

# **Our Lady of Mercy School**

## **Daly City, CA**



## **OLM COVID-19 Safety Plan**

### **School Year 2022 - 2023**

*April, 2023*

*All contents are subject to change in deference to local, state, and federal mandates.*

Our Lady of Mercy Catholic School is a Catholic elementary school active under the jurisdiction of the Department of Catholic Schools in the Archdiocese of San Francisco and within the community of Our Lady of Mercy Parish in Daly City, California.

## **Introduction**

We continue to cautiously navigate our way out of the COVID-19 pandemic. These past couple of years, we have all come together to address the challenges that confronted us as a school community. We diligently implemented our Plan. We aligned all our efforts to meet the guidelines set by the various agencies that were looking after everyone's welfare.

With the health and safety of every member of our school community as a main consideration, this updated COVID-19 Safety Plan includes changes aligned with the [San Mateo County's Safety Framework](#). Provisions (and adjustments) of this plan are and will be always reflective of current State and County guidelines. Note, however, stricter guidelines may be set the school as deemed needed.

This Plan will also be regularly updated / revised as we receive new information, directives, guidelines from the Center for Disease Control, California Department of Education, San Mateo County Department of Health and the Archdiocese of San Francisco Department of Catholic Schools. The following are documents that guide our plans:

[California Department of Public Health](#)  
[San Mateo County Pandemic Recovery Framework](#)

Updates will be communicated to our school community via SchoolSpeak, Parent Newsletters, and our school website.

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## COVID-19 Safety Protocols

### Must Haves / Do

All students are expected to:

- Bring two face masks (even those choosing not to wear masks on non-masking required days) for use and as needed.
- Bring their personal hand sanitizer and wipes for use during the day
- Use hand sanitizer or wash their hands thoroughly during the day, especially after returning from their morning and lunch recesses.
- Bring a reusable water bottle for use during the day.

### Masking

Masks, particularly **high-quality and well-fitting masks**, remain highly effective, inexpensive, and dynamic tools to protect oneself and mitigate transmission of COVID-19 and other respiratory pathogens. (San Mateo COVID-19 Safety Plan)

CDPH continues to **strongly recommend** individuals to mask in indoor settings. At OLM, wearing masks on-campus is **STRONGLY RECOMMENDED**.

Please note that masking ***may be required*** during the following:

- Ten days since last day of contact with a confirmed COVID-19 case
- As mandated or recommended by the County.
- As determined necessary by the school administration.

Though masking is only strongly recommended most of the school year (***and not required unless during situations enumerated in a previous section***), ALL students, faculty, and staff will be required to have masks in their possession should there be a need to require masking in class or the school. The office will always have a stock of masks should anyone need one.

CDPH provides the following recommendations on the types of masks to wear and how to wear them:

- An effective mask has both good fit and good filtration .
- Double masking is an effective way to improve fit and filtration. A close-fit- ting cloth mask can be worn on top of a surgical/disposable mask to improve the seal of the mask to the face.
- Layering more than two masks is not recommended as this could be difficult to breathe through.
- It is not recommended to wear two medical masks, or to wear a medical mask on top of a KN95, KF94, or N95.

Most Effective	More Effective	Effective	Least Effective
• N95 (also best for wildfire smoke)	• KF94 • KN95 • Double Mask • Fitted Surgical Mask	• Surgical Mask	• Fabric mask with three or more cloth layers

Understanding how people have varying levels of tolerance on usage of masks, everyone is highly encouraged to use the most effective masks using the table above without being overly uncomfortable. Faculty, staff, students who come to school without face covering will be provided one upon entry. Face masks and other supplies will always be available in the main office. Classroom teachers will also have supplies in their respective classrooms.

**COVID-19 testing:**

COVID-19 testing may be required:

- After an extended break: All students and staff may be required (or strongly recommended) to have a COVID-19 test after an extended break (summer, Thanksgiving, Christmas, and Easter). **Students / Staff testing positive must follow isolation / quarantine requirements.** Students / staff members determined NOT having completed the test (and obtaining a negative result) may be asked to leave the campus until a negative test result is obtained.
- To all employees and students with COVID-19 symptoms. Employees and students experiencing COVID-19 symptoms will be sent home and will only be allowed to return to school with a proof of negative COVID-19 test result.
- When there is a known exposure to a positive case. All staff members and students, regardless of vaccination status, are required to test three to five days after the last point of contact with a positive case.  
**Note: Those who tested positive within 90 days ARE NO LONGER EXEMPT from the testing requirement.**
- Unvaccinated staff members and volunteers are required to test weekly. See p. 11 of the San Mateo Safe Schools Framework.
- As determined by school administration: Testing will be required should there be a significant rise in cases on campus.

*Though the school will no longer be collecting the test results as we did in the past, we ask for everybody's compliance to protect the health and safety of everyone on campus. We will only ask that positive cases be reported and dealt with accordingly.*

## **Health Monitoring**

Parents are expected to do their children's health screening every morning before heading to school to drop them off. Students will not be allowed to come to school should they have one of the following symptoms:

### **Symptoms per CDC**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The teachers will always be vigilant should symptoms become evident while students are in the classrooms. If determined as needing isolation due to an observable symptom, the student will be removed from the classroom. Parents will be contacted and advised to pick the child up from school.

## **Absences due to COVID-19 Symptoms**

Students returning to school from absences due to COVID-19 symptoms are required to complete and submit an [excuse note](#) with a proof of negative COVID19 test attached.

## **Absences due to COVID-19**

Students returning to school from isolation due to COVID-19 are required to complete and submit the [Return from Isolation form](#). If returning before 10 days of isolation, proof of a negative COVID19 test result is required.

## **Hand Sanitizing / Washing**

Classrooms with washing stations (sink/ faucet) will always be stocked with liquid soap and paper towels for everyone's use. All classrooms will have a hand sanitizing station for staff and student access and use. All students are also required to bring hand sanitizer for their daily use. While hand sanitizers are available in all classrooms and shared spaces, students will always be advised to wash their hands (instead of using the sanitizer) as much as possible.

The following will be reviewed with the students periodically:  
Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

### **Ventilation**

Bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. As much as possible, we shall leave our doors and windows open.

Windows will be periodically checked to make sure that they can be opened as needed to maintain ventilation in the classrooms. All windows are in good working order at this time. Each classroom is equipped with portable air cleaners which will be used to reduce the risk of long-range airborne transmission.

When outdoor air quality is poor, the doors and windows will be shut. Outdoor classes will be relocated inside. Portable air cleaners will be used accordingly.

### **Cleaning of Shared Spaces**

All our classrooms, offices, and other shared spaces will be cleaned *everyday*.. Our Facilities Manager / cleaning staff, wearing face covering and safety equipment, will clean using [EPA approved products](#) frequently-touched surfaces at school - door handles, light switches, faucets (though all are already automatic) bathroom surfaces. After-school, desks and chairs will be cleaned accordingly. We will follow the [Cleaning and Disinfection Procedures Manual](#) as included in the San Mateo Pandemic Recover Framework.

Staff members will do their share in maintaining clean and sanitized classrooms. Cleaning and sanitizing procedures will regularly be reviewed with the staff to ensure correct and consistent implementation. Classrooms will be stocked with disinfecting wipes for use during the day.

***Cleaning supplies and disinfectants will be stored properly, away from students at all times.***

## Campus Procedures, Guidelines, Protocols

### Morning Drop Off Schedule / Procedures and Afternoon Pickup / Dismissal / Carline

**Morning dropoff** is from 7:45 a.m. to 8:00 a.m. On non-rainy days, all other students will be allowed to walk around the yard, engage in non-strenuous games / activities while waiting for 8:00 a.m. Kindergarten students will stay in the kindergarten play yard only. On rainy days, students will go straight to their classrooms with their teachers providing them supervision. Morning assembly will start as students line up at the yard at 8:00 a.m.

Parents may now join us in our daily assembly at the yard but may not be in the classrooms unless prior arrangements have been made with the classroom teachers. (See section on volunteering in classrooms)

There will be two morning dropoff points namely

- (1) on top of the hill on the Upper Yard
- (2) Gate by the Kindergarten classrooms

Students arriving before 7:45 a.m. will proceed to Clubhouse for Before School Supervision. If you intend to drop off your child before 7:45 a.m. during the school year, please make sure that you register your child in our Clubhouse Program. Students not registered in the Program who need to be sent to our Before School program will be assessed the Clubhouse drop in fee accordingly.

#### **Afternoon Pickup for ALL students**

Mondays:	2:30 p.m.
Tuesdays to Fridays:	3:00 p.m.
Minimum Days	12:30 p.m.

We shall follow our carline procedures for Grades K - 8. Cars will enter through the Gate on Southgate, drive up the hill, and proceed to the side where their children's classrooms are. In cases of siblings, the older child will join his / her younger sibling at dismissal.

Parents may also pick up their children from their designated dismissal area no earlier than 3:00 p.m.

As in the past years, students will be waiting by their classrooms as they wait for their rides. Parents of "walkers" need to have a waiver signed before students are allowed to walk home. "Walkers" will be dismissed after the carline students have been dismissed.

#### **Morning Assemblies**

We will have morning assemblies as we have had in the past. Students will line up at the Yard with classes distanced apart (following marks on the yard) from each other. Parents are now allowed to join us during assemblies.



### **Morning Recess and Lunch Time / Expectations**

Morning and Lunch Recess schedule is as follows:

	Morning Recess	Lunch	Assigned Area
Kindergarten	10:00 a.m. - 10:15	11:30 a.m. - 12:00 p.m.	Kindergarten Play yard
First to fourth Grade	10:10 a.m. - 10:25 a.m.	11:45 - 12:05 Lunch 12:05 - 12:25 Recess	Upper Yard (A.M. Recess) Lower Yard (Lunch Recess)
Fifth to Eighth Grade	9:55 a.m. - 10:10 a.m.	12:34 - 12:54 Lunch 12:54 - 1:14 Recess	Lower Yard

We now have benches that are available for use during lunch time. Whenever possible, students will be eating outdoors. During rainy days or as needed, students may eat inside the classrooms. Another classroom will be assigned for our big classes to provide more space for students to eat.

### **Mass Attendance**

Our students will be attending Mass in person weekly as they have always done in the past.

### **Campus Access**

While we are now able to let visitors on campus, we will continue our efforts to limit the number of people and traffic on-campus.

### **Parent Volunteers**

We are bringing back parent volunteers on-campus this year. All Parent Volunteers will be required to submit a proof of vaccination before they could start volunteering on-campus. Unvaccinated parents may still volunteer provided they submit a negative COVID-19 test result weekly.

### **Before School and Extended Care**

Clubhouse will be in full operation this school year. Students participating in the program need to complete the registration form as soon as possible. Please take note of the following:

- Clubhouse will be our only after-school program this year.
- Students must be signed up for this program in advance.
- Snacks will be provided and brought to each of the classrooms.
- Lower school bathrooms will have to remain open and be checked/cleaned frequently throughout the afternoon.
- Sign outs will be done in the Clubhouse Room.

## **Gatherings**

We will get back to holding events in-person cautiously. We ask for everyone's understanding, patience, and flexibility as we do so. Please heed to all requirements and recommendations for everyone's health and safety.

## **Managing Symptoms, Infections, Quarantine, Isolation**

**COVID-19 Point of Contact:** Mr. Jeffrey Burgos

Email address: [principal@olmbulldogs.com](mailto:principal@olmbulldogs.com)

Phone: (650)756-3395

Please contact Mr. Burgos directly if your child or a member of your household is a confirmed case, close contact or if your child is sick to determine if quarantining is necessary.

### **On Positive Case(s)**

The Principal / COVID 19 Point Person (Mr. Jeffrey Burgos) or designee will report the case (on the County Reporting Platform. He will be available to answer questions regarding on protocols in handling positive cases.

### **Confidentiality / Reporting**

Maintaining the dignity of every child is a priority of all Catholic schools in the Archdiocese of San Francisco. In cases where health protocols require contact tracking and tracing, such is the case with COVID-19, schools will make every effort to maintain the confidentiality of community members while complying with local, state and federal guidelines.

### **When Students or Staff Have COVID-19 Symptoms**

The CDPH recommends that those with symptoms of COVID-19 take the following steps, regardless of their vaccination status:

- Self-isolate and take or be administered an antigen test as soon as possible to determine infection status.
- Remain in isolation while waiting for testing results.
- Consider continuing self-isolation and retesting with an antigen test in 1-2 days if testing negative, particularly if tested during the first 1-2 days of symptoms. Testing between days 3-5 is advised.
- Continue to self-isolate if test result is positive, follow recommended actions for isolation and contact healthcare provider about available treatments if symptoms are severe or they are at high risk for serious disease or if they have any questions concerning their care.

## When Students and Staff Are Diagnosed with COVID-19

Everyone who is infected with COVID-19, regardless of vaccination status, previous infection, or lack of symptoms, should follow the recommendations listed the [CDPH Guidance Isolation and Quarantine for the general public](#).

### Isolation Table

Vaccination Status	Requirements for Staff/ Recommendations for Students
Everyone, regardless of vaccination status, previous infection, or lack of symptoms.	<ul style="list-style-type: none"><li>● <b>Stay home</b> for at least 5 days after start of symptoms (or after date of first positive test if no symptoms).</li><li>● <b>Isolation can end</b> after day 5 if symptoms are not present or are mild and improving and individual is fever-free for 24 hours (without the use of fever-reducing medication)</li><li>● <b>If fever is present</b>, isolation should be continued until 24 hours after fever resolves.</li><li>● <b>If symptoms, other than fever, are not improving</b>, continue to isolate until symptoms are improving or until after Day 10.</li><li>● <b>If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care</b>, infected persons should contact their healthcare provider for available treatments.</li><li>● <b>Per CDPH masking guidance</b>, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.*</li><li>● <b>*After ending isolation (no fever without the use of fever-reducing medications and symptoms are improving)</b>, confirmed cases may remove their mask sooner than Day 10 if they have two sequential negative tests at least one day apart. If antigen test results are positive, the person may still be infectious and should continue wearing a mask and wait at least one day before taking another test.</li><li>● <b>After ending isolation, if symptoms recur or worsen</b>, get tested again and if positive, restart isolation at Day 0.</li></ul>

15 San Mateo County Coalition for Safe Schools and Communities | March 16, 2023

## When Students and Staff Are Exposed to COVID-19

Prompt notification to students and families regarding exposure to infectious diseases, including COVID-19, can allow for rapid testing, early treatment, and prevention of further spread.

CDPH recommends the following when there is a case of COVID-19 on campus:

- Families notify school if their child has COVID-19 and was on school grounds during their infectious period.
- Schools should notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their infectious period.
- In lieu of individual exposure notifications, schools should consider providing a general notification to the entire school community during times of elevated community transmission of COVID-19. This communication can alert all to the increased potential of being exposed to COVID-19 due to a rise in cases among school and community members and remind all to monitor for symptoms and get tested.
- All students and staff with known exposure to persons with COVID-19 should follow [CDPH recommendations](#) listed in the table below.
- Exposed students may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19. They should test, report positive test results to the school, and follow other components of this guidance.
- Remind parents and guardians to keep children home if they are showing signs and symptoms of COVID-19 and get them tested. If negative, retest between days 3-5.
- Employers should ensure that workers are aware of and understand these policies.
- Staff who have been exposed can continue to stay at school; they do not have to quarantine but they do have to comply with testing requirements.
- Per [CalOSHA](#), notify employees of COVID-19 cases in the workplace.

## Infectious Period

- For symptomatic confirmed cases, 2 days before the confirmed case had any symptoms (symptom onset date is Day 0) through Days 5–10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved,
- OR
- For asymptomatic confirmed cases, 2 days before the positive specimen collection date (collection date is Day 0) through Day 5 after positive specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, symptomatic and asymptomatic infected persons who end isolation in accordance with this guidance and are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

### DEFINITIONS

**High-Risk Contact:** Someone who may experience severe illness if they become infected with COVID-19 or for whom the transmission potential is high.

**Epidemiologically-linked Cases:** Include persons with close contact with a confirmed or probable case of COVID-19 disease; OR a member of a risk cohort as defined by public health authorities during an outbreak. A “risk cohort” includes persons with potential for shared exposure with cases through a shared defined physical space. Examples include but are not limited to persons in the same classroom, school, extracurricular activity, work-shift, physical workspace, or living/sleeping space.

**Close Contact:**

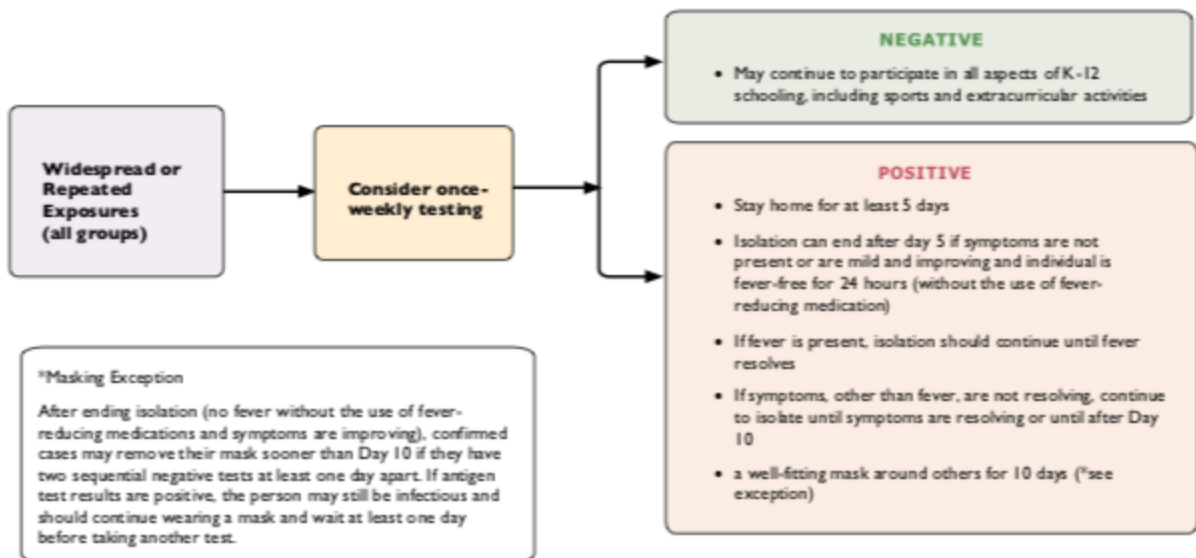
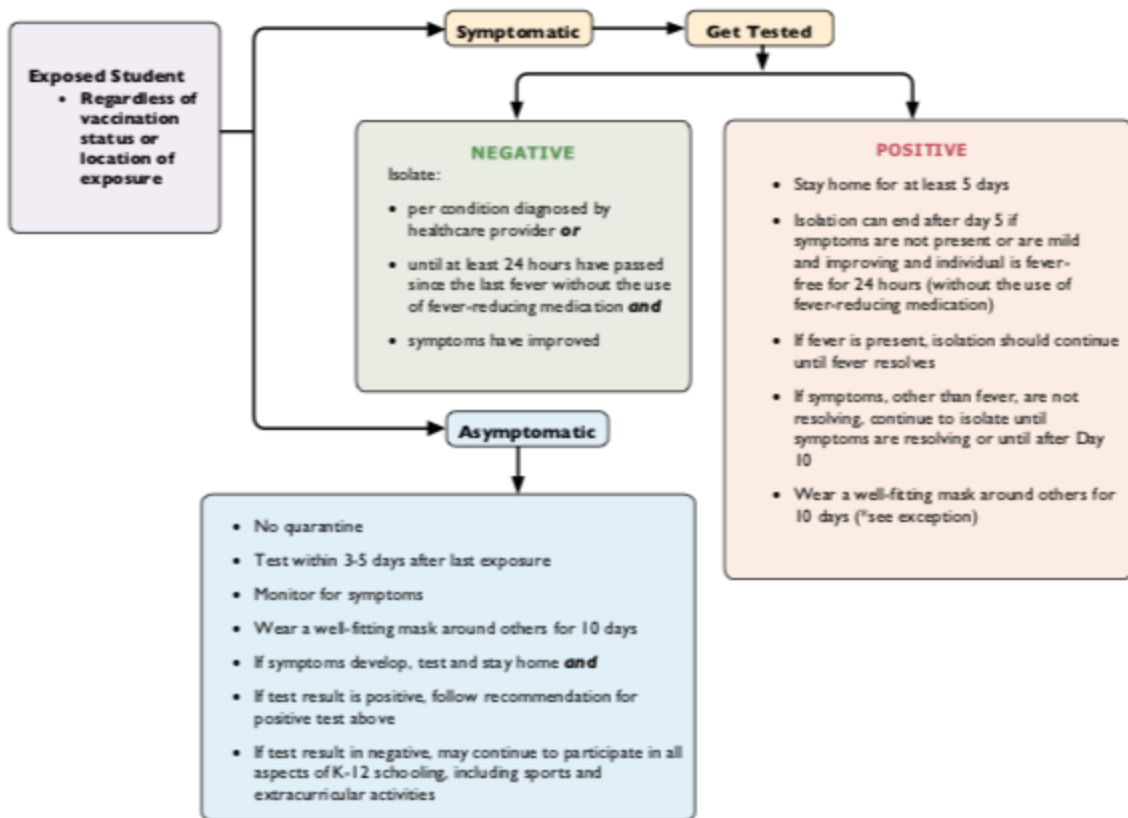
1. In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as an infected person for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during a confirmed case’s infectious period.
2. In large indoor spaces greater than 400,000 cubic feet per floor, a close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed case’s infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

## Asymptomatic Employees and Students Who Are Exposed to Someone with COVID-19 (No Quarantine)

Asymptomatic Persons Who Are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
<p>Everyone, regardless of vaccination status.</p> <p>With the new variants, SMCH is finding people are being reinfected within a few weeks of having COVID-19 and now recommends that schools test exposed individuals even if they had COVID-19 during the last 30 days.</p>	<ul style="list-style-type: none"> <li>• Test within 3-5 days after last exposure.</li> <li>• Close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.</li> <li>• Strongly encouraged to get vaccinated or boosted.</li> <li>• If symptoms develop, test and stay home, and</li> <li>• If test result is positive, follow isolation recommendations in the <a href="#">Isolation table</a>.</li> </ul>

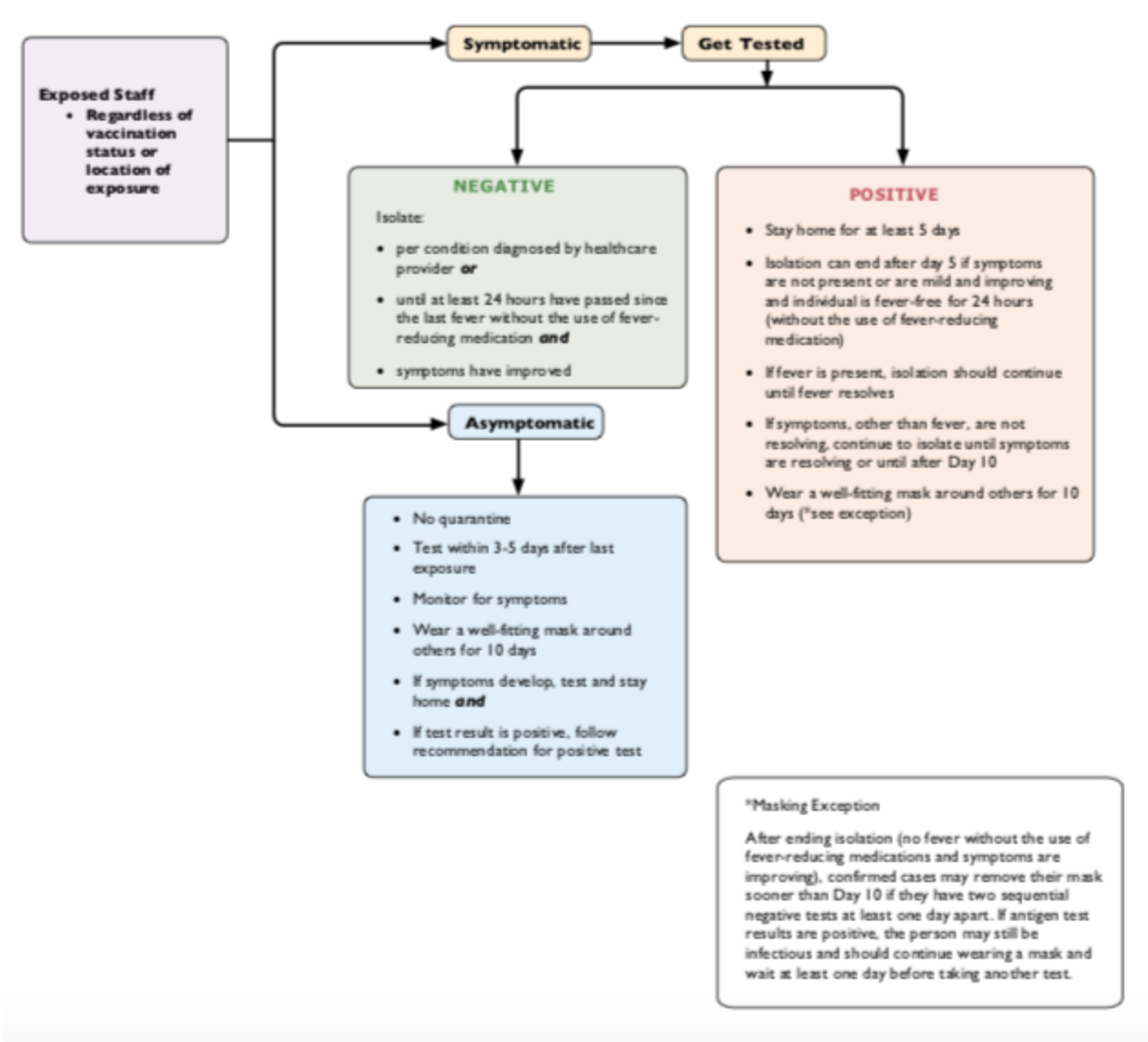
# COVID-19 Student Exposure (CDPH)





# COVID-19 Staff Exposure (CDPH)

Note: With the new variants, SMCH is finding people are being reinfected within a few weeks of having COVID-19 and now recommends that schools test exposed individuals even if they had COVID-19 during the last 30 days.



## Plan Review / Implementation

### Review of Expectations / Contents of Plan

Expectations as included in this Plan will be reviewed by the staff and the Parents at the beginning of this school year. Throughout the year, the staff will review sections including revisions / adjustments of the Plan for consistent implementation. Frequent reminders will be included in our Staff and Parent Newsletters to ensure consistent implementation.

The teachers will go over expectations with the students periodically and ensure that everyone adheres to them accordingly.

### Discipline policy for students not following expectations / policies

Students are expected to comply with all policies and expectations on use of protective equipment and social distancing. If a student willfully chooses not to follow protocols, a verbal warning will be issued by the teacher / staff member. If the student continues not to follow all protocols after a verbal warning, the teacher and the administration will discuss further disciplinary action. Parents may be contacted in hopes of partnering with the school to help enforce safe practices.

This plan is subject to change given guideline / protocol adjustments we need to make resulting from CDC, CDPH, and county updates. For questions and / or clarifications regarding this plan, you may contact us us at (650) 756-3395.

San Mateo Health Department:

Address: 306 Spruce Ave, South San Francisco, CA 94080

Phone: (650) 573-2764