



St. Joseph Elementary and High School  
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## **Health/Safety Plan of Action for 2020-2021 Academic Year**

This plan of action is to inform all stakeholders of upcoming expected health/safety policies and procedures for the upcoming start of the 2020-2021 school year. **All policies and procedures are subject to change due to government or Diocesan guidelines and regulations.** St. Joseph will continue ongoing communication with the Diocese of Alexandria Superintendent of Schools to maintain a safe and healthy educational environment for all. (See appendix A for contact list. )

\*Policies and procedures are based on the Louisiana Department of Education Strong Start Document.

This action plan includes:

1. Safety/Health Plan of Action
  - Protocols for absence and returning students/staff
  - Sanitation and Prevention
  - Bus Sanitation and Prevention
  - Reopening After Closure
  - Deep Cleaning Procedures
  - Communication
2. Appendix
  - A: Emergency Contact Information

## **Safety/Health Plan of Action**

This safety/health plan of action is put forth to promote and prevent the spread of illness. With the collaborative effort of all stakeholders, St. Joseph School can continue to provide a safe and healthy environment for all learners/educators. **All policies and procedures are subject to change due to local/state/federal or Diocesan guidelines and regulations.** Through continued communication with all, St. Joseph School will maintain updated procedures and policies. ( *See appendix A for contact list.*)

### **Protocols for absences and returning students/staff**

Due to the COVID19 pandemic, parents of students and staff will be required to give a specific reason for said absence. The purpose is to maintain a safe and healthy environment for all. If students/staff exhibit any symptoms, they will be sent home immediately. St. Joseph will follow public health guidelines on how to proceed. These guidelines include, but are not limited to continued communication with all stakeholders, implementation of expanded sanitation procedures, student/staff mandated quarantine, and implementation of distance learning procedures due to school closure.

Upon returning, students/staff must present a completed Return to School Certification for COVID-19 and will participate in a temperature check. Our regulations define fever as a temperature of 100.4. Therefore, they must be fever free without taking fever reducing medications in the last 24 hours. There should not be any sign of shortness of breath, sore throat, and/or cough. St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.

### **Sanitation and Prevention**

**To sanitize** is to be free from dirt, germs, etc., as by cleaning or sterilizing. This will become a constant focus of St. Joseph. All stakeholders will be required to maintain healthy hygiene habits that continue to prevent the spread of illness. **Sanitation procedures are subject to change as requested by local/state/federal guidelines or the Diocese of Alexandria.**

The following sanitation practices are required:

- Staff will engage in healthy habit multiple daily sanitation of areas before the arrival of a new group of students (*This includes but is not limited to classrooms, bathrooms, cafeteria etc.*)
- Staff will engage in healthy habit multiple daily sanitation of materials before the arrival of a new group of students (*This includes but is not limited to technological devices, writing materials, instructional materials etc.*)
- Staff will engage in healthy habit multiple daily sanitation of frequently touched surfaces before the arrival of a new group of students(*This includes but is not limited to desk/table tops, doorknobs, light switches etc.*)
- Faculty, staff, and students will be required to wash hands or sanitize before exiting and entering a room.

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- Administration will provide hand sanitizing stations (60% alcohol) to all classrooms and throughout the school campus. Staff will encourage healthy habit multiple sanitation to prevent the spread of illness through transference of fluids(*cough or sneezing*).

**To prevent** is the action of stopping something from happening or arising. All stakeholders will be required to maintain healthy hygiene habits that continue to prevent the spread of illness. **Prevention procedures are subject to change as requested by local/state/federal guidelines or the Diocese of Alexandria.** St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.

The following preventable measures will be implemented:

- Arrival and departure points will be mandatory to continue the practice of social distancing. (*Students will only be allowed to be dropped off and picked up by the First Grade classroom upon daily arrival and dismissal. Arrival time is 7:25AM. Departure time is 2:45PM. If late arrival or earlier pickup is required, it MUST be done in the office. Driving students will be required to enter and exit at the designated area. This is to limit the walking traffic on campus for the safety/health of all students.*)
- Upon Arrival and before the parent/guardian leaves, a temperature check will be required. Our regulations define fever as a temperature of 100.4. If a student presents with a fever temperature they must be sent home immediately.
- The Student Handbook requires all students who are ill to stay home until they are fever free for twenty-four hours without the aid of fever reducing medication. (*Upon returning, students/staff will participate in a temperature check. They must also be fever free without taking fever reducing medications in the last 24 hours. Our regulations define fever as a temperature of 100.4. There should not be any sign of shortness of breath, sore throat, and/or cough. St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.*)
- Per safety and health guidelines (July 2020), staff/students will have twice daily temperature checks. (*Temperature check will be upon arrival and before students attend lunch. If presented with fever, students/staff will be sent home immediately. Sanitation methods will increase if needed.*)
- Communal water fountains are converted to refillable stations. (*Students will need to bring a water bottle daily.*)
- Sharing of materials and supplies will be prohibited.
- Faculty, staff, and students will be required to wash hands or sanitize before exiting and entering a room.
- Administration will provide hand sanitizing stations (60% alcohol) to all classrooms and throughout the school campus. Staff will encourage healthy habit sanitation to prevent the spread of illness through transference of fluids(*cough or sneezing*). Students will be allowed to carry small bottles of hand sanitizer in their backpack.
- Grade level containment measures. (*Students will only come in contact with their immediate classmates. This would be implemented in areas not limited to classroom, playground, cafeteria etc.*)
- Social Distancing measures and staggered schedules. (*This would be implemented in areas of but not limited to classroom, playground, cafeteria etc if possible. If not possible grade levels will be assigned a static group. Staff will engage in healthy habit multiple daily sanitation of frequently touched surfaces before the arrival of a new group of students. CDC regulations and guidelines define social distancing as maintaining a distance of six feet apart from non family/class members.*)

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- Masks -While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering. While inside the school facility, students in grades Pre Kindergarten through grade 2 may wear a face covering. While inside the school facility, children under two years old and individuals with breathing difficulties should not wear face coverings. *(A mask can be any color or style as long as they are not considered offensive. Students may wear gator, disposable etc. St. Joseph will have a permanent washable mask with SJS logo available from a local vendor for a fee.)*

## **Bus Sanitation and Prevention**

St. Joseph Elementary and High School transportation will practice sanitation and prevention regulations to insure the safety of students/driver. Temperature checks will be required before entering the bus. Our regulations define fever as a temperature of 100.4. If a student presents with a fever temperature they must be sent home immediately. Administration will provide hand sanitizer (60% alcohol) for the St. Joseph School bus to practice healthy habits before entering and exiting the bus. **All policies and procedures are subject to change due to local/state/federal or Diocesan guidelines and regulations.**

## **Reopening After Closure**

St. Joseph will provide a Plan of Action in the event of an emergency closure. A deep sanitation and prevention campaign will be implemented. All materials sent home for the continuation of education will be returned prior to reopening for a deep cleaning and sanitation by St. Joseph School. Sanitation and prevention methods previously stated will be increased to decrease the outbreak of recurring illness. Through continued communication with all stakeholders, St. Joseph School will update procedures and policies as needed. *(See appendix A for contact list.)*

## **Deep Cleaning Procedures**

Deep cleaning regulations and procedures will be implemented through the following of the recommendations of local/state/federal agencies and the Diocese of Alexandria.

This will include but is not limited to:

- Staff will engage in deep cleaning sanitation of areas *(This includes but is not limited to classrooms, bathrooms, cafeteria etc.)*
- Staff will engage in deep cleaning sanitation of materials *(This includes but is not limited to technological devices, writing materials, instructional materials etc.)*
- Staff will engage in deep cleaning sanitation of frequently touched surfaces *(This includes but is not limited to desk/table tops, doorknobs, light switches etc.)*
- Staff will engage in the distribution of a wide spread deep cleaning sanitation cleanser to disinfect all unreachable areas.

## **Communication**

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St. Joseph School is committed to providing a safe and healthy environment for all. Therefore, all stakeholders will continue to remain in contact throughout the school year. In the event of an emergency, administration will contact parents/guardians through the designated school messenger. (*See appendix A for contact list.*)

***All parents/guardians must provide the following communication information:***

- Home number
- Work number
- Cell number
- Alternative selected number
- Mailing address
- Physical address
- Working email

## Appendix

### **A: Emergency Contact Information**

#### **Mater Dolorosa Contacts**

Father Martin Laird  
Parish Priest  
# 318-229-9238  
Email: martinlaird@gmail.com

Elizabeth Darce  
Parish Manager  
# 318-922-3131  
Email: materdolorosa@suddenlink.net

#### **St. Joseph Elementary and High School Contacts**

Billy Albritton  
Principal  
# 318-922-3401  
Email: albritton.billy@yahoo.com

Rhiannon Moreau  
Assistant Principal/Curriculum/Federal Funds  
# 318-359-6630  
Email: rhiannon.moreau@sjspla.org

Ashley DeSoto  
Financial Secretary  
# 318-264-1551  
Email: adesoto@sjspla.org

Christie Leonards  
Secretary  
# 337-692-2557  
Email: cleonards@sjsplaucheville.org

#### **Diocese Of Alexandria Contacts**

Thomas Roque  
DOA Superintendent  
# 318-445-6424 ext. 224  
Email: troque@diocesealex.org

Sylvia Davis  
DOA Superintendent Secretary  
# 318-445-6424 ext. 227  
Email: sylviadavis@diocesealex.org

#### **Plaucheville Contacts**

Terry St. Romain  
Mayor of Plaucheville  
# 318-922-3111

Eddie St. Romain  
Chief of Police, Plaucheville  
# 318-305-4765

Darrell Rabalais  
Fire Chief, Plaucheville  
# 318-922-3548

#### **Avoyelles Parish and Other Important Contacts**

Don Milligan  
Director, 911 Call Center  
# 318-253-9739

Joey Frank  
Avoyelles Parish Office of Homeland Security  
# 318-240-9160

Avoyelles Parish Sheriff Office  
# 318-253-8085

David Holcombe, Office Public Health Region 6  
Office# 318-487-5262 Cell# 318-542-9790

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