

# School Reopening Plan



2020-2021

\*Please note this is a living document. Updates to this plan are expected often as information is shared with administration and pastor.

## Introduction

Schools are designed to educate students through social, face-to-face interactions, in relatively close spaces and in large groups. The global Coronavirus pandemic has introduced a new level of risk for in-person instruction and in-person gatherings. In response the Center for Disease Control (CDC) has issued a series of interim considerations for K-12 schools for planning school during the Coronavirus Pandemic. As the CDC updates their considerations, this plan will be updated in turn.

In order to balance the important priorities of health/safety, educational standards, and catechesis, the guidelines within this document will typically guide programs, instruction, and the decision making process of the administration of St. George School. These guidelines will remain in effect until health risks from the COVID-19 pandemic are generally acknowledged to have stabilized.

St. George School has been in communication with the Gasconade County Health Department with this process to ensure the best way to keep our students, staff, and families safe during this pandemic and to best meet the needs of our parish school community. In addition to this plan, St. George has worked toward increased safety through the following actions:

- Acquisition of CDC and EPA-approved hand sanitizer to use throughout the school building on a regular basis
- Increase the availability of sanitizing stations, along with postings of posters emphasizing proper hygiene
- Temperature-scanning thermometers to screen visitors and occupants of our school buildings
- Acquisition of additional equipment to monitor temperatures of students, staff, and guest
- Acquisition of multiple surface sanitizing sprayers to disinfect surface areas on a regular basis
- Acquisition and installation of water bottle filling stations for all grades to have access to.
- Increased custodial/maintenance positions

In this reopening plan, any reference to “guidelines” refers to those guidelines from the county, state, and federal health authorities, along with any directives from the Diocese of Jefferson City. At the discretion of school administration or as health guidelines and conditions change, the following guidelines are subject to change.



Except for in cases allowed by school policy (e.g., illness) or quarantine (e.g., a family member has contracted Covid-19), families who elect to keep students at home must sign the Home-Based Learning Agreement provided by the Diocese of Jefferson City (see Appendix pg. 1).

### General Operation

During arrival, entrances will be propped open to allow touchless entry. Multiple entrances to the buildings will be used during student arrival so to limit the amount of students using an entrance. Staff will be on duty to take temperatures of students at the entrances.



Students arriving between 7:00-7:25am will enter the main entrance on 4<sup>th</sup> Street and wait in the gym in assigned locations by class.

Staff will assist with arrival to school as much as safely possible. Families are encouraged to have their children exit their automobiles as independently as possible to reduce contact by staff. Understandably, assistance will be needed in some cases and staff will have hand sanitizer available to them after assistance is provided to help students out of their vehicles and into the building. Every student will receive a touchless temperature check before going to their classroom. Arrival procedures are expected to take longer than it has in past years. We ask that all parents be patient for the safety of our students and staff



At 7:25, Students will be escorted by teachers to their classes with designated routes. Morning prayer, and announcements will be done over the public address (P.A.) system.



After 7:25, Students in **grades 1<sup>st</sup>-3<sup>rd</sup>** will enter the building using these doors.

After 7:25, Students in grades **Preschool through Kindergarten** will enter the building using the doors at the bottom of the stairs.

After 7:25 Students in **grades 4-8** will enter the building using these doors.

Until the risk of COVID-19 subsides, students will maintain a stable group as much as possible. Each classroom/grade-level will be determined as one stable group. Homeroom teachers and the administration will determine by the space of their classrooms, appropriate seating charts as regular practice. Teachers are experienced in ensuring safe movement for children. The student would normally interact on a daily basis with this group. Groups may be rearranged at various points during the year for variety and balance.



Visitors to the building during the school day will not be allowed during the month of September. This will be re-evaluated based on health conditions/recommendations at the end of September.

Classroom protocols will include assigned seating and other measures to minimize contact. The allowance and guidelines for class parties and special events will be determined on a case-by-case basis in consultation with the administration.

Lockers will be assigned in 4<sup>th</sup> through 8<sup>th</sup> grades. Student's assigned lockers will be spaced out as much as possible to encourage social distancing in the hallways.

Birthday/celebration treats must be individually store-bought packaged items. Treats must be delivered to the office or taken to the classroom by the student. Treats at any time throughout the school year could be restricted by the administration.

Visitors to the building will be admitted based on current health guidelines and should expect a wellness screening (e.g., temperature check), masks will be required by all visitors should they enter the building. It will be the attempt of the administration to request all visitors wait outside at the intercom.

Water fountains will be turned off at school, but water bottle filling stations will be available. Students at St. George will bring water bottles to school, labeled and filled with only water each day. Everyday students should take their water bottles home to be cleaned and refilled before the next school day. Homeroom teachers will advise parents on types and sizes of spill-proof water bottles that will be allowed in the school (some elementary homeroom classes may require certain water bottles so that they may fit in cubbies in hallways, or holders on desks.)

Sharing of school supplies will be restricted when possible. If classroom supplies must be shared teachers will attempt to keep supplies in stable group sharing.

End of the school day and departure procedures will be at 2:55 pm. Staff will have assigned roles for end of school procedures. A bus to transport students to the Hermann Elementary and Hermann Middle School will be available, unless otherwise informed by the Gasconade Co. R-1 School District.

### Masks

While supported and recommended, masks will normally not be required in order to enter or exit the building. Staff ARE expected to wear a mask while working in close proximity (6 feet) to students in the classroom. While at desks, smartscreens, or while teaching a lesson while out of close proximity to students, teachers may lower or remove masks.



During an increased levels of risk, students and employees will be strongly encouraged and possibly required to wear a mask/face covering at certain points in the day when stable groups and social distancing are not possible (e.g., arrival/dismissal, passing time).

The Gasconade County Health Department recommends everyone in 4<sup>th</sup>-8<sup>th</sup> grades wear a mask at all times inside the school. Should Gasconade County implement a mask mandate, St. George School will comply.

All students and staff will be welcome to wear masks throughout the school day if this is the individual's choice. A limited supply of disposable masks will be available for students who forget to bring one.

### Restrooms

Restrooms for the students will be available as a schedule will be made by the staff for grade levels. A cleaning schedule will be made by the custodial staff and administration to keep the restrooms as clean and sanitized as possible. Grades 4-5 will typically use the restrooms by the entrance to the gymnasium. Grades 6-8 will typically use the restrooms in the back staircases.

The Elementary will use the restrooms in the basement. A schedule will be set to regularly clean and sanitize all restrooms in the elementary building throughout the day.

### Hand Hygiene

While St. George will have additional hand sanitizing stations and every classroom will have hand sanitizers, there will be an expectation of students following these healthy practices:

- Clean your hands and disinfect frequently touched items.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when coughing or sneezing; or use the inside of your elbow, not your hands.
- Clean your hands after coughing, sneezing, eating/handling food or touching things in "common" areas in your building (e.g., kitchen, mailroom, copier, lobby, etc.).
- In addition to sanitizing solutions, wipes and/or cleaning solutions will be provided in every classroom.



## Lunch

Lunch for the 2020-2021 school year has been scheduled with 4 different lunch shifts. Each lunch shift will be separated with a passing period in order for the lunchroom staff and volunteers to wipe all tables and disinfect the lunchroom as much as possible.

Students eating in the cafeteria will be seated in their stable groups at tables and class tables will be spaced out in the cafeteria to social distance. Students in grade PS3-3<sup>rd</sup> grade will enter and leave the lunch room from the 4<sup>th</sup> street sidewalk door. 4<sup>th</sup> grade through 8<sup>th</sup> grade will enter and leave the cafeteria from the door facing the back parking lot.

If the risk of COVID rises in the community or school, lunches may transition to grab-and-go lunches and homeroom classrooms may be utilized as additional lunch space.

Students will not be utilized as servers in the lunch room as an attempt to reduce the amount of people handling lunch trays and surface areas in the lunch line.

Visitors at lunch will be welcome on a reservation basis. Lunch with visitors may take place in the lunchroom if there is room for an isolated table, or the balcony of the gym.

## Recess

Recess will be held outside as much as possible for all grades. The use of balls and some equipment (e.g. jump ropes, hula-hoops) will have a plan for cleaning and disinfecting. Some equipment could be restricted from use depending on the risk assessment.

During increased risk we may have multiple zones or areas to limit group sizes. As appropriate, early childhood programs will alternate play levels to reduce numbers. Some equipment will be restricted.

## Specials Classes

### Physical Education

When it is possible, PE may be held outside. Students will attend P.E. in the gymnasium in their stable groups if they cannot go outside. Social distancing will be managed as much as possible. Equipment will be organized for grade levels as much as possible. When possible all equipment will be regularly disinfected. Hand sanitizing before and after physical activity will be expected. Activities will be used which limit close contact with others.



Music

All will attend music in the music room. Seating will be based on homeroom seating charts and stable groups. The music instructor will be making modifications to the curriculum and instruction to limit shared supplies and ensure that each student is receiving high-quality music instruction.

Art

All students will attend art in the art room. The seating chart used in their homeroom will be utilized in the art classroom as well as stable groups. Modifications are being made to the instruction to limit shared supplies.

Mass

For all levels of risk, school Masses will be held in accordance with guidelines from the Diocese of Jefferson City. Seating will typically be based on stable group arrangements. St. George will have school Masses on Tuesdays and Wednesdays of each week. Grades in the same building will have mass together (PS3-3<sup>rd</sup> and 4<sup>th</sup>-8<sup>th</sup>)

Bishop McKnight's active decree for mass attendance will apply to the school. If the active decree states that mass attendees must wear a mask walking into church, then the school will adhere. So it would be expected that every student have a mask at their disposal. The office will have some disposable masks available for students who forget or misplace their masks.

Library

All returned books to the library will be placed in a return book bin. Administration will create a sanitizing schedule to disinfect and re-stock the returned items. Teachers should create a return item bin/collection for students to place books that they are ready to return to classroom libraries. Teachers will be trained on sanitizing equipment to sanitize their own class materials during low levels of risk.

After-School-Care

After-School-Care will be provided utilizing stable groupings, social distancing, and other layers of protection to the best of our abilities. Students in the two buildings will attempt to keep be separated while at After-School-Care.

Extra-Curricular Activities



During low levels of risk, extra-curricular activities will continue with preventative and proactive practices. Spectator attendance will be limited in the gymnasium.

During an increased level of risk, directors of extra-curricular activities will meet with school administration to determine if the program can continue with appropriate mitigation or social distancing practices. The administration will be in communication with the Gasconade County Health Department and Diocese for guidance. Spectator attendance may be limited.

### General Staff Protocols

All classroom teachers will be expected to have a mask covering their mouth and nose while within 6 feet of contact with students. Teachers may remove their mask while leading instruction from the front of the room or desks, but while in the desk/student areas they should have a mask on. The office will have extra masks for teachers should they need them.

Staff members who travel to CDC designated hotspots are required to self-quarantine for 14 days upon their return, per diocesan policy. Updates to the [CDC COVID Data Tracker](#) webpage identify states and cities that are at the highest level of cases and determined Hotspots.

At the beginning of the year staff should work to prepare students/parents for a transition to Home Instruction (if it were to occur throughout the semester). Teachers should set up Google Classroom for their students, prep students/parents on Google Meet, and any other online platforms that could be used for their instruction while at home. (Staff will offer parents/guardians to be “guardians” on Google Classroom to be aware and informed of assignments and posts on their child’s Classroom).

Staff members should reduce the amount of times they visit classrooms other than their own. If it is necessary for a staff member to visit a different classroom they should wear a mask.

### Surveillance, Screening, and Triage

Students and staff who have a fever (100.4° or higher without fever-reducing medication) will be asked to stay home and report the absence to the school office or supervisor. Individuals with a cough will be evaluated and may be asked to stay home or provide a doctor’s clearance to continue attending.

All visitors who are allowed into the school buildings may be screened.



Those who are identified to have a fever and/or cough may be instructed to wear an appropriate mask, use hand sanitizer, and go to a designated area to be picked up by parents and sent home.

Students and staff who have been traveling must complete a daily self-check. This self-screening outlines that you should not enter a building if, in the past 14 days, you have experienced any of the following (Any staff members who travel to a CDC designated hotspot will be not be allowed into the building for 14 days):

- a fever (100.4° or higher) or a sense of having a fever (i.e., you don't feel well);
- chills, cough, sore throat, headache;
- new loss of smell or taste, new muscle aches;
- If you or a close contact has been diagnosed or presumptively diagnosed with COVID-19.

### Nursing

Staff providing health care will be wearing either KN-95 respirators or N-95 respirators fit-tested (and trained in its proper use, if sufficient supplies are available). Additionally, protective eyewear will be provided to health care staff.

Health staff regularly keeps a log of health room visits. The name and phone number and address of all persons seen with fever and new cough will be recorded. Due to student privacy, these records are not public; however, information may be shared with the Gasconade County Health Department, as appropriate.

The Gasconade County Health Department and Jefferson City Diocese will be utilized to provide guidance on students and staff who have had contact with people who are suspected to be COVID-19 positive.

### Suspected or Confirmed Cases of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

#### *SCENARIO*

An employee or student who does not feel well is to visit the school office.

The office personnel will determine if symptoms are COVID-19-related.



The employee or student will be separated from others.

*EMPLOYEE*

The employee will immediately inform the school principal.

The employee will follow and document all responses required by school policy and all relevant health department guidelines.

*STUDENT*

The school office will contact the parent and offer to assist the parent in making phone calls to the healthcare provider for appropriate testing.

The office personnel will notify the principal and the Gasconade County Health Department.

*EMPLOYEE OR STUDENT REQUIRED TO SELF-ISOLATE*

Any employee who has been told to self-isolate will contact the principal immediately.

If a student has been told to self-isolate, the family will call the school, and all family members will isolate according to appropriate guidelines.

Parents of students within that student's classroom will be notified that their child may have been exposed to the Covid-19 virus. Contact-tracing guidelines may apply to individuals within the student's stable group.

The principal will notify the pastor and the diocesan superintendent.

The principal, along with the diocesan school office, will consider initiating the following protocols:

- The affected part of the school or the entire building will be temporarily closed, according to guidelines.
- Deep cleaning will occur in areas where the student has been located
- The principal will contact the health department for additional guidance
- Official communication to families and/or media will come from the school principal in cooperation with the diocesan office of communications
- The building principal will maintain contact with the staff member or family of the student and ensure compliance with relevant guidelines

Custodial



St. George School will maintain adequate supplies of personal protective equipment, soap, paper towels, hand sanitizer, and tissues throughout the school. The custodian and principal will ensure the maintenance of stock of these supplies.

Custodians will frequently sanitize common surfaces and objects (e.g., tables, water fountains, lockers, and doorknobs) with cleaning and disinfectant products/materials. Computer-safe disinfectant methods will be used for computers and keyboards.



## Home-Based Learning Agreement

Attn: St. George School

Please accept this letter as notice that, even though St. George Catholic School is in session, I am requesting that my child, \_\_\_\_\_, be granted permission to meet learning standards through home-based learning from \_\_\_\_\_ through \_\_\_\_\_ for the 2020-2021 school year.

Current grade: \_\_\_\_\_

Birthdate: \_\_\_\_\_

During this time, I acknowledge the following:

- Teachers will be primarily engaged in classroom-based lesson planning and cannot provide home-based activities or assessment for all learning objectives;
- In order to return to classroom-based learning, students will be expected to meet learning objectives detailed in the curriculum for the Diocese of Jefferson City for the period of time during which their home-based learning occurred;
- Upon return to regular school attendance and classroom-based learning, students may be expected to take an assessment to determine mastery of curricular standards;
- This record of home-based learning will accompany any paper or electronic student academic records provided by St. George Catholic School;
- I agree to hold St. George Catholic School, the Diocese of Jefferson City and its and their employees, agents and affiliates harmless in the event my child's performance or mastery of learning objectives is negatively impacted during voluntary home-based learning;
- I understand and acknowledge that St. George Catholic School may discontinue this Home-Based Learning Agreement at any time. In this event, I understand that my child will either resume in school classes, if it is determined my child has a mastery of curricular standards, or will no longer be a student at St. George Catholic School;
- The school will provide the following resources to assist in home-based learning:

\_(ex. Textbooks, Chromebooks, links to classroom notes)\_\_\_\_\_

By: \_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

