m.-12:30 p.m

Family Responsibilities

1. Parents and staff will be instructed that children and adults with a fever (99.5 or higher) should not come to campus until they are fever free for 72 hours.
2. Children failing the symptom screening must be taken home immediately. Children exhibiting symptoms of Covid 19 will be isolated from other children and staff in a designated isolation area until parents can pick up the child. Staff exhibiting symptoms of Covid-19 will be isolated and sent home or to a health care facility.
3. Families are encouraged to practice social distancing, mask-wearing, and all other guidelines from the Department of Public Health.

Campus Health Screenings

1. Faculty & Staff will be required to go through a brief health screening and temperature check upon their arrival to campus.
2. Parents are expected to check their child's health prior to arriving on campus.
3. Parents may not bring their child to campus if they are exhibiting any signs of illness or if they have had close contact with anyone who has been diagnosed with Covid-19 in the past 14 days.
4. Drop-Off – Health Screening & Temperature Check Procedure

Symptom check at gate – Brief Health Screening & Temperature Check

- i. Designated drop off areas for each cohort will be the primary location utilized for drop off with a brief health screening and temperature check conducted for each child.
- ii. Parents must walk their child to the designated cohort drop off point. They will be required to wear masks and abide by social distancing rules. Parents will

11955 SUNSET BOULEVARD | LOS ANGELES, CA 90049 | 310.472.7419 TELEPHONE | 310.440.2298
FACSIMILE

WWW.SMTDAYCARE.NET

- need to remain with their child while a temperature check and health screening is conducted before the child can enter the gate.
- iii. Children can arrive as early as 7:30 AM for drop off. Day Care will not begin until 7:50 AM each day to provide ample time for children to arrive safely.
- iv. All children and staff will be monitored throughout the day for signs of illness.
- v. Children or staff who have fever or exhibit other symptoms will be isolated and sent home or to a health care facility.
- vi. End of the Day Pick-Up - Staggered pick-up areas by cohort

Procedures & Routines - Adjustments Within the Day Care

1. Contactless phone communication – A contactless communicationsystem will be utilized to provide communication between the office and classrooms; children will not be involved in this process.
2. Limited Visitors - no outside visitors will be allowed to enter past the gate for the foreseeable future
3. Remote Distance Learning – we will provide supervision of our Day Care attendees during remote instruction. Enrichment activities and recreational activities will be provided throughout the day and all safety protocols will be followed.
4. Children in all grade levels will have their own items supplies to prevent sharing e.g. labeled water bottles, school supplies, etc.
5. Campus facilities – All protocols will be established and practiced with children. Social distancing, directional, and appropriate mask wearing will be posted in the appropriate areas

Handwashing

- i. Staff will instruct children in proper handwashing techniques
 - ii. Hand sanitizers will be mounted and available throughout campus
 - iii. Additional time will be scheduled into the day for routine hand-washing
 - iv. Children will be given scheduled bathroom time to limit bathroom traffic. The number of students in the bathroom at any given time is limited.
5. Water Bottle Refill Stations – Children are encouraged to bring a reusable water bottle to campus. Refilling stations have been installed on campus.
 6. Touchless fixtures have been installed in the bathrooms

Cleaning / Sanitization / Disinfection of Common Surfaces (switches, handles, desk surfaces)

1. The day care will have a cleaning and disinfecting schedule for classrooms and work areas as well as multiple times a day for high use items and areas.
2. St. Martin of Tours Day care will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved “N” list and we will training workers on appropriate use, safety guidelines and protocols.
3. Our facility manager has received a certificate in Ingegrated Germ Management from the California Department of Pesticide Regulation as recommended for opening a Day Care program.
4. Our school has received a Safety Compliance Certificate form the County of Los Angeles Public Health Department
5. We will provide proper PPE to custodial staff and other employees who clean and disinfect.

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

Face Coverings

1. Staff will be required to wear face coverings to/from campus and throughout the duration of their time on site
2. All students are required to wear a face covering.
3. Children must wear their face coverings coming to and from day care, moving to areas of the campus such as hand-washing or using the restroom, and movement throughout their classrooms and during play outside.
4. Children may remove their face covering when eating or during strenuous physical activity.

Maximizing Physical Distancing Whenever Possible

1. Children's desks are placed six feet apart
2. Children's desks have plexiglass barriers
3. Hallways and outdoor spaces have signage indicating the direction of travel and social distancing reminders.
4. Children are grouped in cohorts of a maximum of 12 children to help with contact tracing. The cohorts do not interact with each other.

Ventilation

1. Each of our 20 air-conditioning units was sanitized over the summer and fitted with the recommended filters, Merv 13
2. Each room has been equipped with fans to increase ventilation
3. Doors and/or windows are open at all times.

Break /Snack Procedures

1. Children will eat their snack outside, socially distanced from their peers.
2. Lunch tables will be cleaned with an electrostatic sprayer following lunch.
3. Each cohort will have a designated break time, eating area, and play area so that cohorts will not come into contact with each other.
4. Sport equipment will be limited to each cohort and will be disinfected after play time.
5. Parents are asked to send food with children that the child himself/herself can easily open. Food may not be shared.

Office Procedures

1. Only one parent at a time may enter the office.
2. Families are asked to return/pick-up items, payments etc. with children or by appointment.
3. To minimize contact and spread of any illness, the health room will be used to isolate children who have a fever or exhibit symptoms consistent with Covid 19. Parents will be contacted immediately to pick up children. Parents must pick up children within 30 minutes of being contacted.

In the Event of An Illness

1. If children feel ill or exhibit symptoms throughout the day care day, they will be isolated from the classroom and will stay in the health room until they are picked up by their parents. The child who is sick will be sent to a designated isolation health room and not be allowed back in the classroom. Parents must pick up children as soon as possible, but no longer than 30 minutes after they have been notified. If the child is complaining of or exhibiting symptoms of COVID-19, the day care will provide resources for the family to take a COVID-19 test and consult with their physician.
2. If a teacher feels ill or exhibits symptoms throughout the day, he or she will go home or to a health care facility immediately and a member of the office staff will substitute.
3. As recommended by the CDC: The area that was visited by the ill person will be closed off. We will wait 24 hours or as long as practical before beginning cleaning and disinfection.

Procedures for Symptoms/Exposure/Positive Cases

1. Staff, children, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home or to a health care facility.
 - i. According to the CDC, the key symptoms to look for are a temperature of 99.5 or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever. Staff screening individuals who show any of these symptoms will also recommend these individuals get testing for COVID-19.
 - ii. Children and staff who test negative can return to day care 3 days after symptoms resolve.
2. If a child or staff member has been exposed to someone outside of day care who has tested positive for COVID-19, the child or staff member must quarantine at home for two weeks, shifting to distance learning during that time. It is expected that if a child or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.
3. If someone in the day care (staff or child) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan.
 - i. All guidelines for informing DCS and any health department officials will be followed.
 - ii. Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
4. Children and/or staff members who test positive for COVID-19 will not be able to return to Day Care until they have met CDC criteria to discontinue home isolation, including at least 72 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

Testing of Staff and Children

- a. To ensure the safety of children and staff, surveillance testing will be implemented. The day
- b. When a child or staff exhibits COVID-19 symptoms, the child or staff member will be sent home and testing will be recommended. Day care employees and children who need testing should either go to their health care provider, or a state-operated, or community testing site. The State of California requires all health plans to pay for COVID-19 testing for all essential workers, including day care staff. If a child does not have a primary care doctor or there is difficulty accessing the testing we will call VCPH at (805) 981-5101 and a PHN (public health nurse) can help facilitate the testing.

Consideration for Partial or Full Day Care Closure

In the instance that Saint Martin of Torus experiences multiple positive cases in a 14-day period, we may need to, in consultation with the Archdiocese and local health officials, consider a partial or full Day Care closure.

Staff Training & Parent Education

- a. The faculty and staff continue to be trained in the details of this opening plan. As this plan is updated and modified, all members of the community will be notified and trained accordingly. We will continue to share all information for our families to ensure we can help to mitigate and reduce the spread of Covid-19.

Day Care Administrators

The individuals who will communicate directly with VCPH with questions, concerns, etc. will be the following:

- i. Ms. Debbie Margulis, Principal
- ii. Ms. Michelle Berlin, Health Coordinator