



St. Mary Catholic School

**Crisis Management
& Reopening Plan**

2020-2021

Updated July 17, 2020

Dear Parents and Guardians,

I hope this message finds you well and in good health. As we have mentioned before, the school year ended on a much different note than we anticipated. I want to offer my most sincere gratitude to you for your flexibility and patience as we have all made adjustments to this new normal.

We have been busy creating a plan to reopen. I would like to give you a look at what the beginning of the 2020-2021 school year will look like at St. Mary Catholic School. The plan focuses on the health and safety of our students, teachers and staff. It was created by the St. Mary Catholic School Pandemic Task Force and follows CDC guidelines, recommendations from the Alabama State Department of Education and the Department of Catholic Education.

It is important to remember that this plan is subject to change. Parents will be notified each time a change is made. Please take the time to review the St. Mary Catholic School Reopening and Crisis Management Plan. It is very important to review the FAQ section.

Deborah D. Ollis

Principal

What the School Knows

The 2020-2021 school year has 3 possible scenarios that depend on the state of our country and local community.

1. **Normal Instruction**- Students will be instructed on campus as usual, while practicing social distancing, advanced sanitization, and in-house schedule changes.
2. **Distance Learning**- Students will be instructed remotely, as they were in the spring of 2020.
3. **Temporary Closure**- The schools will resume distance learning following a positive case of Covid-19 in our school. The closure will last approximately 2 days and distance learning protocol will be followed.

Frequently Asked Questions

1. Is online learning an option for the start of school?

Yes. If you would prefer that your child participate in distancing learning rather than face-to-face instruction, it will be arranged. Please note, regular tuition rates will still be required. At any time, students may enter or exit distance learning as they feel necessary. **If you choose this option please notify the principal (dollis@stmarymobile.org) as soon as possible.**

2. Will my child have breaks during the day?

Yes. Each homeroom will have structured activities outside. This opportunity will be scheduled so that students have breaks both in the morning and the afternoon. While outside, masks are not required for students. There will be only ONE homeroom outside at a time to ensure proper social distancing.

2. Do we have to use disposable lunch bags or bookbags?

No. During these times, we highly recommend using disposable lunch bags and other containers that are brought from home to school regularly. However, it is not required. Please note that all bookbags and non-disposable belongings will be disinfected regularly.

**** The less you bring to school, the less work is required****

3. Which scenario will be in place in August when school starts?

The Office of Catholic Schools plans for all schools in the Archdiocese of Mobile to re-open on August 12, 2020, following all guidelines and regulations outlined in the “new normal” scenario. Any changes will be communicated to parents immediately.

4. Will students and staff be required to wear masks or face coverings during the school day?

Students, in kindergarten through the eighth grade, and staff members will be required to wear masks while on the school premises. Reusable masks have been ordered for all students and staff. It is required that masks be washed daily.

5. Can my child wear a face mask that is not provided by the school?

Yes. If you would prefer that your child wear a face mask of your choice rather than what is provided by the school you may do so. However, they must be solid colors that are not distracting to other students or teachers in the classroom.

6. Are parents allowed on campus?

Parents are allowed on campus if it is to meet with the administration, teacher, or to pick-up a child. However, parents are not allowed to visit classrooms, eat lunch with students, or attend school Masses. When entering the school, parents are NOT to leave the school lobby and must sanitize their hands upon entering the school. **PARENT TEMPERATURES WILL BE TAKEN UPON ENTRY INTO THE SCHOOL BUILDING.**

7. What will happen if someone in our community tests positive for COVID-19?

If a student in our school community tests positive for the Coronavirus, the school will temporarily shut-down to properly sanitize, especially the homeroom of the student. Once the school has been sanitized, instruction will resume on campus. See *Scenario-C for specific information.*

8. Will CYO Sports be held this fall?

Yes, fall sports will occur this fall. Plans for safe and healthy operations are being made by the CYO department and will be released prior to the start of school.

Necessary Changes

The following changes below are being planned for the 2020-2021 school year. Please note that additional changes may be made as needed.

1. Students will be grouped by homeroom and will not be interacting with students outside of that homeroom.
2. All students will have their temperatures taken BEFORE the parent departs from the campus. Students with a temperature above 100.4° will not be allowed to school that day.
 - a. Temperatures will be taken again at 11:00 A.M. students with a fever of 100.4 or higher will be sent to the sick room until they are picked-up by a parent.
3. There will be multiple pick-up and drop-off locations. Prior to the start of school, each family will be assigned a location on campus that MUST be followed.
 - a. Students will report directly to the classroom each morning
 - b. Students will not gather on the breezeway in the afternoon, but rather will be called to carpool from their homerooms.
4. Auxiliary and middle school teachers will report to the classroom, rather than the students changing classrooms.
5. After school care will begin **AFTER Labor Day**. We will need this time to plan for after school care enrollment and how to practice social distancing with mixed classes.
6. The entire school will not attend school Masses together. Rather, one homeroom per week will sponsor a school Mass (readers, altar servers, music) which will be streamed to the individual classrooms.
 - a. Students will have the opportunity to receive Holy Communion at least once a month.
 - b. Classes sponsoring the Mass will have the opportunity to to receive Confession following Mass.

How are decisions being made for plans of re-opening?

St. Mary School's planning based on the recommendations and mandates of the CDC, Alabama Department of Health, and Archdiocese of Mobile. The task force committee (see page: 14) meets weekly to discuss our reopening plans.

What steps is the school taking to increase sanitization?

St. Mary School has purchased the following items to help sanitize the school:

- 1 Commercial-grade, disinfecting mister.
- 24, 1-gallon disinfectant sprayers for each classroom
- 60% alcohol, aloe-vera hand sanitizer
- 10 floor cleaning systems (solution water does not mix with used water)
- 400 commercial-grade shop towels (used for daily sanitization)
- 48, color-coded buckets for soaking of sanitized and used shop towels (two per classroom)
- 8+ infrared thermometers
- Reusable masks
- Disposable masks
- Face shields for teachers to wear during instruction time

Additional materials will be added to this list.

If the spread of the virus is persistent and intermittent shutdowns are required, will there be a reduction in tuition?

We believe that we are made for each other in the image and likeness of God, and that excellence happens on purpose. We operate on tuition income to staff teachers and professionals and continually provide a quality education. The costs that are not covered by tuition, are typically funded through fundraisers, donations, and annual giving. In order to maintain normalcy, even though distance learning, it is essential that we properly compensate our teachers to ensure that learning still takes place and therefore we can not reduce tuition.

The safety and well-being of our students is our greatest concern. Moreover, if it becomes necessary for our instruction to be moved to an online platform, it is imperative that our instruction remains as effective as in-person instruction.

While it is our plan to keep any form of online instruction as short term, we will NOT allow any of our students' health to be placed in jeopardy by re-opening at an inappropriate time.

Re-entry Plan 2020 - 2021

Please note: This plan is subject to change based on regulations and current circumstances.

Purpose of this Plan

The administration of St. Mary Catholic School seeks to present a system of normalcy following the abrupt shutdown of our schools in the spring of 2020. We plan to house students on campus for the first day of school on August 12, 2020, with an 11:30 A.M. dismissal. We hope that this plan outlines how we plan to resume normal operations, while ensuring that our students, faculty, staff, and parish community are safe.

Process

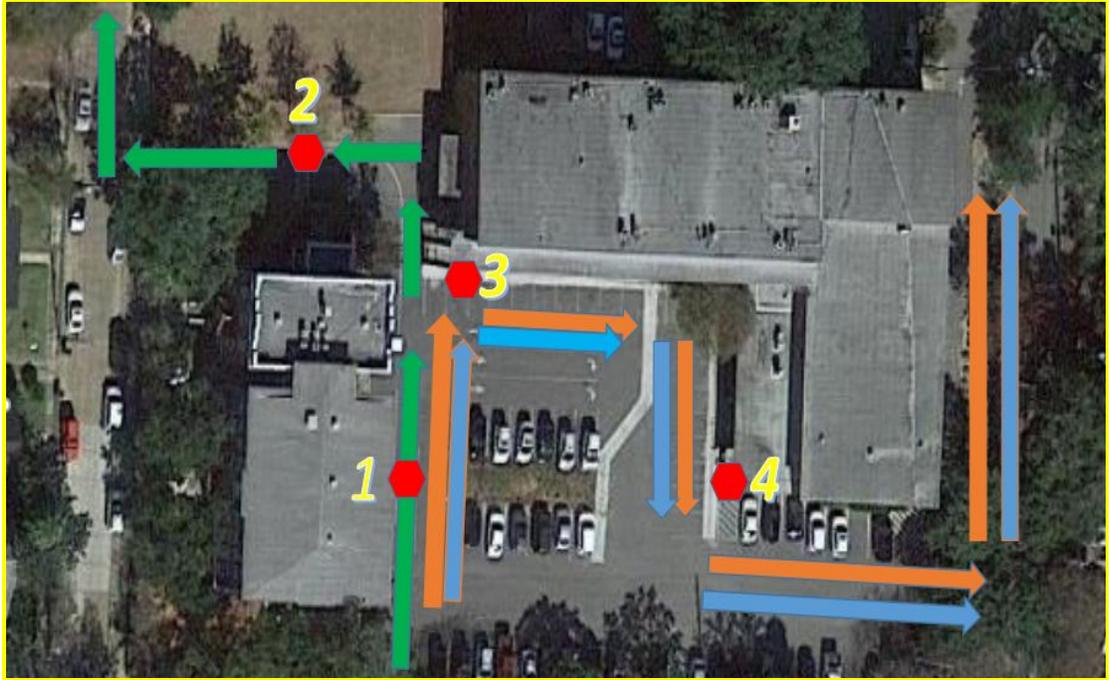
The process for returning to campus is an evolving process that is subject to change. As circumstances change based on state, local, and diocesan mandates, parents will be notified accordingly.

Scenario-A: Normal Operations Continue

St. Mary's leadership, with the help of the Crisis Management Committee, is preparing for on-campus school operations to resume on August 12, 2020, with a noon dismissal. The school will follow specific health precautions that will be in accordance with the Archdiocese of Mobile, local, state, and federal government requirements. Specific details of this plan are subject to change to best promote the health and safety of our school community.

Daily Operations

- Carpool: Carpool **will not** remain the same. There will be 4 drop off locations to minimize contact between the student body. The drop-off locations are listed below:
 1. Main entrance of SOM building for middle school students
 2. Preschool car line for Preschool students and siblings
 3. Second Stairwell door (end of elementary hall) Students K-2
 4. Gym Door- grade 3-5 students



PARENTS WILL BE GIVEN COLOR-CODED TAGS THAT MUST BE DISPLAYED DURING MORNING & AFTERNOON CARPOOL

It is essential that parents follow all assigned instructions.

- Students will begin being admitted for the school day at 7:00 A.M.
- Before school care, after school care, and after school activities are cancelled until further notice.
- Students, staff, and visitors will follow social distance precautions.
- Masks **MUST** be worn by everyone except preschool students.
- Field trips and off-site activities are canceled until further notice.
- Assemblies and large gatherings are canceled until further notice.
- School Masses will be sponsored by one homeroom per week and will be streamed to the remainder of the school body.
- Students will not be allowed to use water fountains throughout the school building and must bring a disposable water bottle from home.
- The cafeteria lunch program will continue; however students will have their lunches delivered to them in each homeroom. Outside visitors for lunch will not be allowed.
- The cafeteria will **NOT** sell additional items such as ice-cream, juice, or snacks; however, they will continue to sell water bottles only.

Teacher Disinfectant Schedule

Pandemic Cleaning Checklist 2020-2021										
Week of: _____	Mon A.M.	Mon. P.M.	Tues. A.M.	Tues. P.M.	Wed. A.M.	Wed. P.M.	Thur. A.M.	Thur. P.M.	Friday A.M.	Friday P.M.
Sanitize Tables and Chairs										
Sanitize Toys (Naptime)										
Sanitize Shelves										
Sanitize Sink										
Sanitize Frequently Touched Areas										
Spray Trash Can with Disinfectant										
Sanitize Computer/ SMART Board										

Items that will be disinfected regularly:

- | | | | | | | |
|-----------------------|--|---|-----------------------------------|------------------------------------|--------------------------|------------------------|
| Face Shield | Door knobs and handles | Stair rails | Classroom desks and chairs | Lunchroom tables and chairs | countertops | handrails |
| Light switches | Handles on equipment (athletic equipment) | Push buttons on vending machines and elevators | Shared toys | Shared remote controls | Shared telephones | Shared desktops |

Additional supplies will be in each classroom so that students do not share items when the need arises (e.g. Pencils, markers, crayons, etc.)

Cleaning

- **Proper sanitizing procedures will be taught to all faculty and staff**
- St. Mary School has received recommendations on specific products and cleaning procedures from Dees Paper Company, locally owned in Mobile.
- All flooring cleaning pads, hard surface rags, and other reusable cleaning products will be sanitized and cleaned daily after each use.
- Products used to clean bathrooms will be specifically marked and will not be used in other common areas, even after being washed and sterilized.
- In addition to the large disinfectant mister, each classroom will be provided with a hand pump mister with disinfectant to sanitize the classroom quickly and efficiently.

Physical campus

Modifications to our campus are still being made and may change between now and the start of school. The following precautions are being taken to ensure the safety of all of our students:

- Students will remain with their assigned homerooms for the entire school day.
- Teachers will transition to each classroom for instruction
- The cafeteria will not be used for lunch. Students still have the option of purchasing a lunch, which will be delivered to the individual classroom.
- Physical education, and designated playground time will not be allowed for more than one homeroom at a time.
- Specific schedules will be made and enforced so that students are not exposed to one another in the restroom, hallway, office, or any other common area.
- The maintenance staff will be following CDC guidelines for cleaning and sanitizing common areas including, but not limited to, bathrooms, doorknobs, playground equipment, and hallways.
- If a child becomes sick while on campus, he or she will be isolated in a “sick room” located on the stage until a parent has picked-up the sick child.

Homeroom Assistance

In an effort to ensure that students receive the proper attention, both in health and instructions, auxiliary teachers will be assigned to each homeroom.

Scenario-B: Distance Learning

In the event that Coronavirus spikes in the Mobile area and it will be necessary to close our schools, instruction will continue through online platforms. Our goal, in the event that distance learning takes place again, is that students will receive the same level of education and socialization as they do in the physical classroom.

Google Information

- All teachers will be Google Certified by the start of the academic year.
- Google Classroom will be our uniform platform from Pk3-8th Grade. *Additional resources may be used by each teacher, but Google Classroom is the school-wide adopted platform.*
- We WILL NOT be using Zoom® for virtual instruction. Rather, all virtual meetings will be held through Google Meet®.
- Students in grades 3-8 will be administered a school email (@smsstudents.org)

Learning Segments & Deadlines

- Assignments, deadlines, and instruction segments will be grouped in two-week increments.
- During these two weeks, specific deadlines will be required by each teacher. Failure to submit work by the given deadline will result in an “incomplete.”

Attendance

- In the event we do resume distance learning, teachers will be on campus for virtual instruction from 8:00 A.M. until 3:00 P.M.
- Students will be required to login to the Google Classroom, SeeSaw, or Google Hangout daily to be marked present for attendance.
- Instruction will follow all of the previously scheduled holidays, breaks, and specific planned events.

Grading

- Students work that is not submitted by the end of the quarter will result in an “incomplete” on the quarterly report card.
- Students will have the opportunity to make up this missed work; however the “incomplete” will remain on the report card until the work has been completed.
- Teachers will communicate to the students, parents, and administrators of students who have excessive incompletes and missing assignments.
- Tests and quizzes will be graded for accuracy, as they will be considered “open-note” assignments.
- If at any time a student in grades 5-8 turns in work that can be traced back directly to an internet source that student will receive a zero on the assignment. This assignment may be resubmitted for half credit.

Parent and Student Training

- The school will provide on-campus training for students in August so that they are well-prepared in the event of distance learning.
 - Students will be trained on Google Classroom, Google Meet, and PlusPortals.
 - Teachers will provide additional training for apps and programs that they will be using for their specific classes.
- An in-person parents training session will be held in late July for parents. The training will also be recorded and sent to parents who cannot attend the meeting.

Scenario-C: Temporary Closure for Sanitation

In the event that a student, staff members, or anyone with direct exposure to participation in the everyday operations of the school tests positive for the Coronavirus, on-campus instruction will be temporarily suspended until it is safe for personnel to return. This scenario will allow time for proper sanitization and isolation of the individual cases.

Due to the uncertainty of how many cases there are, as well how long the temporary closures are needed, teachers will be required to have lessons planned two weeks in advance. These lessons will be uploaded to the Google Classroom site for each grade level. Distance learning protocol, procedures, and expectations will take effect during our temporary closure. On-campus instruction will resume after we receive clearance from the Office of Catholic Schools and the Alabama Department of Public Health.

Re-Opening Plan Agreement Form

I have read and understand the components of this reopening plan for St. Mary Catholic School. I understand that this plan is subject to change due to the regulations and suggestions from the Alabama Department of Public Health, the Center for Disease Control, and the Archdiocese of Mobile.

I understand that my electronic signature verifies that I will abide by the precautions listed above and that my child WILL NOT be allowed to participate in school functions until this form has been signed.

https://docs.google.com/forms/d/e/1FAIpQLSczqEfE33rASwflv4TVUKOhWd4RA7YWjV6vL1q6bD0rmo3GvQ/viewform?usp=sf_link

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