



ST ALBERT

THE GREAT

COVID-19 Policies and Procedures

2020 – 2021

“We Are All in This Together”

St. Albert the Great School is ready to welcome back students. We have been working on our plan for weeks and know that even this plan could change before school starts. This plan is written with the STAG family in mind. We are all in this together! We will prevail because we know our strong values and personal care for everyone who walks in the door of St. Albert is our focus.

The policies and procedures in this document are written with the following statement as a guide: [the American Academy of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.](#) It is the understanding that no single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

This handbook will cover guidance and policy on the following interventions of COVID-19.

- 1) Assess for Symptoms
- 2) Response to Symptoms
- 3) Wash and Sanitize Hands to Prevent Spread
- 4) Arrival/Dismissal
- 5) Practice Social Distancing
- 6) Face Covering Policy

Assess Symptoms

Since COVID-19 spreads so rapidly, it is essential that students (and their caregivers), staff, and volunteers conduct daily health checks prior to going to school which should include taking their temperature and assessing their symptoms. Anyone with symptoms (described below) or a temperature above 100.4°F should stay home.

Symptoms

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

Response to Symptoms in School

If a student or staff member begins to show symptoms of or has a fever of 100.4°F during the school day. They will be isolated from the rest of the school in the nurse's office under watch with staff who is wearing appropriate personal protective equipment. The parents or emergency contact will be called immediately and asked to pick up their student or the staff member.

Positive Covid-19 Test Response

Upon notification of a COVID-19 positive case we will contact the Montgomery County Health Department. The Montgomery County Health Department will consult with us on our next steps. We will follow their advice on closing

and returning to school safely. We will communicate immediately to families our plan of action.

Employee or Students in Contact of Positive Covid-19

COVID-19 testing will be recommended, but not required, for those who have come in contact with the student or employee who tested positive. The [CDC defines “contact”](#) as any individual within 6 feet of an infected person for at least 15 minutes starting from two (2) days before illness onset. Students and parents/guardians will monitor for any symptoms and take appropriate actions if symptoms appear.

If a staff member or student has been in contact with a positive COVID-19 individual at home or another environment, that employee or student must be quarantined. While 14 days is still advised to be the optimal duration with minimum risk, these are the other 2 options that we now have for quarantine:

- Staying home at least **10 days** after exposure - An individual must be symptom free, should maintain social distancing and mask wearing, and should self-monitor for symptoms for the full **14 days** from the date of last exposure.
- Having a **negative test result** for SARS-CoV-2 from a sample collected on **day 5** or later after the last exposure **AND** stay home for at least **7 days** from last exposure - An individual must be symptom free, should maintain social distancing and mask wearing, and should self-monitor for symptoms for the full **14 days** from the date of last exposure.

Students attendance will not be penalized if you choose to stay out the 14 days.

Wash and Sanitize Hands to Prevent Spread

Upon entering the classroom students and staff will sanitize their hands with hand sanitizer at the entrance of the classroom. Students and staff will wash their hands after using the restroom, before lunch and after recess. Posters will be hung in restrooms, classrooms and hallways to remind students about hand washing and sanitizing. As well posters will be hung to remind students not to touch their faces, nose or mouth.

Sanitation wipes will be used in classrooms to wipe desk, chairs, door handles, and other touched surfaces in the classrooms. We will also use paper towels and disinfectant wipes to wipe touched surfaces. As well as daily cleaning of handrails and door knobs of high traffic areas.

Materials used by students will be marked so that it is only used by one student. This would include Chromebooks, math manipulatives, books and other personal items.

Morning Arrival

Students may arrive at school no earlier than 7:15. They are required to have face coverings on as soon as they enter the building and face coverings are to remain on.

7:15 - 7:30 –Student will go straight to the cafeteria where they will find their assigned seat. If they are purchasing breakfast they should go through the line first, then sit in their assigned spot. Once they are seated they will not be allowed to walk around, go to the bathroom until it is time to go to the classroom. (Teachers will be in the cafeteria from 7:15 - 7:30)

7:30 - Students will go straight to their homeroom. If they need to purchase breakfast, they will come down, purchase breakfast and be given an assigned spot to eat at.

Arrival after 7:50 - Student will go straight to the office and get a late slip and then straight to homeroom.

All students grade 1 - 8 will be using the middle stairwell doors or south end stairwells to travel throughout the school. We will not be using the North doors near the Preschool rooms to travel to classrooms, lunches, computer lab and library. This will minimize exposure to the Pre-school and K floor.

Morning Snack Time

While we really would like students to bring their own snack, they may order a morning snack. Students will order through their classroom teacher and those will be delivered to the student.

Dismissal

All students K-8 will be dismissed from their homerooms. Students who are car riders, will stay in homerooms until their name is called and then go straight out the southeast doors (L) to their car. Bus riders will go out the Southwest doors (B) when their bus is called. If a student is riding with a Preschool or Prekindergarten student, they will exit out the Southwest door (B) and proceed down to door D nearest Dorothy Lane. Walkers/Bikers and After school will be dismissed last. Preschool and Prekindergarten will be dismissed from door D.

Physical Distancing

- Physical distance will be kept between desk and students. Desk will be placed a minimum of 3ft apart and will all face forward.
- All classrooms have air conditioning units and classroom doors will be open for air circulation.
- Adults will maintain 6ft apart from each other and when possible distance from students.
- Markings on the floors will be provided to help maintain social distance.
- Lockers will be used by upper grades. Students will be dismissed to lockers in an organized manner so they are social distanced at the lockers.
- Students may not go to their lockers first thing in the morning. They must go to their classroom first to be dismissed to their lockers.

Face Coverings

- Staff and Students Kindergarten and up will wear face covering while moving in the building or classroom setting.
- Students in PS and PK will be encouraged to wear face coverings.
- Face coverings are defined as face masks, gaiters and shields.
- Students may take off face covering to eat lunch.

Exceptions to Face Coverings:

- Facial coverings are not advisable for health reasons
- Medical or Development Reason

Face Covering Dress Code

Face Covering should not have words. Land's End is selling St. Albert logo face masks. Face masks may have designs that are appropriate for a Catholic School (similar to out of uniform days). Students may wear the sport team's gaiter mask. We want the students to be comfortable in their face covering. This is something they will wear for the majority of their day. They will have times during the day they can take their face coverings down. Face coverings may be taken off to eat lunch. We will have extra face masks at school for emergencies.

Visitors

Parents will not be allowed in the building unless they are picking up a child who is sick. Parents will pick children up from the North door off of Dorothy Lane and they must wear a mask to enter the building.

Parents may come to the school during the day to pick up children for appointments. We will bring your child down the stairs to door L and you may sign them out. Please call the office upon your arrival to the school.

Parents will not be allowed to drop off left materials or lunch left at home. We have a lunch program at school and we will get them food.

Parents or visitors may not walk children to their classroom.

Volunteers

We will limit the number of volunteers in the building. Volunteers will be assessed upon entry into the building. Temperature taken and questions about symptoms of Covid-19 will be asked.

Lunch

Students will eat in the lunchroom spaced socially distanced at the tables. Students will be assigned a seat in the lunchroom. Tables will be sanitized in between uses. Students will be able to take off their face covering to eat lunch.

Recess

Classes will have a scheduled time for recess. This will allow for small groups of students.

Hallways and Desk/Lockers

Students will wear face covering while traveling in the halls. Each student in grades 5-8 will have their own locker and K-4 will have their own desk for personal items. Students will be dismissed to lockers so that they are social distanced. Desk will be set up in the classroom social distanced and facing the same way.

Drinking fountains will be off limits, so students may bring a personal water bottle to school.

Personal Items

Students should only bring items they will need for class to school. Students will not share materials, such as pencils, crayons, scissors, etc. Please do not bring balls from home, toys or other personal items for recess.

Mass

Students will attend mass every other week. K-4 will attend one week and 5-8 will attend the next week. This will allow us to spread out in the chapel and church with socially distancing.

Field Trips

We will not have any field trips.

Online Learning Option

For those students who need online learning we will work with the family on a case-by-case basis. We understand some families have underlying health conditions and will need their student to remain home.

Remote Learning

If the Montgomery Health Department or Governor's office closes us for any reason we will change to our online platform of Google. All teachers are being trained in Google Platform. Teachers will be introducing this technology to all students upon our return to school in August. They will also introduce them to other platforms that will be necessary to teach their classes. Our plan is to also train parents with this information. We fully

intend to operate school online like they were at school. We will provide a schedule of when the live classes will take place.

Technology should not be an issue. We will provide anyone who needs technology with a Chromebook to be used at home for live classes.

Acknowledgement of Risk

An Acknowledgement of Risk for COVID-19 has been added to the parent handbook which will be available in August. All parents must sign off on the handbook and subsequently this acknowledgement of risk **PRIOR** to attending school.

Resources

Montgomery County Health Department <https://www.phdmc.org/>

Ohio Department of Health and Ohio Department of Education

<https://coronavirus.ohio.gov/static/responsible/schools/K-12-Schools-Guidance.pdf>

American Academy of Pediatrics

<https://www.aap.org/en-us/Pages/Default.aspx>

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>