

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



Saint Ann School

INTRODUCTION

This plan has been created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

SOURCES:

CDC -

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, -

<http://www.principalprinciples.net>

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building for reopening with thorough cleaning
Phase 1	August	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	August	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place

VISITOR RESTRICTIONS

Saint Ann School faculty and staff are allowed on campus during preparation for reopening.

Saint Ann School discourages visitation until the reopening date. Contact the school principal's office if an appointment is deemed essential or if materials are to be delivered.

Once school begins in September, visitors and volunteers will not be permitted to enter the school building until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures.

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

Any student or employee returning from a location on the state watchlist must isolate for 14 days. The screening must be completed by the child's parent/guardian prior to arriving at school each day. A parent waiver will be provided to each family requiring them to check their child for symptoms and temperature daily prior to going to school.

The school's policies for screening include the following:

All parents are required to complete a daily health check in the Genesis Parent Portal. Any parent who has not entered their child(ren)'s data into Genesis will be required to enter the information or pick-up their child from school. Daily completion is mandatory.

Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (via waiver completed on the Genesis Parent Portal).

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

- Known close contact with a person who is lab confirmed to have COVID-19

Employees:

School staff are required to wear face coverings (mask or face shield) unless doing so would inhibit the individual's health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave must contact the Principal. Employees will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Department of Catholic Schools, and local health department must be contacted. The health department will determine the next steps.

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Students who are ill are able to participate in the distance learning component of the class.
- Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Student health checks, when symptoms are evident, will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.

Protocol for Symptomatic Staff and Students

Saint Ann School is adopting procedures for symptomatic staff and students. Procedures include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If Saint Ann School becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

If an employee or student becomes ill on campus, he/she will immediately report to the **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, be sure they are wearing a mask. Provide them with gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. *The name of the individual would only be provided to the local health department if requested.*
- Advise employees and parents of students who may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in

addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

The nurse or principal should be prepared to provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number and email.
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID:

Readmittance procedures for students and employees to school after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the department of health. Part of readmittance to Saint Ann School will be a negative test and/or note from a medical health care professional.

IT IS VITALLY IMPORTANT THAT SAINT ANN SCHOOL HAS UP TO DATE AND CORRECT INFORMATION FOR EMERGENCY CONTACT INFORMATION. PLEASE INFORM THE OFFICE OF CHANGES ASAP

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6-foot total distance between any two students.
- If a classroom is not able to maintain this physical distance, additional modifications will be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other).
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting will be avoided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Face Coverings: Face coverings are an important part of employee and student protection. Personal hygiene, social distancing, and frequent cleaning efforts also support good practice.

School staff are required to wear face coverings unless doing so would inhibit the individual's health. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

Students are not required to wear masks, unless social distancing of 6 feet between desks in a classroom setting is not feasible. If social distancing guidelines cannot be met, students should wear masks and/or sneeze guards installed at student desks.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

CLASSROOM AND COMMON SPACES

School staff will use signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There should be a 6-foot separation of desks and children. If the 6-foot separation is not feasible (considering the size of the room and number of students per class), students are required to wear masks unless desk sneeze guards are installed at desks. Turn desks to face in the same direction (rather than facing each other).
- Classes will be kept together to include the same group of children each day (cohorts). **Where applicable, teachers will change classrooms, with students staying in the same classroom.** For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to

wipe down desks when leaving the classroom and arriving in the classroom.

- There will be minimal mixing between groups/cohorts. Exceptions will be made for specific subjects or students receiving services.
- Outdoor classroom activities are encouraged when seasonally appropriate.
- All classrooms are provided hand sanitizer, in accordance with CDC guidelines.

School Entrances, hallways, and common spaces:

- All individuals are required to wear masks when entering school
- Minimize interaction of students between drop-off and entrance to school facilities.
- Separate entrances and exits to school facilities based on homeroom.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.
- Signage around school buildings to provide hygiene advice and reminders
- Increase frequency of cleaning all surfaces, including walls.
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors.
- Add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of handwashing throughout the day, during transition times.

- Saint Ann School will utilize 6 foot spacing for social distancing when possible.

SAINT ANN SCHOOL FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the classes, office, and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom.
- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Children ages 5 and younger will be supervised when using hand sanitizer.
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing. Hand washing signs will be posted in bathrooms.

For Preschool, when possible:

- Keep children six feet apart during nap time, when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom
 - before snacks and lunch
 - after using the toilet or helping a child use a toilet
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch, particularly if hands are sticky, greasy or soiled
 - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

SIGNAGE

Signage will be placed throughout the offices and school as reminders of social distancing and face masks requirements. Bathroom signage regarding hand washing will also be in place.

FOOD DELIVERY

Students: Bringing or sharing refreshments is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice (with the exception of lunch). No food is to be delivered for students or staff. Personal deliveries such as packages should not be delivered to the school.

BUS DRIVERS/BUS PROTOCOLS

Saint Ann School will follow the protocols outlined by the local district providing busing.

RESTROOM USAGE DURING THE SCHOOL DAY

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms.

Saint Ann School is assigning classrooms with specific bathroom times to avoid hall congestion and overcrowding of the bathroom. Students will still be able to use the bathroom as needed.

RECESS, PHYSICAL EDUCATION

- Recess schedules have been created to accommodate social distancing.
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash hands immediately after outdoor playtime.
- Stagger the use of playground equipment and establish frequent disinfecting protocols.
- Specific areas are designated for each class during recess to avoid cohort mixing.

- Physical Education will require social distancing and as such will be health and physical fitness based. This allows students to exercise while maintaining social distancing and minimizing cross touching.

VISITORS ON CAMPUS

Until further notice there will be no visitors allowed on campus. A box will be placed in the security vestibule for any packages or materials that need to be dropped off.

CAFETERIA AND MEAL PERIODS

Meals will be brought to the classrooms. Students purchasing lunch will have their food packaged and brought to the room. Teachers will distribute meals to the students. Students are allowed to either purchase lunch or bring their own lunch from home.

COMMUNICATION WITH FAMILIES

To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often.
2. Follow our social media platforms
3. Visit the school website
4. Google Classroom; Genesis Parent Portal;
5. SchoolMessenger Alert System

ACADEMICS AND HOME-BASED LEARNING

There are three options (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines.

Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend returning to school. In either case, provisions have been made to provide these students with instruction. The school will provide instruction to these students via live-streaming of classes. Students will be expected to attend their regularly scheduled classes via live streaming.

Saint Ann School is providing parents and students with three options:

- Traditional school - face-to-face 5 days a week
- Hybrid - some face-to-face in person and some distance learning during the week
- Virtual - live streaming class 5 days a week

Distance learning students will follow their in school schedule. Learning will be simultaneous to in-class instruction. All classes will be using Google Meet to provide virtual instruction. Attendance will be taken by each teacher to ensure students are present for the whole day of learning.

Students participating in the hybrid model are required to have a minimum of two days a week of in person learning. We will send out a questionnaire to determine which days students, who choose this method of learning, will be attending in person.

Saint Ann School's goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments. The following have been considered:

- Middle School teachers will be changing classes. Students will remain in their cohort in their homeroom class.
- Enrichment activity teachers, when possible, will be going to each class. Exceptions will be made for physical education and technology.
- Schedules will allow for proper cleaning of rooms being used prior to another class entering it.
- Create year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- Ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning.
- Review and implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Create an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.

GRADING AND ATTENDANCE POLICY

Students are expected to complete assignments to receive credit for the courses for this school year. The grading policy is located in the Saint Ann School Parent handbook.

- Homework will continue to be assigned as in prior years. There will be an emphasis on reinforcing learning rather than specific amounts of homework.
- Assessments will be administered for all learners. When possible teachers will use Google Forms to administer the test. All students will take the test at the same time as they will be following the same schedule.

REMOTE LEARNING

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

Saint Ann School will continue to use Google Classroom for grades K-8.

ONLINE INSTRUCTION

Google Meets comprise our online components to help deliver daily live and instruction from the classroom teacher. Teachers will continue to provide daily instruction following the school schedule.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Adhere to all applicable social distancing requirements and hygiene protocol during any after school program activities.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.
- Saint Ann School is limiting extracurricular activities during the 1st trimester and based on guidelines possibly beyond.
- Once the building is vacated no one may return until school reopens the next day.

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings. Service-learning opportunities will remain a priority in our school.