



# ST. PAUL CATHOLIC SCHOOL

## WHAT ARE MY RESPONSIBILITIES

- Keep sick students at home, and let your child's teacher know if the student is experiencing fever or symptoms of respiratory illness.
- Let the school know immediately if your student is tested for COVID-19 and what the results are.
- Send your student to school with a functioning face covering/mask.
- Continue to be a partner and role model in your child's education, and support the following documentation that has been put in place for the safety of the students and staff at St. Paul Catholic School.

Revised August 14, 2020. The information in this document supersedes the previous document.

*Information in the Contingency details are subject to change with or without prior notice. We will adjust these guidelines as we receive more information and guidance from the Governor's office and state and local agencies. Guidelines may also be changed if they are not productive to the educational process. All changes will be communicated to the St. Paul community.*

PLEASE NOTE: Information in this document has been obtained through the hard work of the Safety Committee and other educational sources including Third Future School.

## Social Distancing Guidelines –

1. No student or staff member will be allowed into the school if he/she is sick.
  - a. Employees experiencing fever or symptoms of respiratory illness should stay home and follow the directions for self-isolation [[covid19.colorado.gov/how-to-isolate](https://covid19.colorado.gov/how-to-isolate)].
  - b. Students who have a fever or flu-like symptoms should stay at home. A temperature over 100.4 degrees Fahrenheit will be considered too high.
  - c. A student who has a fever must have a normal temperature for at least 48 hours before returning to school.
  - d. A student who tests positive for COVID-19 must self-isolate at home for 14 days and receive permission from a doctor to return to school. This includes their siblings.
  - e. If at least two students from the same cohort tests positive for COVID-19, the entire cohort will be sent home and asked to self-isolate for 14 days.
2. Parents/visitors will not be allowed in the school without a scheduled appointment.
3. Anyone entering the school – both students and staff members – will have their temperature checked. Students will have their temperature checked again at lunchtime.
4. Students who get sick while at school will be quarantined until they are picked up by a parent or guardian. **Please have contacts on the emergency list that can pick up your child within 30 minutes.**
5. Students must be dropped off and picked up at the vehicle drop-off/pick-up location. Students will have their temperature checked while still in their parent’s car, or just outside the car, and before they are allowed inside the building.
6. Masks will be worn by all staff members while at school until this requirement is relaxed by the State.
  - a. Students 10 years old and up are required to wear masks. All students are required to wear masks when passing from one room or area of the school to another area and when they are working in small group activities.
7. Students will be in cohorts throughout the day wherever and whenever possible. These cohorts will be assigned by homeroom class.
8. The school office will open at 7:00 a.m., but close at 4:00 p.m. to ensure we can start cleaning the office in a timely manner.
9. Students are not allowed to touch anyone else. Staff members will not touch students unless the health and safety of students or staff requires them to.
10. Teachers and custodians will clean/disinfect high-touch areas at least twice during the day.
  - a. The custodians will do a thorough cleaning every evening.
  - b. Students in grades 3 through 8 will be asked to help wipe down the desk or computer they used. Teachers will supervise the use of any cleaning materials.
11. Hand sanitizer will be used often. There are handless sanitizer dispensers throughout the building.

12. Only one student will be allowed into each restroom at one time unless the students are from the same cohort. In that case, three students from the same cohort will be allowed in the communal restrooms at one time.
13. Students will fill their water bottles at the filling stations in the school. They will NOT be allowed to get a drink from the fountain as they will be disabled.
14. Students will use the hand washing stations in the hallway at least three times a day. Before lunch and after recess are two of those designated times.
15. Social distancing will be enforced during after school care. Students will not be allowed to use the gym equipment or the computer lab. It is recommended that students bring materials that can be used independently.

## **STAFF INFORMATION**

- If the Principal learns or determines that a student or staff member has tested positive for COVID-19, the Principal will immediately notify local health officials.
  - A student who tests positive for COVID-19 must self-isolate at home for 14 days and receive permission from a doctor to return to school.
  - If two students from the same cohort test positive for COVID-19, all members of the cohort will go home. If the test is positive, the student must self-isolate for 14 days and receive permission from a doctor to return to school.
  - The siblings of the students in the cohort that test positive must also stay home and get tested.
  - The teacher of the cohort will also be asked to remain home and will be required to get tested within 48 hours.
  - A teacher who receives a negative result and does not show any symptoms may return to school right away.
  - A teacher who test positive must self-isolate for 14 days.
  - The Principal will notify all diocesan admin and will send a notice to all parents and staff members.

\*According to CDC guidelines, “schools may stay open for staff members (unless ill) while students stay home and will provide remote instruction.

Teachers should have emergency lesson plans and a prepared lesson for remote learning.

- A teacher who has the Principal’s permission to teach remotely from home will not be considered absent.
- St Paul will follow the guidelines for sick leave included in the information below.
  - A staff member that has COVID-19 symptoms and is seeking testing may be allowed up to two weeks or 80 hours of paid sick leave. The School may ask the employee for evidence that he/she is attempting to get tested and has some diagnosis from a doctor.

- A staff member who tests positive for COVID-19 will be given paid sick leave while they are isolated. The time allowed will generally be two weeks, but may be longer depending upon the doctor’s recommendation. [However, sick leave that extends beyond the two weeks will generally not be paid.]
- A staff member who must care for a child because their child’s school or place of care is unavailable due to COVID-19, may take up to two weeks or 80 hours of paid sick leave at the higher of 2/3 the regular rate or minimum wage.
- A staff member who must care for their child whose school, child care provider, or place of care is unavailable due to COVID-19 and who has been employed at least 30 calendar days, may take up to 10 additional weeks of family leave paid at 2/3 the regular rate.

## ARRIVAL

- Teachers will take their temperature before coming to school. They will fill out the Staff screening form each day on google docs. This form will be shared with the principal of the school.
- Cones will be set up marking two lanes in the front of the school for drop off. Each lane will go out a different gate.
- **STAGGERED DROP OFF TIMES – PLEASE NOTICE THE UPDATED TIMES**
  - 7:25-7:35                      A - G families
  - 7:35-7:45                      H – N families
  - 7:45-7:55                      O – Z families
- These times are “recommended” times. If we find that too many families are coming at one time we will ask that some choose a different drop off time.
- Recommend parents utilize drop off/pick up lane for greater social distancing
- Staff members will take student temperatures in the drop off lane, upon arrival to the school.
  - All students will have a temperature check at the car prior to parent leaving
  - Person taking temp will only register temperatures of 100.4\* or higher.
  - If temp is below 100.4\* student will exit car and go directly to outside classroom door (1<sup>st</sup>-4<sup>th</sup>) MS thru MS lobby doors, 5<sup>th</sup> grade through art room and kindergarten enters thru main lobby doors.
  - If student registers a temp of 100.4\* or higher, they will not be permitted to attend school that day. Siblings in the same car are allowed to attend.
- All cars in the “drop off” zone will remain until all students in those vehicles have had their temperatures taken and exited the lanes to their classroom doors. Cars will then be advised to pull away from the curb. The furthest lane from the school will exit through the gates to the left and the lane by the school will exit out the “normal” gates. The next set of cars will move forward and the same will take place. No car will be allowed to pull out of the line until all cars are dismissed.
- Parents can begin drop off at 7:25 to help with time. Teachers will be in their classrooms to receive students at 7:25.

- Staff member will take temperature checks at breezeway for students being walked into school. If student registers a temp of 100.4\* or higher, they will not be permitted to attend school that day.
- Preschool/PreK will have to do temperature checks at the back gate before students are allowed up the stairs to the classroom. Information for preschool has been sent to parents by Ms. Goodwin, Preschool Director.
- A staff member will be at MS doors to open doors for 8<sup>th</sup> grade students. This will eliminate students touching the button or hands on the door. A staff member will be at the main entrance to do the same for kindergarten students.
- Students will enter classroom with backpack and go directly to their assigned seat.
- When all students are at their seat, or the tardy bell has rung, the teacher will let students go to cubbies using a color system if they are using the cubbies.
- After all students have gone to a cubby and returned to their seats, the teacher will let them take off their mask (K – 4)
- As a side note: Students will have a temperature check done by their teacher at lunchtime prior to going out to recess

## **DEPARTURE**

- All students will return to their homeroom class 5 minutes before dismissal (3:15).
- A 1 second bell will ring in the school for students to return to their homeroom to prepare for dismissal. Important that students be “ready to go” when the 3:15 bell rings
- Students will be dismissed from their homeroom classroom. Staff member will call family name on walkie talkie for the car in line at pick up. Student will exit classroom and go directly to car. (Similar to dismissal on bad weather days)
- Parents who walk up to get their children will have to go to the outside classroom door. Kindergarten & 8<sup>th</sup> grade parent walk ups will have to use the intercom box on the outside wall to have their child called to exit through the lobby doors. 5<sup>th</sup> grade will exit through the art classroom.

## **GUESTS/VISITORS**

- No guests allowed unless they have an appointment. Parents picking up their child early for an appointment MUST call ahead.
- All guests must wear masks, use hand sanitizer and have temperature scanned.
- Guests will have their temperature taken before they can enter the building.
- Parents are not allowed to come into school to eat lunch with their child at this time.
- No large holiday/birthday parties at this time. We will figure out how to celebrate students for birthdays though.
- It is yet to be determined how award presentations will work, but most likely will occur like fourth quarter in the 2019-2020 school year. (Virtually)
- There will be no assemblies or school programs until further notice.

## **MASKS & GLOVES**

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. Masks with one-way valves or vents allow exhaled air to be expelled out through holes in the material. This can allow exhaled respiratory droplets to reach others and potentially spread the COVID-19 virus. Therefore, CDC does not recommend using masks if they have an exhalation valve or vent.

- Masks will be worn by all staff members while at school. Staff will provide their own, but there will be some available for those that forget one. Masks/face coverings are mandatory for staff.
- Staff members may choose to wear face shields in lieu of face masks, but are encouraged to wear a face mask also for additional protection. The school will provide a face shield for each staff member who prefers a shield.
- Students in all grades are required to bring a mask to school.
  - Mandatory in hallways/passing periods/classroom group activities
  - With current mandates from the Governor: Students in grade 5 and up will wear a mask
  - Students in Grades Pre – 4th grade will be encouraged to wear a mask and may be required to wear a mask at certain times in the classroom.
- Students will bring a baggie to store their mask when not wearing it. The baggie can be attached to the provided lanyard for safe keeping.
- Masks will not be shared, or played with.
- Masks will follow the dress code guidelines - content on the mask cannot be inappropriate or offensive. No loud or obnoxious designs/colors on the masks. This would include the dog faces or the big lips.
- Neck gaiter bandanas and face shields will be permitted, but follow the same guidelines as the face masks.
- All guests/volunteers are required to wear masks.
- Students should not wear gloves.
- Staff can wear gloves if they feel more comfortable doing so, but should know proper glove usage (ex. gloves need to be changed frequently, after each touched surface etc.)
- Maintenance staff should wear gloves for their own protection and should be shown proper usage. See: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

## **HOMEROOM**

- Student will enter homeroom in the morning using the arrival procedures
- Students go directly to their seat
- Make sure backpack is close to desk so all students can pass with ease
- Desks will have student names/numbers on them so there is no problem knowing where they should sit.
- Desks may be taped off so students know where their space is when standing for the pledge or before dismissal (Or could stand right behind their chair)
- Students will return to their homerooms for dismissal. They will follow dismissal procedures.
- Students will be “trained” on the new procedures through homeroom the first week of school.

- Teachers will reinforce the procedures every time they walk their class to Mass, another class or lunch.
- Homeroom students will form a cohort and will stay with these students as much as possible throughout the day.

## **CLASSROOM**

- There will be no soft materials in the classroom that could potentially carry germs (rugs, couches, chairs, stuffed animals, etc.)
- Students will be assigned their school books and materials and will be responsible for their own.
- There will be no shared supplies.
- Supplies such as pencils, erasers, and the like will be stored in a large baggie or pencil box labeled clearly with the student's name in art. They are the only one that will be able to handle the bag.
- Desks will be spaced as far apart as possible trying to achieve maximum social distancing.
- All classrooms will only have desks in the area of the classroom.
- Chromebooks will be assigned by numbers. (see chromebook information)
- Desks and chairs will be sprayed at lunch with the Purell Disinfectant.
  - Students in grades 3 through 8 will be asked to help wipe down the desk or computer they used. Teachers will supervise the use of any cleaning materials.
  - Teachers and custodians will also clean/disinfect high-touch areas at least twice during the day.
  - The custodians will do a thorough cleaning every evening.
- Teachers may choose to bring their class outside for instruction. Each teacher will have a walkie talkie and will communicate their location to the front office. Teachers have been instructed to be vigilant and radio if they see someone not permitted on the grounds.
- Teachers may decide to open windows to their classroom, but we will not keep outside doors open.

## **CHANGING CLASSES – GETTING FROM POINT A TO POINT B**

- Students will stand at their desk in the designated area
- ALL students will need to have a face covering when moving in the halls
- Teacher will excuse each student individually.
- Student will step outside the classroom door facing the way of the arrows on the floor and will move up as far as possible keeping the social distance, so the remaining students that are excused from class can get in line. (For larger classes, the students will need to stand on the arrow and in between the arrows.
- Teacher will walk the class to the designated location keeping students social distanced in line.
- Students will stay inside their “bubble” as they move throughout the halls
- After students are in the classroom, the teacher will use the provided walkie talkies and announce that the hall is clear. This is the go ahead for the next class to move throughout the halls.

- Students will wait outside their designation until the exiting class has left.
- Students will use the hand sanitizer as they walk into the room or after they are seated depending on teacher and room.
- Students will go to their desk and sit until teacher begins class.

## GOING TO MASS

- We will follow the above procedures as we walk to Mass.
- Grades 5 – 8 will go to Mass on Monday-Wednesday-Friday
- Younger grades will go Tuesday and Thursday.
- Students will be excused one class at a time by grade level. The grade level that sits in the front of the church will be excused first.
- When students get to the Church, they will go to their assigned seat, sitting 6 feet apart.
- Pews that aren't to be used will be roped off.
- When leaving church, the last class in will be the first class to leave.
- ALL students will wear their mask when traveling to Mass and while in Mass.
  - We will follow the policies set up by Bishop Sheridan while in Mass
- At this time we are asking the students to stay with their cohorts, therefore won't be able to sit with parents at Mass.

## LUNCH

At this time lunch and milk will NOT be available. We are hoping to do a grab n go lunch at some point. This will be communicated to the families.

- Say prayers before lunch
- Students will have their temperature checked in their class before leaving.
- Students will use the hand washing station to wash hands before entering lunch room.
- Each homeroom will leave at a staggered time walking down the hall social distanced.
- The teacher will use walkie talkie to announce "1<sup>st</sup> grade clear". That is the signal that next grade level class can come.
- Students will wear their mask as they move to the cafeteria.
  - They may remove the masks as they eat – put in baggie
- Lunchroom tables will not be adjoined, but will be spread out throughout the cafeteria.
- Students will bring their own lunch for the first few weeks of school.
- Students will NOT be able to use the microwave ovens, therefore need to bring items that don't need to be heated.
- Students should bring items that they can manage to open on their own. Teachers will not touch the student lunch items.
- Students will go in one at a time and sit at the assigned part of the table.
- Students will be social distanced at the tables.
- There is a peanut free table available. Please let your teacher know if you need to sit in this area.



- Students will be dismissed for recess by the staff member on lunch duty one at a time.
  - Rule of thumb: Last person in the cafeteria is the first one out of the cafeteria to keep social distance.
  - Students will put their mask back on before going outside.
- Students are assigned an area for recess. See playground/recess procedures

## **GRAB-N-GO**

- We are planning a Grab-n-Go lunch after Labor Day if possible. The logistics of this are “Yet to be Determined.”
- These will be cold lunches available for purchase.
- The procedures will be the same to get to the cafeteria. Changes are:
  - Students will have ordered the day before
  - The lunches will be sectioned on the counter in the cafeteria
  - Students will go in one at a time and grab the lunch they ordered.
  - They will then sit at assigned table.

## **PLAYGROUND ZONES - RECESS**

Students will rotate playground zones. This will be done weekly.

Students will come out with their masks on, but may take them off while playing. They should go into their baggies to keep them clean and then onto lanyard. \*NOTE: Lanyards are breakaway for safety reasons.

### Zone 1 - Playground

- Students should be on different parts of the equipment
- One teacher standing by the 4 square pit
- Still pay attention to social distancing
- Equipment will not be sanitized like other school equipment. Parents will need to contact the teacher or front office if they don't want their child to use the playground equipment.

### Zone 2 - Field

- Students may play small games
- No contact sports
- Teacher to stand in the middle of the field
- Still pay attention to some form of distancing

### Zones 3 and 4 - Blacktop

- Students need to stay on the blacktop away from the school building
- No being off the black top unless a teacher has given permission
- One teacher assigned to this area standing by the middle school parking?
- Still pay attention to social distancing

## Playground Equipment

- If we decide to use equipment, it must be used by each individual and not shared. It is yet to be determined whether a student will bring their own equipment or each class will have their own bag of equipment.
  - Classroom equipment would need to be cleaned daily if used.

## **CHROMEBOOKS**

### MS chomebooks are numbers 1 - 30

- Each student is issued a number and backup number in Homeroom
  - Students must always use this number
  - When sharing chromebooks with other classes, the back-up number should be used
- Chromebooks need to be signed out
  - Class sets by the teacher
  - Individual by the student
    - Checkout list will be on google so everyone has access and can see
- All chromebooks have been cleaned inside and out by a staff member before going in the cart
- When student has permission to use a chromebook they must:
  - Use their assigned number
  - Chromebooks have been sprayed with Endure disinfectant, therefore will only need to be cleaned when put back in the cart for charging.
  - After done using - wipe again
  - Wipe the plug
  - Put back in the cart in the correct spot
  - Make sure it is plugged in
  - Close the cart
  - Wipe the handle
- When teacher is using as a class
  - Start collecting chromebooks at least 5 minutes before the end of class.
  - Assign one student to collect the chromebooks at the cart
    - Before this though student will wipe down as in the step above
    - The assigned student only should have to plug in, wipe plug, wipe handle of cart after closing

## Elementary Chromebooks

- Teachers need to number their classroom chromebooks
- Assign student numbers if possible
- If you can't assign have a check out list available for check out
  - Teacher helps students in lower grades
- All chromebooks have been cleaned inside and out by a staff member before going in the cart

- When student has permission to use a chromebook they must:
  - Use their assigned number
  - Chromebooks have been sprayed with Endure disinfectant, therefore will only need to be cleaned when put back in the cart for charging.
  - After done using - wipe again
  - Put back in the cart in the correct spot
  - Make sure it is plugged in
  - Wipe the plug
  - Close the cart
  - Wipe the handle
- When teacher is using as a class
  - Start collecting chromebooks at least 5 minutes before the end of class.
  - Teacher should be the one at the “cart” collecting the chromebooks from the students following the above procedures
- **\*Students are being asked to bring a laptop or chromebook if they have one. Must make sure the device can hold a charge. This IS NOT required but helpful**
- **\*All chromebooks have been sprayed with Enviroshield and Endure – disinfectant spray**

## **SANITIZERS & CLEANING**

- Automatic hand sanitizers at all main entrances/exits and outside every classroom
- For classrooms with an exterior door, bottles of hand sanitizer will be at each door.
- Students/staff wash hands upon entering and when leaving the classroom. (If this becomes too much, the sanitizer will be the go to.
- Students will wash their hands before lunch and immediately after recess.
- Guests should wash their hands upon entering the school if possible or use hand sanitizer at the door.
- Desks and chairs will be sprayed at lunch with the Purell Disinfectant.
  - Students in grades 3 through 8 will be asked to help wipe down the desk or computer they used. Teachers will supervise the use of any cleaning materials.
  - Teachers and custodians will also clean/disinfect high-touch areas at least twice during the day.
  - The custodians will do a thorough cleaning every evening.

**The school has been sprayed with Enviroshield and Endure by Jan Pro. The EnviroShield system has been proven effective against several coronavirus variants as well as many other common bacteria and viral pathogens. The disinfecting products are listed on the EPA List N as being labeled for use on emerging pathogens such as the one responsible for COVID-19. Endure is a spray that kills germs for up to 6 months. \*\* Ingredients available upon request.**

## **AFTERSCHOOL CARE**

- Will start Monday, August 24th
- Cost has changed this year:
  - \$8/hr for one student
  - \$12/hr for two students
  - \$15/hr for three students
- Students will go to the cafeteria after school
- Students need to sign in and go to a spot designated by the after school care worker
- Students will not be able to leave the cafeteria until their parent comes to pick them up because students in after school care are from different cohorts.
- Students will need to bring something to work on independently. (book to read, homework, model airplane, legos, etc.)
- Students that are not picked up by 3:25 from their classroom will be required to go to after school care. No student can wander around the school if not picked up.

## **STUDENTS THAT ARE TARDY**

- Families that arrive after the tardy bell will need to park in the church parking lot and walk to the door in the breezeway. PARENTS MUST ACCOMPANY THEIR CHILD TO THE DOOR.
- A staff member will meet you at the door.
- Student's temperature will be taken. If their temperature is less than 100.4\* they will be permitted to enter the building.
- If the temperature is 100.4\* or above they will not be able to attend school and will need to leave with their parent.
- If the student is tardy on a grade level Mass day, they will get their tardy slip, leave their backpack inside the school and walk to church. (Parent should walk their children on Tuesday and Thursdays as these are the younger students.)

## **ATTENDANCE FOR REMOTE LEARNERS**

- Student/parent must sign into Teacherease by 8:30am or will be marked tardy.
- If student/parent fails to sign in, the student will be marked absent.
- If the student is sick and will not be signing in online, the parent must call the office by 8:30
- Teachers will take attendance each time the student signs in and will share that with administration if the student fails to attend class consistently.