

Reopening Plan for St. Mary's Catholic School, Albuquerque, NM 2020-2021

SMS has reviewed the framework and our specific situation, reviewing local government requirements, as well as recommendations from the Center for Disease Control (CDC), World Health Organization (WHO), American Academy of Pediatrics (AAP) and New England Journal of Medicine (NEJM) as well as plans for reopening including plans from around the world and our local community.

We have built a plan with feedback and concerns shared by a formed taskforce made up of parents, teachers and staff. We will apply the framework with combined government recommendations.

We have reviewed and critiqued others' plans and have had our plan reviewed, critiqued and approved by the Archdiocese of Santa Fe.

This plan will remain fluid and subject to change at any time at the discretion of the administration, archdiocese and or government mandate.

New practices for arrival, dismissal and movement around campus:

Upon arriving on campus, all students and staff members will be subject to touch less temperature checks before entering the building. Three stations will be set up for early childhood, elementary and middle school students respectively in the courtyard area.

The CDC recommends any temperatures over 100.4 are cause for concern. We will be sending any employee or student home with a temperature of 100.

Hand sanitization stations will be at the entrance into the elementary building, middle school building and Parenti gym. All students and staff are expected to utilize these stations before entering any building.

Students and staff will wear masks when arriving, departing from school, moving from one classroom to another, in the classroom and attending mass. Shields are an option for students and teachers during instruction provided social distancing is enforced and no collaboration is present. Shields are not to be used in lieu of masks.

Masks will not be worn during lunch, but students will be expected to have them in their possession to put on after eating before transitioning to another area of the school.

Lanyards will be issued to students so they can attach their mask and it will be with them at all times.

Traveling in the halls will be clearly marked so students and staff members know what side of the hall or stairs to travel and where to stand to ensure social distancing.

Designated staircases will be assigned for specific grade levels in the middle school.

SMS now has designated exterior and interior entrances and exits, which are clearly marked.

NO visitors including family members will be allowed in any of the buildings. No outside food will be permitted in the building with the exception of when a student brings a packed lunch.

The start of school will remain 8:00 am. Dismissal is 3:00 pm for grades JK – 5. To ensure social distancing middle school will be released from school at 3:15 pm. Middle school students with siblings or family members in the elementary grades traveling together, will be dismissed at 3:00 pm. Students will be dismissed from the courtyard as usual. Parents are expected to remain in their cars when picking up their student(s). The school security guard will direct your student to your vehicle. It has never been more important than now for families to follow the drop off guidelines posted on the building.

After Care/Before Care:

Before Care will begin at 7:15 and once a student gets their temperature checked they may enter Parenti gym where a staff member will be on duty. At 7:30 students will go to their homerooms/classrooms where their teachers will supervise them until prayer begins at 8 am.

After Care will begin at the usual time of 3:30 pm. It will take place in Parenti gym where students can safely be separated into pods. You will not be allowed to enter the building to pick up your student. Please call the school at 242.6271 to announce your arrival and your student will be escorted to your vehicle.

Procedures for checking out a student early include the following steps:

1. Call/email/PAN the front office ahead of time to request the time you need your student checked out.
2. School personnel will have your student ready to be picked up with advance notice.
3. Call the front office when you arrive at school so we can release your student.
4. You are expected to remain in your car
5. School personnel may ask for ID if you are new to the school.

Procedures for checking in your student late include the following steps:

1. Instruct your student to approach the building to have their temperature checked, if arriving between 8:00 am – 8:10 am. Students will be marked tardy when arriving after 8:00 am.
2. If arriving after 8:10 am parents are expected to call the front office to call their student in tardy.
3. School personnel will have to exit the building to check the tardy student's temperature before entering.
4. The school office will keep track of tardies. No tardy slips will be given out.

In the event a staff or student becomes ill while on campus:

SMS has developed an isolation room in both buildings. PPE supplies are available in the event a student or staff member becomes ill with symptoms related to Covid-19.

If a temperature is detected, students will be isolated until a parent arrives to pick them up. Staff members will be expected to leave the campus immediately.

Student's parents will be called to pick their student up. Once parents arrive on campus they are expected to remain in their vehicle and call the front office announcing their arrival. The student will be escorted to the family's vehicle by school personnel.

1. What do I do if I feel sick?

- Sick in this case is defined as: Fever or chills, cough,

shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

- Call your doctor, and get tested for COVID-19 if they suggest it, and

- Stay home, inform the school, and return to school when:

- • Your doctor or the health department releases you

(please provide doctor's note), or

- • At least 3 days (72 hours) have passed since recovery

defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.

2. What do I do if I was in contact with a COVID-19 positive person? ○ Contact is defined as: within 6-feet or less for 15-minutues

or more during the 2-week period before the COVID-19 positive person showed symptoms or tested positive. (from the [CDC](#))

- If you have symptoms, see #1, or
- Stay home, contact the school, and return to school:
 - 2-weeks after the last contact, or
 - after you receive a negative COVID-19 test result.

3. What do I do if I feel really sick?

- Really sick in this case is defined as: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.
- CALL or have someone CALL 911.

4. Can I travel out of state?

- See the latest CDC guidelines for travel
- The state of New Mexico currently has a 2-week quarantine

requirement for those returning from out of state. We prefer that you refrain from non-essential travel until the state lifts that order.

5. IF I must travel, what do I do when I return from out of state travel? ○ Stay home, inform the school, and return to school

▪ 2-weeks after you return to the state 6. What if I test positive for COVID-19?

- The privacy of the individual will be maintained as much as possible.
- The school was informed as of 3 August 2020 when a case arises in the school we are now being instructed to contact the New Mexico Department of Health and the Archdiocese of Santa Fe. Directives will be given on a case-by-case basis, [and notice must occur within four days.](#)

7. What if I do not feel safe coming to school for live instruction?

Should a family have concerns about returning to school, remote learning options are available. Please contact the principal to inquire, as this looks different for specific grade levels. Your student's teacher will contact you with the next steps.

Sanitization of the building:

An Electrostatic sprayer will be used to sanitize classrooms, bathrooms, doors and frequently touched areas of the school. This will take place throughout the day by the maintenance team as well as at the end of every day. Clorox wipes will be used to wipe down desks before a student leaves the classroom to ensure it is clean upon their next arrival or another students' arrival (middle school).

The school is equipped with 40 wall mounted hand sanitizer devices in the classrooms. These will be continuously filled for students and teachers to use upon entering and exiting classrooms daily. Sanitization of the bathrooms will be done throughout the day and logged by the maintenance team.

Only EPA products will be used for sanitization purposes.

Worship:

Mass will be celebrated at the usual time of Wednesday mornings. The student body will be divided between the church and Parenti gym, where the mass will be streamed live via Zoom. All present are expected to wear masks. JK students will not be present.

This will be a student/staff mass only. No guests until further notice.

Confession during specific Liturgical times will follow current Archdiocesan guidelines

Instructional Practices:

As of 23 July 2020 private schools are mandated to operate at 25% maximum occupancy per facility. We will be operating at 25% occupancy per classroom.

All teachers will use Google Classroom as a supplement to their instructional practices throughout the 2020-2021 school year.

Specific learning platforms have been purchased by the school that will be used during face to face instruction to ensure a seamless transition should instruction have to revert to remote learning, but will be used during live instruction as well.

Students will not share school supplies.

Student's desks have strategically been placed in classrooms according to guidelines to ensure social distancing. Collaboration tables have been removed from classrooms.

As of 30 July 2020 we will be operating at 25% capacity of maximum occupancy.

Desks shields have been purchased for 1^s – 8^h grade students. These shields are lightweight, portable and can be moved from one room to another if needed.

A cloth mask will be issued to each student that is complementary to the school uniform. Students are expected to rotate their masks daily ensuring they are thoroughly washed. Students will need to provide additional masks to wear that are appropriate to the mission of the school.

Families are expected to provide a clear shield for their student that may be worn during direct instruction at the teacher's discretion.

PE will be held outside until further notice.

Music may be held in Parenti gym maintaining far more than the recommended social distancing recommendations between students. Music instruction will incorporate movement and music theory. Masks will be worn.

Enriching teachers will go to student's classes when possible to eliminate student movement between buildings.

JK students will not leave their classrooms for enriching classes or lunch.

Middle school students will rotate classes within their building practicing social distancing.

There will be no field trips until further notice.

Middle school students will be issued their own chrome book and are expected to bring it to school fully charged daily. This device is school property and students and parents will enter into a contract with the school to ensure the device is cared for and operated properly.

Please email ygroves@stmarys.me if you would like more information about your child bringing and using their own Chromebook on campus. At this time we are not allowing any other devices (phones, tablets, Macs, PCs, etc...) to be connected to our network other than Chromebooks.

Lunch

Students are welcome to purchase their lunch or pack a lunch. Seating arrangements have been established in the cafeteria to ensure social distancing. The desk shields used in the classrooms may also be brought to the cafeteria for an added barrier.

