

# St Joseph School 2020–21 Covid Addendum

Stay Safe to Stay Open  
Last updated Aug 6, 2020

## Statement:

Information, guidelines and recommendations are ever changing as more is learned about COVID-19, therefore we thank you for your flexibility, understanding and patience as these guidelines may need to be updated to adhere to current recommendations. Per the American Academy of Pediatrics: 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.

## Purpose:

Our number one priority is keeping our students and staff safe and healthy while continuing to provide our students with a strong, faith-based education.

## Sources:

- Archdiocese of Milwaukee
- Catholic Comeback Plan
- Waukesha County Health Department
- CDC
- Wisconsin Department of Public Instruction
- Mukwonago Area School District
- Muskego School District
- American Academy of Pediatrics
- State of Wisconsin- Office of the Governor

## Maintaining Healthy Environments

### 1. Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces (e.g. playground equipment, door handles, sink handles, drinking fountains) within the school at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- Extra cleaning will occur throughout the day, and hand sanitizer dispensers will be in every classroom, bathrooms, entrances, etc. Students are also welcome to bring personal hand sanitizers.

- a. Clean
    - Wear disposable gloves to clean and disinfect.
    - Clean surfaces using soap and water, then use disinfectant.
    - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
    - Practice routine cleaning of frequently touched surfaces.
      - More frequent cleaning and disinfection may be required based on level of use.
    - High touch surfaces include:
      - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
  - b. Disinfect
    - Recommended use of [EPA-registered household disinfectant](#)
    - Follow the instructions on the label to ensure safe and effective use of the product.
      - Store and use chemicals out of the reach of children and pets
      - Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
2. Shared Objects
    - Discourage sharing of items that are difficult to clean or disinfect.
    - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
    - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
    - Avoid sharing electronic devices, toys, books, and other games or learning aids.
    - Teachers and maintenance will assist in ensuring any shared toys, etc. are sanitized each day or between uses.
3. Cleaning and disinfecting outdoor areas
    1. Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
      - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
      - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
      - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
4. Wash your hands often with soap and water for 20 seconds.

- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Hand sanitizers will be in every classroom, bathrooms, entrances, etc. Students are also welcome to bring personal hand sanitizers.
- Additional key times to wash hands include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

## 2. Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

## 3. Water Systems

- Drinking fountains will be closed (the bubbler part).
- Water refill stations will be available and will be cleaned and sanitized. Staff and students need to bring their own filled water bottle to minimize use and touching of water fountains. They will have the opportunity to refill from the water station if the need arises.

## 4. Modified Layouts

- Classroom set up will be spread out (e.g. removing non-essential furniture) to allow for as much social distancing as possible.
- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- We will utilize the outdoor spaces as often as we can throughout the day. This will allow for students to social distance.

## 5. Physical Barriers and Guides

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).
- Plexiglass partitions have been added to the lunch room and office, and other needed spaces.

## **6. Post signs in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.**

- Signage locations include but are not limited to: entrances, dining areas, restrooms, classrooms, administrative offices, cafeteria.

## **7. Food Service**

- Hot lunch will be served.
- Staggered mealtimes will be used as needed to reduce the number of students or small groups within a cafeteria.
- Organization of seating and tables in the cafeteria will also be adjusted as well as serving procedures.
- Students will have assigned seats and all volunteers and staff in the cafeteria will wear masks.
- Partitions will be installed on the lunch serving counter.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal must be provided. Avoid sharing food and utensils and ensure the safety of children with food.
- **Birthday Treats:**
  - Kids are allowed to bring in birthday treats, but it should be store bought pre-packaged and individually wrapped items for the class. Examples include fruit snacks and granola bars. No homemade items this year please.
- **Lunch Procedure:**
  - Students will enter the lunchroom with their masks on.
  - For hot lunch students, they will keep the mask on while in the lunch line.
  - Students will be seated in their assigned seats in the cafeteria. Once in their seats, the students will be able to take off their mask.
  - There will be no self-service items available at this time (such as the salad bar).
  - Students will be asked to put their mask on when disposing of items from their lunch.

## 8. Masks

- FACE COVERING REQUIRED. Per Governor Evers order dated 7/30/20:
  - Every individual, age five and older, in Wisconsin shall wear a face covering if both of the following apply:
    - The individual is indoors or in an enclosed space, other than at a private residence; and;
    - Another person or persons who are not members of an individual's household or living unit are present in the same room or enclosed space.
    - Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distancing.
- EXCEPTIONS.
  - Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations (full order edited for applicable school day situations):
    - While eating or drinking.
    - When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
    - While sleeping.
    - While a single individual is giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation for an audience, the single speaker may remove the face covering when actively speaking. While the face covering is removed, the speaker must remain at least 6 feet away from all other individuals at all times.
    - When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
  - In accordance with CDC guidance, the following individuals are exempt from the face covering requirement in Section 2:
    - Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2.
    - Individuals who have trouble breathing.
    - Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
    - Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other

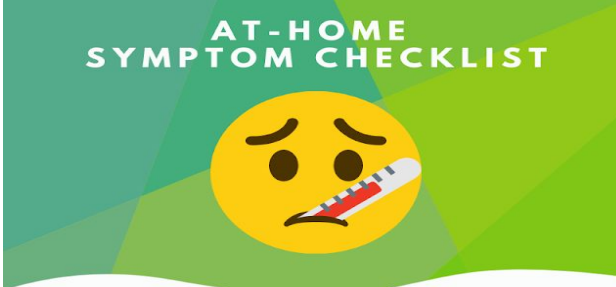
sensory sensitivities that prevent the individual from wearing a face covering.

- DURATION. This Order shall enter into effect at 12:01 am on Saturday, August 1, 2020. This Order shall expire on September 28, 2020, or by a subsequent superseding emergency order.
  
- Students should be wearing masks prior to entering the building and contact with others.
  
- Masking criteria will be re-evaluated by St. Joseph School at the end of the duration of order. We will continue to follow the CDC guidelines and Waukesha Health Department recommendations.
  
- CDC Guideline for the wearing of masks:
  - Wash or sanitize your hands before putting on your face covering.
  - Put it over your nose and mouth and secure it under your chin.
  - Try to fit it snugly against the sides of your face.
  - Make sure you can breathe easily.
  
- CDC Guidelines for the removing of masks:
  - Wash or sanitize your hands.
  - Untie the strings behind your head or stretch the ear loops.
  - Handle only by the ear loops or ties.
  - Fold outside corners together.
  - Place in a labeled clean paper bag or plastic bag for take home or storage while not in use. Masks can be placed on a clean paper towel or napkin when temporarily not in use (ie eating).
  - Take home used washable cloth covering to be washed daily before returning it to school.
  - Be careful not to touch your eyes, nose, and mouth when removing and wash hands or use hand sanitizer immediately after removing.

# Maintaining Healthy Operations

## 1. Screening

- If your child has any symptoms of illness they should stay home. Students and Staff with a fever of 100.4 or greater or symptoms of COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case, should not be present in school.
- Please review the checklist from the Waukesha County Health Department each morning before sending children to school:



**AT-HOME SYMPTOM CHECKLIST**

 Use this checklist every morning before leaving for school. If you or your child are experiencing any of the below symptoms, call your healthcare provider.

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**HAS YOUR CHILD EXPERIENCED ANY OF THE FOLLOWING?**

- **COUGH**
- **SHORTNESS OF BREATH**
- **DIFFICULTY BREATHING**
- **SORE THROAT**

**HAS YOUR CHILD HAD ANY OF THE FOLLOWING WITHIN THE PAST 48 HOURS?**


- **FEVER**
- **CHILLS**
- **MUSCLE ACHES/PAINS**

**DOES YOUR CHILD HAVE A NEW LOSS OF TASTE OR SMELL?**

**DOES YOUR CHILD HAVE A NEWLY-ONSET HEADACHE?**

**IS YOUR CHILD EXPERIENCING:**

- **NAUSEA**
- **VOMITING**
- **DIARRHEA**

 If you or your child are experiencing symptoms of COVID-19, contact your school's attendance line at: \_\_\_\_\_

- Parents know their child best and checking your child for symptoms not typical for them at home is the best way to prevent them from arriving at school with illness. As symptoms of an illness can develop at any time, it is important to evaluate your child daily, prior to going to school. While fever is a common symptom of COVID-19 only a portion of those infected with COVID-19 will experience a fever; therefore, screening temperatures at the door will not account for those infected but not exhibiting a fever.
- Additional common [symptoms](#), (from the CDC):
  - Fatigue
  - Congestion or runny nose
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- We will screen each student's temperature each day as they arrive at school with a non contact thermometer. If a student has a temperature of 100.4 or greater they will be required to return home.
- We will follow Waukesha County Health Department's and CDC's most current recommendations for returning to school. See '*Preparing for When Someone Gets Sick*' below.

## 2. Identify Small Groups and Keeping Them Together (Cohorting)

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Specialty teachers will move from classroom to classroom when feasible.
- Limit mixing between groups if possible.
- Utilize assigned seating whenever possible.

## 3. Busing

- Transportation/busing will still be provided for families
- However, whenever possible, we do encourage parent transportation.
- We will follow Dousman Transport procedures.
- From MASD Re entry plan:
  - Students will be required to wear masks on the bus
  - Assigned seating for all students
  - Increased cleaning and disinfection of buses



## 4. Drop Off/Pick up Procedures

- **Drop-Off Procedure**

- After temperature screening students will go to their assigned seat in the cafeteria, they will sit there at lunch as well.
- Middle school students go directly to their classroom to eliminate the large number of students in the lunchroom at one time.
- Staff members will supervise the lunch room.
- Teachers will stagger departure from the cafeteria to their classrooms.

- **Car Drop-off doors**

- Staff members taking temperatures at the morning drop-off door.
- Students then walk to their assign seats in the cafeteria
- Children should only leave the car when distancing from a prior family group can be maintained.

- **Bus Drop-off doors**

- Students will be dismissed off the bus and should proceed to the door maintaining 6 feet of social distance between non family members.
- Staff members will be screening temperatures at the morning bus drop off door.
- Students then walk to their assigned seats in the cafeteria.

- **Dismissal/Pick Up Procedures:**

- **Bus Pick-Up**

- Staff members will monitor
- Bus will pick up students at the same door in the cafeteria that they were dropped off in the morning.
- Students will sit in their assigned seats until their bus number is called.

- **Car Pick-up Family name posted in car window**

- Each family will be given a pick up location for their children. Group A will pick up by the church carport. Group B will pick up by the gym door.
- **Group A-** Carport by the church doors location will have staff members assigned. In agreeable weather, students will wait outside spread out on sidewalks. In the event of inclement weather, the students will be waiting in the church narthex by the canopy.
- **Group B** -Gym door location will have staff members assigned. In agreeable weather, students will wait outside in the area between the gym and school. In the event of inclement weather, students will wait in

the gym to be called. Parents who will be picking up at the back of the school (gym location) should be lined up on the southern edge of the playground in their vehicles and wait to be called forward.

- Regardless of pick up location, we request that parents remain in their vehicle and once their children are loaded and secured please proceed to exit efficiently.

## **5. Field trips**

- Field trips will be evaluated and will only be considered if the current in house level of safety can be achieved.

## **6. Mass**

- Guidelines will be given to us by our Pastor and will mirror the most current Archdiocese guidelines.

## **7. Volunteers**

- The necessity for volunteers cannot be completely eliminated, so we are requiring all volunteers who enter the building to wear a mask and have temperatures screened.
- Volunteers will be limited to the cafeteria, library and recess supervision.

## **8. Visitors**

- Visitors will be prohibited.
- If something needs to be dropped off by a parent it can be brought to the office and we will deliver it to the student.

## **9. Athletics**

- During Phase one of the Catholic Comeback Plan, Athletics for K-8 schools will not be permitted.
- Athletics will not be allowed until we are in Phase 3.

## **10. Before/After Care**

- Programs will adhere to the same guidelines outlined in this document.

## **11. Sharing Facilities**

- Any organizations or groups that must share or use the school facilities will also follow these considerations.

## 12. Designated COVID-19 Point of Contact

- Designated staff persons responsible for responding to COVID-19 concerns is our school office staff. Please contact the school office at 262-662-2737 or [school@stjoesbb.com](mailto:school@stjoesbb.com)
- Duties:
  - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
  - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#)
  - Communicate with local health authorities.

## 13. Staff Training

- All Staff will receive professional development regarding COVID symptoms, mitigation, and virtual/remote learning.

## When Someone Gets Sick at School

1. Isolate and Transport Those Who are Sick
  - Staff and children (families) should not come to school, notify school ( the designated COVID-19 point of contact(s)) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Staff and children who present at school with COVID-19 symptoms (such as fever, cough, or shortness of breath) will immediately be separated at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance](#) for caring for oneself and others who are sick.
  - An isolation room or area has been identified as the health room to separate anyone who has COVID-19 symptoms until they can be picked up from school. Individuals will be required to wear a mask while isolating until they can be safely transported home. Staff caring for individuals will maintain 6 feet of social distance if possible and wear a mask following safety guidelines to prevent transmission.
2. Clean and Disinfect
  - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting

- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
3. Notify Health Officials and Close Contacts
- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
  - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
  - Parents will be notified of a COVID positive case when their child is a member of that cohort. DHS will get involved to determine contact tracing as well. We will be unable to give the name of the child or adult due to HIPAA.

## Preparing for When Someone Gets Sick

Source: DPI (Link below) and CDC. Subject to local health dept guidelines.

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Returning\\_to\\_School\\_After\\_COVID-19.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Returning_to_School_After_COVID-19.pdf)

### Home Isolation Criteria

- A. Sick staff members or students should not return until they have met the following criteria to discontinue home isolation.
1. **I think or know I had COVID-19, and/or I had symptoms:**
    - a. You can be with others after:
      - At least 10 days since symptoms first appeared and
      - At least 24 hours with no fever without fever-reducing medication and
      - Symptoms have improved.
    - b. Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.
  2. **I tested positive for COVID-19 but had no symptoms**
    - a. If you continue to have no symptoms, you can be with others after:
      - 10 days have passed since the test.
      - Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be

around others after you receive two negative test results in a row, at least 24 hours apart.

- b. If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

**3. For Anyone Who Has Been Around a Person with COVID-19**

- a. It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure (last contact) based on the time it takes to develop illness.
  - b. Definition of close contact:
    - Being within approximately 6 feet of a COVID-19 case for a prolonged period of time (>15 minutes at once or as a total in 24 hours); close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.
    - Had direct physical contact with the person (e.g.; hug, kiss, handshake).
    - Had contact with the person’s respiratory secretions (e.g.; coughed/sneezed on, contact with a dirty tissue).
    - Shared a drinking glass, food, or towels or other personal items).
  - c. It is important to note that if under quarantine you come into additional close contact with someone who has COVID-19, you should restart the 14 day quarantine.
  - d. If you live with someone who has COVID-19 and cannot avoid continued close contact, you must be quarantined for 14 days after the person who has COVID-19 meets the criteria to end home isolation.
- B. If your child visits a doctor and has a diagnosis other than COVID-19 ( flu, strep, ear infection, etc) then you should follow the doctors guidelines for exclusion requirements for that disease and obtain a written clearance on when it is safe to return to school from the doctor.

## Virtual or Hybrid Learning Provision

- In the event that a full classroom or the school must be closed due to Health Department quarantine, the grade or school will move to a fully virtual model. St Joseph will replicate the school day as much as possible with teacher-led instruction, all curricular areas covered and providing consistent virtual platforms per department.
- Learning Provisions for students that are quarantined due to illness or exposure:
  - Quarantined students will be offered distance learning materials appropriate for your children.
- St. Joseph School will maintain a Back-Up Staffing Plan
  - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.