

## Reopening & COVID-19 Mitigation Plan Template

**School / District: Saint Augustine Academy**

**School / District VCPH Liaisons**

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
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<b>Promote Healthy Hygiene Practices</b>		
Describe your plan to:		
<ol style="list-style-type: none"> <li>Disseminate <u>Educational Resource Tools</u> to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough)</li> <li>Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene</li> </ol>		
Plan:	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
<ol style="list-style-type: none"> <li>Posters reminding staff, students, and visitors of best hygiene practices have been printed from the VCPHD (Ventura County Public Health Department) and have been distributed throughout the school. The best practices include washing hands frequently, minimizing exposure to others from coughing and sneezing, avoidance of touching face, proper wearing of face covering, and recognizing signs and symptoms of COVID-19.</li> <li>Staff and students will be reminded on a regular basis to wash hands for at least 20 seconds as often as practical. Anti-bacterial soaps and hand sanitizer stations are provided throughout the school for healthy hygiene.</li> </ol>	Michelle Kolbeck (CC) Caryn Warnert (OL)	August 1, 2020
<b>Intensity Cleaning, Disinfecting, and Ventilation</b>		
Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.		
Plan:	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
<ol style="list-style-type: none"> <li>The school is utilizing Lysol Disinfectant Spray (EPA Reg No. 777-99) to clean and sanitize all surfaces, which include the classrooms, offices, lounges, etc.</li> <li>Windows and doors will be opened to allow for increased air circulation.</li> <li>All classrooms will be cleaned daily.</li> </ol>	Michelle Kolbeck (CC)	August 1, 2020

4. Desks and chairs will be wiped down between cohort use.		
5. Each faculty member has access to proper cleaning equipment and therefore, the sharing of equipment will be extremely limited, if needed at all.		

**Implementing Distancing Inside and Outside the Classroom**

Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes to maintain 6-foot distancing between individuals, student / educator cohorts to minimize contacts. *(Include school / district bell schedules.)\**
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction) \*

*\* Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

Plan:

1. The schools will have multiple ingress and egress points and/or staggered start/end times to significantly reduce the number of students who enter/exit school. This will also allow for active screening of all students. Students will not transition between classrooms in grades K-6. Grades 7-12 will be kept in cohorts of small, stable groups with common instruction, lunch, and recess.
2. At the upper campus, directional routes will be established and signage will be posted to reinforce these protocols. Each hallway/corridor will be identified as a single direction passageway and students will be expected to maintain a six-foot distance.
3. Classroom square-footage has been identified for each classroom and student/educator cohorts have been significantly reduced in order to maintain a six-foot distance.
4. Outdoor classroom instruction will be held when safe and multiple outdoor classrooms have been prepared.
5. Visitors to school campuses are stopped at the main gate and will be limited to emergency visits only (i.e., medical).

**Person(s) responsible**

Timothy Moore (Headmaster)

**Date of Implementation**

August 18, 2020

**Limit Sharing**

Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)

Plan:

1. Each student will receive his/her own personal set of textbooks that will not be shared.
2. Each student will also have dedicated supplemental resources (i.e. workbooks, reading books) that will not be shared.
3. Students in grades 7 – 12 will each have his/her own locker
4. Students will bring his/her own snack and/or lunch to be eaten outdoor. No sharing of food or other personal belongings, such as combs and hairbrushes, will be allowed.
5. Only pre-cleaned individual size packaged food items will be allowed or sold.

**Person(s) responsible**

Timothy Moore (Headmaster)  
Caryn Warnert (OL)

**Date of Implementation**

August 26, 2020

**Train all Staff and Educate Families**

Describe your plan to:

1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices, prevention measures, and transmission of illness
2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

Plan: All students, staff and visitors will be asked to wear face masks and adhere to social distancing protocols.

1. All employees will be trained prior to first day of work for the 2020- 2021 school year using CDPH and CDC COVID-guidelines.
2. Employees will watch a PowerPoint training presentation from Cavnac & Associates on signs and symptoms and when to get medical help. Employees will also be trained in cleaning, protection procedures, reporting to Human Resources, and reporting to supervisors for all contact tracing. HR will maintain all HIPAA and FERPA rules and regulations.
3. St. Augustine Academy families will receive COVID-19 precautionary safety measures and other related information (such as specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices, prevention measures, and transmission of illness) via email and hard copies as requested.

**Person(s) responsible**

Michelle Kolbeck (HR)

**Date of Implementation**

August 6, 2020

**Check for Symptoms - Screening Staff, Students, and Visitors**

Describe your plan to:

1. Screen all students, staff, and visitors entering school facilities
2. Monitor students and staff throughout the day for signs of illness
3. Support ill students and staff to remain at home without fear of reprisal

Plan:

1. Parents will be asked to screen their students before sending their students to school.
2. Faculty will evaluate all students, staff, and visitors coming onto each campus.
3. Self-reporting and communication between staff and student to the office is encouraged throughout the day. A phone call to report signs and symptoms is required upon a change in health status.
4. Self-testing must take place prior to attending work or school each day. Staff will be provided time off when diagnosed with COVID-19 or suspected to have COVID-19 based on exposure, in accordance to state and federal law.

**Person(s) responsible**Faculty  
Caryn Warnert (OL)**Date of Implementation**

August 18, 2020

**Plan for When a Staff Member, Student, Visitor Becomes Sick**

Describe your plan to:

1. Include health office procedures for ill students
2. Involve HR for ill staff and visitors
3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the [covidschools@ventura.org](mailto:covidschools@ventura.org) email

**Plan: Students:**

The office will rearrange furniture and order the necessary supplies in accordance with the VCPH requirements of maintaining a separate area for symptomatic students, while taking aerosolized respiratory treatments into consideration when planning the layout of the health office.

- The health office will be stocked with the appropriate masks, gloves and the necessary disinfectants to wipe down frequently touched areas and items.
- Staff will be trained on when to send ill students to the health office.
- If a student is coughing, the student's face mask will be checked by the Health Assistant (HA) immediately to ensure it is being worn properly.
- Students will remain in designated safe areas while the appropriate parent or other person is notified to immediately take the student for testing.
- Parents will be provided the location of a local COVID testing center where students may be tested free of charge.
- Follow-up phone calls will be made to check in on suspected positive students.
- VCPH guidelines will be followed to determine when students may return.
- Notification to staff and parents of positive case and potential exposure and location of local COVID testing center will also be provided but in compliance with HIPAA, etc.
- Site administrators will compile details of student illnesses for the purpose of contract tracing consistent with the dictates of HIPAA and other laws and regulations.

**Staff:**

- St. Augustine Academy will be stocked with the appropriate masks, gloves and the necessary disinfectants to wipe down frequently touched areas and items.
- If a staff member is presenting symptoms, they will be directed to immediately visit a local COVID testing center.
- Staff who have exhibited symptoms are not permitted to return to work until fever and symptom free for at least 72 hours.
- Site administrators will compile details of staff illnesses for the purpose of contact tracing.
- Staff will be encouraged to get COVID testing periodically to detect asymptomatic infections.

**Date of Implementation**

School VCPH liaison  
Caryn Warnert (HA)

August 1, 2020

<p><b>Health Assistant Contact Tracing:</b></p> <ul style="list-style-type: none"> <li>• Case investigation: HA will work with student/staff to help them recall everyone they have had close contact with during the time they may have been infectious.</li> <li>• Contact tracing: HA begins contact tracing by notifying exposed people (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient's identity.</li> <li>• Contact support: Student/staff will be provided with education, information, and support to help them understand their risks, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they will be informed of the possibility that they could spread the infection to others even if they do not feel ill.</li> <li>• Self-quarantine: Student/staff will be encouraged to stay home, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to the infected patient, in case they also become ill.</li> <li>• All cases of individuals testing positive for COVID will be reported to VCPH by the VCPH Liaisons.</li> </ul>		
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**Maintain Healthy Operations - Surveillance and Reporting**

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.

<p>Plan:</p> <ul style="list-style-type: none"> <li>• The Attendance Clerk will conduct and enter daily absence verification based on symptoms and will report those results weekly.</li> <li>• If COVID or flu symptom related absences exceed 10% of staff and students at either site in a day, such occurrences will be reported to the VCPH immediately.</li> <li>• Consistent communication will be held between the liaisons and the VCPH nurses on contact tracing of confirmed COVID cases for students or staff.</li> </ul>	<p><b>Person(s) responsible</b></p> <p>Michelle Kolbeck (AC) Caryn Warnert (OL)</p>	<p><b>Date of Implementation</b></p> <p>August 18, 2020</p>
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**Triggers for Switching to Distance Learning**

Describe your plan to switch to alternative learning.

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<ul style="list-style-type: none"> <li>• As the school will be in contact with VCPH regarding COVID or flu related symptoms, the school will ask for the advisement of VCPH as to when a class or the school should switch to alternative learning.</li> </ul>	<p><b>Person(s) responsible</b></p> <p>Michelle Kolbeck (AC) Caryn Warnert (OL)</p>	<p><b>Date of Implementation</b></p> <p>August 18, 2020</p>
<p>1. Plan Faculty will be prepared to provide quality education through the following: Distance Learning through ClassDojo</p>		

2. Individual tutoring for special needs 3. Homeschool assistance through Zoom • Consistent communication will be given to the parents and students concerning the options to continue learning.		
<b>Strategic Recovery Planning Team (Optional)</b>		
Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.		
Plan: Regularly scheduled Crisis Team meetings, evaluating and creating policy and procedures for continued school plan to open and/or close. School Headmaster and team are on call to meet as needed based on the severity of the crisis.	<b>Person(s) responsible</b> Timothy Moore (Headmaster) Crisis Team	<b>Date of Implementation</b> August 18, 2020

Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on \_\_\_\_\_(date).

COE Internal: Date Received: _____ Date Reviewed: _____ Date sent to VCPH: Date of confirmed receipt by VCPH:
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