

OUR LADY OF SORROWS SCHOOL



OUR LADY OF SORROWS
PRE K-8 CATHOLIC SCHOOL

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

INTRODUCTION

The COVID-19 pandemic impacted every aspect of our lives, including the way students learn and interact in our school. We must recognize and plan for the ways this health crisis has changed our basic day to day operations and interactions. This "Return to School" plan has been created to aid in navigating the re-opening of our school and to ensure all employees, students, and families return safely into the building. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

SOURCES:

CDC - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.net>

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

Please see below for an overall summary of the phases and timelines for preparation of the re-opening.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> • Order medical supplies, PPE and safety equipment • Create and distribute Parent Survey, Faculty Survey • Prepare building including thorough cleaning • Establish social distancing, health and safety protocols • Establish and meet with School Re-Opening Task Force

Phase 1	Early August	<ul style="list-style-type: none"> • Create and distribute Return to School Plan • Develop instructional plans for in-class and remote learning • Arrange classrooms following protocols • Finalize technology requirements
Phase 2	August	<ul style="list-style-type: none"> • Electrostatic Disinfection of school • Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies • Faculty meetings / Training on protocols
Phase 3	September	<ul style="list-style-type: none"> • Opening of school • Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place
Phase 4	Late September	<ul style="list-style-type: none"> • Follow up survey for parents • Additions/deletions changes to plan

GENERAL STANDARDS

The school has an obligation to ensure the health and safety of all students and staff. While the risk of COVID-19 cannot be eliminated, precautions will be taken to minimize the risk of transmission while in the school building. The Administration, Faculty, Students and Parents must work in conjunction to safeguard the health and safety of all, and protocols have been instituted using the recommendations from the CDC, WHO, NJDOE, and federal, state and local guidelines. These health protocols are found within each of the following standards:

- A. General Health and Safety Guidelines
- B. Screening, Response to Students and Staff Presenting Symptoms, PPE
- C. Student Flow, Entry/Exit
- D. Classrooms and Instruction
- E. Facilities Cleaning Practices
- F. Communication with Families

The remainder of this document will provide the specific protocols within each standard.

A. GENERAL HEALTH AND SAFETY GUIDELINES

- a. All faculty/staff/students entering the school building must wear a mask
 - i. If it is deemed necessary that a child's well-being is compromised in wearing a mask, a doctor's note is to be provided to the school nurse.
- b. Temperatures will be taken of all faculty/staff/students entering the building
- c. Parents will sign a waiver prior to the start of the school year stating they will screen their child(ren) at the start of each school day, including a temperature check and signs/symptoms of COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 99.4 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- d. When it becomes available, parents will use the Genesis system to input this information
- e. Any child who presents symptoms must be kept home; parents will call in and report why the child is being kept home (provide symptoms) and the nurse (Mrs. Foley) will follow up with a phone call home
- f. The nurse will provide ongoing instruction on hand washing, proper mask wearing, and sneezing/coughing protocols
- g. Teachers will switch classrooms, students will remain in their classroom
- h. Students will be sent in with 2 clean masks each day
- i. Students will bring water bottles with them to avoid using water fountains
- j. Students will bring all their own supplies; there is no sharing of materials such as pens, crayons, pencils, books, calculators, food, etc.
- k. Interior doors will be kept open to avoid the touching of handles
- l. Stairwells will be designated as specifically up or down
- m. Only one class is permitted in any hallway at one time
- n. NO parents or visitors allowed in the building – parents will be met at the front door or an appointment may be scheduled through the main office

- o. Enhanced cleaning and sanitizing of the building and classrooms will be completed each night, as well as during regular intervals during the school day

B. SCREENING, RESPONSE TO STUDENTS & STAFF PRESENTING SYMPTOMS, PPE

- a. All persons entering the building must wear a mask or tight fitting face covering
- b. As stated in Section A, upon entry into the building, all Students, Faculty and Staff will be screened for temperature as well as visually for any signs or symptoms of COVID-19
 - i. Students with temperatures above normal will be respectfully brought to the Isolation Room with the Nurse
 - ii. Parents will be contacted for immediate pick up of the student and all siblings as well
 - iii. The student(s) will be brought to the parent at Door #3 for pick up
 - iv. The Isolation Room will be supervised by the school nurse who will wear PPE equipment such as a gown, gloves, mask, and goggles
 - v. Employees with temperatures above normal will be directed to return home
 - vi. Confidentiality will be maintained for all students and employees
- c. Faculty, Staff and Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations
- d. Students who do not feel well during the day will be assessed by the Nurse and if any symptoms displayed, brought to the Isolation Room, and then parents will be called
- e. Nebulizer treatments will not be given at this time due to aerosols in the air
- f. Anyone who tests positive for COVID-19 or has been exposed to a known case of COVID-19 MUST inform the Principal and/or Nurse immediately
- g. Once an official diagnosis has been made, the Department of Health (DOH) and Department of Catholic Schools will be contacted
- h. The DOH will provide guidance to the school on the next steps
- i. Written communication will be sent to all school families if there is a positive case of COVID-19, all while maintaining confidentiality

- j. Anyone who would have been in close contact with a positive COVID-19 case in school will be individually advised of this contact
- k. Anyone recovering from COVID-19 and returning to school or work MUST provide a healthcare provider's note stating it is safe to return; no one will be readmitted without that note
- l. Anyone who is returning from a state that is considered a High Risk in New Jersey MUST quarantine for fourteen (14) days
- m. All Faculty, Staff and Students must wear masks when moving throughout the building, in common spaces, or not seated at their desks

C1. STUDENT FLOW - ENTRY

- n. **K – 8** Morning car drop off will occur at Door #3
- o. Students will exit cars with masks on and enter building
- p. Temperature will be taken upon entry
 - i. Temperature normal – Student moves directly to homeroom maintaining social distancing guidelines
 - ii. Temperature above normal – student moved to Isolation Room and parent called by Nurse
- q. **Bus Riders** – enter building with masks on through Main Entrance (**ONLY** bus riders)
 - i. Temperature normal – Student moves directly to homeroom maintaining social distancing guidelines
 - ii. Temperature above normal – student moved to Isolation Room and parent called by nurse
- r. **Pre K 3 & 4** – enter building through Door #8
 - i. Parents bring children in masks to Door #8 and will be met by Faculty/Staff member and temperature will be taken
 - ii. Temperature normal, Faculty/Staff member will take child to Pre K classroom (parents do not enter the building)
 - iii. Temperature above normal – parent will take child home
- s. **Faculty & Staff** enter through Door #2 with masks on, temperature taken upon entry
 - i. Temperature normal – proceed to classroom
 - ii. Temperature above normal – staff member sent home

C2. STUDENT FLOW - EXIT

- t. **K -8 Car Riders** - students will exit the building through Door #5 (door facing fields) with masks on
 - i. Each class will be dismissed separately beginning with 8th grade
 - ii. Once students find parents, proceed directly to cars, no playing on playground equipment or creating groups
- u. **Bus Riders** – students will be dismissed through Door #2 following social distancing protocols, wearing masks, and going directly to their bus
- v. **Pre K 3 & 4** – children will be dismissed through Door #8 – parents will wait outside and children will be brought out by Faculty; proceed directly to cars

D. CLASSROOMS AND INSTRUCTION

- a. Each month parents will choose whether child will be in school daily or will stay home using Remote Learning – Form to follow
- b. Desks will be 5 to 6 feet apart, all facing the same direction
- c. Each desk will have a tri-fold plexiglass desk shield
- d. Faculty will wear transparent Face Shields while teaching in the front of the room; masks will be worn at all other times
- e. Students may remove mask while seated behind desk shield; must put on the mask when moving out of desk
- f. Social distancing guidelines will be implemented and reinforced immediately in all classrooms and throughout the building
- g. Outdoor classes are permitted as well as lunch
- h. Doors and windows will be open to allow ventilation throughout the room
- i. Touchless hand sanitizer will be in every room
- j. Students will wipe down own desk and desk shield daily
- k. Student belongings will be in crates, spaced separately from each other and will go to them 1 or 2 at a time
- l. Markings will be on floor to direct flow of traffic within classrooms
- m. Students will use own supplies and books, no sharing of materials
- n. All classes will use the Google Platform to distribute and collect assignments, and Zoom for Remote Learners; all parents must have a **Gmail** account for communication between staff & parents and provide it to the school (send email information to: fengelhard@olsschool.us)

- o. Every class will follow a set schedule – Remote Learners are required to follow the schedule, attend and participate in every class, submit work as required
- p. Some classes will be shortened to provide time for scheduled bathroom breaks and handwashing
- q. Possible consolidation of Enrichment classes based on scheduling
- r. Faculty will establish protocols for each class, i.e., class structure and syllabus, video/remote learning etiquette and expectations, homework/classwork submission, how they are providing feedback, grading policies, etc. and will convey this information during the first week of school
- s. Standard grading practices will be in effect for every class
- t. No group work, reading circles, no singing, and no activity within 6 feet of each other

D1. Hallways, Bathrooms, Lunch and Recess

- a. Bathroom breaks will be scheduled for each class; emergencies will be handled on a case by case basis
- b. Only one class at each bathroom at a time
- c. Masks must be worn in the hallways by all students, faculty and staff
- d. Social distancing guidelines will be in effect
- e. Staircases will be labeled as “UP” or “DOWN”
- f. Interior doors will be open to avoid touching of handles
- g. Signs and markings will be in hallways, bathrooms and classrooms as reminders for all (social distancing, handwashing, etc.)
- h. Students will eat lunch at their desks and will clean desks when completed
- i. Ordered lunches will be delivered by the cafeteria personnel in throwaway containers
- j. Due to everyone eating in the same room, the NO NUT Rule is in effect in every classroom (no peanut butter sandwiches, snacks containing any type of nut, etc.)
- k. Students will go outside for recess weather permitting
- l. Faculty will lead students out via the outside door closest to the classroom
- m. Each class must stay together and will have a specific area on the blacktop / field
- n. Students are not permitted to use playground equipment or play games that include being within 6 feet of each other

- o. Masks can be removed if students are outside and 6 feet apart
- p. Students will wash hands upon re-entry from recess
- q. For Indoor recess students will remain at their desks

D2. Mass and Prayer Services – Catholic Identity

- w. For weekly Mass, only two classes will be in the Church at a time (when restrictions allow Mass attendance)
- x. Social distancing protocols will be followed
- y. Masks must be worn
- z. No singing, no gift bearers, one person does the readings
- aa. Cleaning of the Church will be done once Mass is over
- bb. The remainder of the school will watch the livestream of the mass in classrooms
- cc. Monthly Prayer services will be held in the gym with limited attendance (TBD)
- dd. Morning prayers and announcements will continue
- ee. Service projects will be a priority

D3. After School Program and Extracurricular Activities

- a. The After School Program is on hold for the month of September
- b. There are currently no extracurricular activities available

E. FACILITIES CLEANING PRACTICES

- a. Prior to the start of school, Electrostatic Disinfecting of the entire building will occur by Commercial Cleaning Company
- b. The Commercial Cleaning Company (CCC) will clean, sanitize and disinfect the school each night, including all classrooms, desks, bathrooms, hallways, staircases/handrails, doors and handles, and gymnasium
- c. During the school day, the custodian will regularly clean and disinfect the bathrooms, hallways, doors, handrails and nurse's office with specific cleaning supplies from CCC
- d. Each classroom will have wipes so desks, desk shields, doors and handles can be cleaned multiple times a day, including after lunch, after sneezing or coughing, and at the end of the day

- e. Each classroom teacher will have an "End of the Day" checklist of items to wipe down
- f. Any shared materials such as computers, manipulatives or whiteboards will be disinfected between users
- g. Touchless hand sanitizers will be installed in all classrooms, Main Door entryway, the cafeteria and gymnasium doorways

F. COMMUNICATION WITH FAMILIES

- a. The "Back to School Plan is distributed to all families on August 1, 2020 via email, and placed on school website (www.olsschool.us) – all communication will be placed on the website
- b. August 14, 2020 parents/families will be emailed: a letter asking for a decision on whether their child(ren) will attend school in person or utilize Remote Learning for the month of September; a Parent Waiver that states each child will be assessed at home each morning prior to being sent to school; and a schedule for Parent Back To School Zoom meetings to be held during the week of August 24th, 2020
- c. September 2, 2020 communication will be sent via email summarizing the Zoom meetings and updating parents on final adjustments to the Back to School Plan
- d. Friday, September 11th weekly email communication begins
- e. At the end of September, a survey will be sent to all parents asking for feedback on the opening process and the first month of school
- f. Any changes/updates that need immediate communication, parents will be contacted via a phone call through the School Messenger system
- g. Communication regarding a positive case of COVID-19 will be made per the Department of Health guidelines and directives
- h. Parents may email concerns at any time (mtuohy@olsschool.us), or call the office at 609-587-4140