

# ***School Campus Re-Entry Plan for Fall 2020***

## ***ST. JOSEPH CATHOLIC SCHOOL***

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The health and safety of our St. Joseph community is our first priority. All decisions regarding Fall 2020 will be made on behalf of the common good as well as our individual students. We will follow the guidance of health care professionals and meet the specific needs of our St. Joseph Catholic School community as we accomplish academic goals while growing in Christian spiritual life.

We are greatly appreciative of all who completed the survey. We have been and will continue reaching out to those who left a phone number or email. We know that you have questions and concerns about our plans for the 2020-21 school year, and this letter is an attempt to respond to those needs. We also recognize that allowing students to participate in any group activity at this time of a global pandemic involves a health risk: we will do everything in our power to minimize that risk.

We have a school committee who has been working all summer. We'd like to give you information regarding our plans and some of the steps we are taking to ensure a safe environment for our students, faculty, staff and visitors.

The following has been developed based on guidelines issued by the Diocese of Tucson, the Arizona Department of Education, the Center for Disease Control and Prevention (CDC), and the Pima County Health Department (PCHD). The major themes of the guidelines are the following:

- Social distancing of 6 feet should be achieved whenever possible.
- Gatherings of large groups should be avoided, especially indoors. The use of the cafeteria and any large group assemblies should be discontinued unless 6 feet social distancing may be maintained.
- Common areas of contact should be regularly cleaned with disinfectant products.

The school's primary way of responding to the guidelines is to institute a grade level cohort model for all classes. The cohort model refers to keeping the same group of students together and not mixing that group with other groups. The advantages of a cohort model include the following:

- Better contact tracing so the smallest number of students are impacted if an individual student or teacher contracts the virus.
- Reducing the use of areas that are utilized by others.
- Less chance of social distancing being violated during transitions to other classrooms.
- Reducing the number of student interactions.

## PLANNING DOMAIN 1 - LOGISTICS & PLANNING FOR HEALTH & SAFETY\*

### 1. Screening and Monitoring of Student and Staff Health

#### A. Reliance on Symptom & COVID Exposure Screening

- Symptom surveillance will be used to monitor student, staff and visitor wellness.
- Parents will be required to complete a symptom checker, as well as an exposure screening prior to arriving at school each day as agreed to in the parent / student handbook.
- Teachers and staff will be required to complete a symptom checker and exposure screening prior to entering the school.
- Temperatures may be taken if a child or staff member is showing symptoms. (Infrared – No Touch thermometers will be used to take student and/or staff temperatures)
- Any student temperatures taken will be logged and kept in their confidential health file.
- A physical symptom screening will be made as well: School personnel will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), coughing, fatigue and other COVID symptoms.
- Students showing symptoms will be isolated until parents can be contacted to pick up the child.
- All families are required to have a plan in place for pick up immediately in the case your child is sick. Plans will be kept confidential in front office.

#### B. Reliance on Barrier/Partition Controls Screening & Physical Distancing:

- School personnel may utilize face shields to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Plexi-glass will be installed at the main office. Barriers may be used in classrooms when physical distancing is not possible
- All visitors on school grounds must wear a mask at all times, except when eating or drinking.
- All students age 5 and older must wear a mask on campus except when eating or drinking. Exceptions may include when outside, when medically required or as directed by a teacher. Preschool and students in the extended day program are subject to state licensing guidelines.

### 2. Teaching and Promoting of Healthy Hygiene Practices:

**Hand Washing:** All children, staff, and volunteers should engage in hand washing at the following times:

- a. Arrival at the school facility and after breaks.
- b. Before and after preparing food.
- c. Before and after eating or handling food.
- d. Before and after administering medication.
- e. After using the toilet.
- f. After coming in contact with bodily fluid.
- g. After playing outdoors.
- h. After PE Class outdoors.
- i. After handling garbage.

**\*\*Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.**

- Hand washing stations will be available outside every classroom.
- Hand sanitizer will be available in every classroom and use will be monitored by an adult.
- Hand Sanitizing Wipes will be used in Pre-K & Kindergarten.
- The hallway around the courtyard will be limited to travel in one direction to minimize students passing each other.
- Keep students in their homeroom as much as possible - Specials classes, i.e., music, art & PE may be held in the grade level cohort classrooms, (teachers will go to students).
- PE may be held outdoors, while maintaining 6 feet social distancing.
- Play structures will be off limits until further notice.
- Coughing/Sneezing: Cover mouth with a tissue, napkin, or inside of elbow when coughing and sneezing and wash hands as soon as possible afterward.
- Given the directive of Pima County Health Officials, everyone age 5+ on campus will be required to wear face masks at all times, except when eating or drinking. Exceptions may include when outside, when medically required or as directed by a teacher. Preschool and students in the extended day program are subject to state licensing guidelines (Cloth masks or face coverings are permitted; clear face shields are allowed; however, a mask must also be worn under the face shield.)

Per Pima County recommendation (6-26-20): *Thus far, there is no official recommendation or guidance for the use of face shields as a barrier that is equivalent to the use face covers/masks in preventing transmission of COVID - 19. It may be possible for a face shield to provide some level of efficacy in decreasing the transmission of COVID -19 through preventing the respiratory droplets from traveling in the air and onto other people. The intended purpose of a face shield is to protect the wearer from droplets that may be produced by others and is usually used with other Personal Protective Equipment like a surgical or N95 mask, gloves, and a gown.*

*A cloth face cover and practicing social distancing remain the best and recommended, to help slow the spread of the virus and help people who may have the virus, and do not know, it from transmitting it to others.*

**3. Plan for if a student in a class cohort shows signs of COVID:**

- a) A student presenting symptoms associated with COVID will immediately be taken to the isolation area and monitored by an adult who will wear PPE.
- b) Parents will be contacted to pick up the student as quickly as possible, and depending on the severity of symptoms, determine whether to take him/her home, to the doctor, or the hospital.
- c) The student may not return to school until he/she is symptom-free for 72 hours, without the aid of medication; if diagnosed with COVID, he/she may not return until:
  - a. -3 days with no fever and
  - b. -Symptoms improved and
  - c. -10 days since symptoms first appeared and
  - d. -Doctor's note releasing student back to school
- d) If diagnosed w/COVID, school notifies parents of the student's cohort that there was a positive diagnosis of COVID within the cohort and all health/safety protocols were followed. Parents can decide whether to self-isolate their children for 14 days or send them to school. If parents keep children home, the school will provide an at-home learning option.
- e) School notifies Pima County Health Dept. with any COVID-positive cases. According to the Pima County Health Dept., because this is a pandemic, if Pima County Health requests names of others possibly exposed in order to do contact tracing, the school can provide the names without violating FERPA.
- f) In any cases of symptoms or COVID-positive cases, school staff are alerted to what cohort(s) were affected and what areas of campus are closed until cleaning/disinfecting is completed.
- g) Any area(s) that the student was in for longer than 15 min. will be isolated and prepared for cleaning/disinfecting according to CDC guidelines, preferably waiting 24 hrs. before cleaning and disinfecting.
- h) Students from the same cohort will be moved to another location on campus, as the affected area needs to be closed for a period of time to allow for cleaning/disinfecting.
- i) Pima County recommendation is to err on the side of caution. If anyone in the family has been diagnosed with COVID, the recommendation is that everyone self-isolates at home and the person with the symptoms is further isolated in a separate room.

**4. Drop-off & Pick-up Protocols & Schedules:**

- Temperature Screenings: Per Pima County - recommendation is to not focus on temperature screenings; rather parents/guardians screening at home before bringing children to school and maintaining a "low threshold" for symptoms:

- Any temperature screenings completed at school will be completed by school staff and documented in a Confidential file separate from the student cumulative file and health file.
  - Gates will be opened at 7:35. No student may be left unaccompanied by an adult outside the gates.
  - Once gates are open students may leave their vehicle, put on their mask and go directly to their classroom, maintaining 6 feet physical distance.
  - Students having breakfast will proceed first to Healy Hall, get a grab and go meal and proceed to their classroom.
  - Parents will no longer be able to enter the school campus at drop-off until further notice. If parents are late to school or picking up a child early, parents must enter through the front office.
  - Specific drop off and pick up protocols included designated drop off and pick up areas for each grade level, teachers assigned to each area, parents remaining in their car. All protocols will be communicated to all families via email and practiced with students once back on campus.
  - PK parents will greet teacher at the front gate, and school staff with sign in the child. PK students will be signed out by the parent at the front gate. Siblings of PK students will wait, appropriately distanced, at the PK gate.
5. Physical Distancing; plan for the following areas:
- Social distancing of 6 feet should be achieved whenever possible.
  - Students will be distanced 6 feet apart when possible.
  - Cafeteria will not be used during lunch times until logistics are determined that will allow for the safe use of the cafeteria.
  - Only 2 students at a time will be permitted in the restrooms.

**CLASS COHORTS:** Students will be in grade level cohorts consisting of students in that grade level. All efforts will be made to reduce or eliminate cohort to cohort contact.

- Students will be distanced 6 feet apart when possible.
- Students and staff should wear masks any time or while in any common areas that they are at risk of exposure, *defined as less than 6 ft. for longer than 15 min.*

**TEACHERS:** Teachers travel to class cohorts. Teachers may teach in the front of the room without a mask, assuming they are at least 6 ft. from the nearest students. After providing direct instruction, teachers put mask on and travel the classroom to monitor, never stopping at a student's desk for more than a few minutes so as to not to fall into the "Exposure" definition: *Less than 6 ft. for longer than 15 min.*

Other Class Size Considerations:

- Considering square footage in classrooms and other learning areas; student work areas will be arranged to maximize the social distance between students
- Given the size of our campus, there is ample space to separate cohort groups as necessary to maintain social distancing
- Self-contained cohorts will remain in the same classroom – includes middle school groups
- Use of art and music rooms will only be in the case of a needed area to send a cohort group to avoid possible exposure
- Use of cafeteria will only take place once it is advisable to rotate groups through a common area while disinfecting in between groups (Cohort groups will begin by having lunch in the classroom, while disinfecting before and after scheduled meal time.)
- Outdoor play areas will be marked off to accommodate various cohort groups
- Before and After-school Care (ESD) will be provided using a reservation system. Students will have to be signed up a minimum of a week in advance to reserve a space in ESD. This will ensure appropriate staffing. Students will be in cohort groups by grade level for ESD. All school policies apply and all school safety protocols will be in place.
- Teachers will communicate on a weekly basis via class newsletter while students are on campus (Communication for online learning is located in Distance Learning document.)

### **COMMUNITY ACTIVITIES:**

- All in person awards ceremonies will be eliminated until further notice.
- Perfect attendance awards will no longer be a part of our recognized awards.
- Any honor roll or high honor roll awards will be presented during class and possibly recorded. Awards may be mailed home.
- The FIESTA will be postponed until further notice
- Weekly newsletters will continue to be created by teachers.

### **CLEANING & DISINFECTING PLAN:**

- All classrooms and frequently touched surfaces, (i.e., doors, doorknobs) will be disinfected frequently throughout the school day
- Each evening all school classrooms and restrooms will be disinfected
- Restrooms will be disinfected throughout the school day
- Student desks will be disinfected before and after meal times

Plan for emergency remote learning should a COVID resurgence happen during the school year is included in the Distance Learning Plan.

\*Prior to any campus re-entry, all CDC Decision Tree guidance questions will be affirmed as complete. Any campus re-entry implementation protocols will be guided by what is feasible, practical, acceptable, and tailored to the needs of each school community.

## **PLANNING DOMAIN 2 – CREATING & MAINTAINING COMMUNITY**

1. Plan to re-connect with students in a meaningful way when they re-enter school campus life
2. As long as students stay with their grade level cohort, they will be permitted to go outdoors. Play areas will be divided into zones for each grade level cohort to use. Large play equipment will be off limits until further notice. Small play equipment, such as balls and jump ropes will be color coded for use by particular grade level groups only and will be disinfected daily.
3. Daily communication will occur via email to address any updates on scheduling, protocols and/or school news.
4. Teachers will send weekly newsletters with daily updates on expectations – (Communication for online learning will be more frequent – please refer to Distance Learning Document.)
5. First week instruction will focus on new disinfecting and safety protocols.
6. Students will be introduced to new expectations, with guided practice, and reinforced frequently.
7. Students will be closely monitored to identify any social-emotional issues, both in cohort interactions but also individually.
8. Any concerns regarding student well-being will be presented to the CARE Team to be addressed immediately.
9. Faculty and staff will receive daily communication of any updates or concerns
10. Parents and family members will be invited to participate via ZOOM in various ways such as morning announcements, reading aloud to a class, joining a class for lunch and other creative ideas yet to be determined.

## **PLANNING DOMAIN 3 – CURRICULUM & INSTRUCTION**

1. Students will be assessed via teacher assessments as a preliminary measure to determine initial strengths and weaknesses.
2. NWEA MAP will be administered remotely during scheduled times.
3. All grade levels will allow for a time of review and reassess to ensure students cover information that was missed due to school closure.
4. If the school campus is required to close, students will be trained on how to switch immediately to online learning platform.

5. Teachers will create a Curriculum map in ELA and Math, in particular, to guide the loss-of-learning gap – this will be a fluid document adjusting as necessary once student assessment has taken place.
6. Teachers will receive training on distance learning. Teachers will use the first few days of school to address safety procedures as well as to instruct students on online learning expectations and platforms. Ongoing practice of safety procedures will occur throughout the year.
7. Catholic Accommodation Plans will be reviewed by the CARE Team and individual adjustments will be added to ensure students receive additional support whether in person or online.
8. In the event of online learning, teachers will include all Zoom meeting invites to administration.

#### **PLANNING DOMAIN 4 – MAINTAINING CATHOLIC IDENTITY**

1. Careful consideration will be taken to ensure staff and administration do what is necessary to maintain and encourage St. Joseph daily practices and traditions that support school culture and charism.
  - Daily prayer and announcements will take place via ZOOM or through the intercom system and parents / families will be invited to join.
  - Clubs and extra-curricular activities will take place via Zoom when possible.
  - School Mass will take place with new safety restrictions and protocols in place once the Bishop gives the authorization to do so.
  - Until public prayer and Mass can take place prayer celebrations will be held via Zoom when possible.
  - Teachers will pray daily with their students as usual whether in-person or distance learning is taking place.
  - Teacher faith formation will take place through video conferencing when necessary.
2. Online opportunities for community service will be implemented as part of our service to the community.
3. Parents/Guardians will be invited to “attend” prayer celebrations and other liturgical events whenever offered through video conferencing.

#### **PLANNING DOMAIN 5 – TECHNOLOGY**

1. Current technology allows for teachers to schedule and allow students to make use of online access for training on learning platform and curriculum materials.
2. Current technology also allows for several students to borrow school devices for an extended period of time.
3. See separate Distance Learning plan for additional and specific information regarding distance learning.

4. Any additional funds will be used to implement 1:1 devices for students.
5. Google Classroom has been set up, and teachers will receive training on the use of this online platform.
6. Teachers will take time to set up meetings with parents and students to instruct them on online expectations as well as Google Classroom login and use.

Resources:

***Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality***, Andrew M. Greeley Center for Catholic Education, School of Education-Loyola University Chicago, 2020

***Diocese of Tucson Proposed Guidelines for the 2020-2021 School Year***, Gerard O'Meara, 2020

***Center for Disease Control Decision Tree***, CDC 2020

***Center for Disease Control K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents***, CDC 2020

Arizona Department of Education ***Roadmap for Reopening Schools***, June 2020

***Diocese of Tucson Re-entry Considerations for Resumption of Campus Life***, Department of Catholic Schools, 2020

***Diocese of Tucson Remote-Learning Considerations***, Department of Catholic Schools, 2020