IMMACULATE CONCEPTION SCHOOL
RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Miss. Mary Erath
Principal
August 1, 2020
Dear ICS Family,

In the hope of providing you with as much detail about the re-opening of school as possible, the ICS Re-Opening Committee presents you with the results of its work.

Thank you to the committee members in for so generously giving of their time and talent to help create this plan. Their expertise and commitment to Catholic education is commendable.

Please note that Father Jack and I have the right to amend this document as needed. This plan may change if we receive additional guidelines from the New Jersey Department of Education, Department of Health, and/or the CDC.

Sincerely,

Miss Mary Erath
Principal
INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. 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

Center for Disease Control: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

New Jersey Department of Education: https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf

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

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

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<thead>
<tr>
<th>Phase</th>
<th>Timing</th>
<th>Items</th>
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</thead>
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<td>Planning</td>
<td>July</td>
<td>• Supplies, equipment</td>
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<td></td>
<td></td>
<td>• Prepare detailed work schedule for phases</td>
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<td></td>
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<td>• Prepare building and transportation for reopen with thorough cleaning</td>
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<tr>
<td>Phase 1</td>
<td>August</td>
<td>• Implement social distancing protocol and open facilities with limited access/use</td>
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<tr>
<td>Phase 2</td>
<td>August</td>
<td>• Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies</td>
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</table>
Phase 3  September

- Open 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

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

Upon arrival each morning, Immaculate Conception students, faculty, and staff will be screened for symptoms of COVID-19 and will undergo a temperature check before being admitted to the building. Anyone determined to have a temperature of 100° (F) or higher will be denied entry, will be sent home, and should be seen by a physician. A parent/guardian waiver will be provided to each family requiring a parent/guardian to check their child(ren) for symptoms and temperature daily prior to going to school. This waiver must be signed and returned to school prior to the start of the school year. If a child is ill, they must be kept home.

The school’s policies for screening must include the following:
Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (via waiver).

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

*All screening information will be kept confidential by the school and school nurse.*
Employees:
School staff are required to wear face coverings, either cloth or disposable masks, and/or face shields, unless doing so would inhibit the individual’s health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact Human Resources. Employees will be asked to submit a healthcare provider’s note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.
- School employees will be required to quarantine at home for 14 days if they have traveled to states and countries that are recognized by the State of New Jersey to require such quarantines.

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students are required to wear face coverings, cloth or disposable mask, and/or face shields, and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student’s health. This includes at arrival and dismissal, in common areas (including the hallway, in restrooms, and when moving around the classroom). It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Please label masks and provide an extra mask in your child’s backpack. Lanyards will be provided to students as a way to hold and keep masks clean while eating lunch. It is requested that parents/guardians practice using face coverings with their child before the start of the school year.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students.
- Students will be required to quarantine at home for 14 days if they have traveled to states and countries that are recognized by the State of New Jersey to require such quarantines.

Protocol for Symptomatic Staff and Students

Immaculate Conception School has adopted the following procedures for symptomatic staff and students. Procedures include the following:
● Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others in the Nurse’s Isolation Room.
● Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
● Continuous monitoring of symptoms will take place.
● The school nurse will follow current State of New Jersey Communicable Disease Service guidance for illness reporting - https://www.nj.gov/health/
● If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
● Adequate amount of personal protective equipment (PPE) is available, accessible, and provided for use.

If an employee or student becomes ill on campus, he/she will immediately report to the nurse’s isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room, he/she will immediately be provided with a mask and gloves. It will be explained that this is to help protect other employees and students and prevent the spread of the potential virus.

● The nurse will call the local health authority and seek advice.
● The nurse and others attending the suspected infected person will also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff will use a face covering and follow social distancing guidelines (6 ft. away).
● The nurse will direct the ill employee to leave work or call the parent/guardian of the student to be picked up and go home.
● The nurse and principal must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee should not be provided.
● Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
● The isolation area and suspected employee’s or student’s work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of students who have been identified as a close contact of a possible or confirmed case while maintaining confidentiality.

Facilities should be prepared to provide the following information when consulting public health:

● The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
● The date the person with COVID-19 or probable COVID-19 was last in the building
● The date the person developed symptoms.
Re-admittance Procedures After Recovery From COVID:

Immaculate Conception School has developed a re-admittance to school plan for employees and students after recovering from COVID-19. The plan and procedures have been established by the school nurse under the guidance of CDC and NJ Department of Health guidelines.

- Employees or students who have symptoms of COVID-19, have tested positive, or have not been tested should stay home and away from others until:
  - a 10 day quarantine period has passed since symptoms first appeared AND
  - have had no fever for 24 hours without the use of fever reducing medications AND
  - other symptoms, such as a cough and shortness of breath, show signs of improvement.

- Employees or students who are asymptomatic, but have tested positive for COVID-19, should stay home and away from others until:
  - 10 days have passed from the date of the positive COVID-19 test AND the individual has remained symptom free.
  - If the individual develops symptoms, guidelines for symptomatic individuals should be followed starting from the date of the onset of symptoms.

- Any Student or Staff having a positive COVID-19 test must report these findings to the School Nurse/Administrator.

- Employees or students who have symptoms of COVID-19 and have tested negative should stay home and away from others until:
  - 24 hours fever free without the use of fever reducing medications AND are showing signs of improvement in symptoms.

- Employees and students who have come in contact with an individual who has tested positive or is a presumptive positive, will be required to self-quarantine for a period of 10 days AND until they have tested negative for COVID-19. Any siblings or household members of the students and employees should remain at home and be tested as well.

- School Nurse will report the finding to the Board of Health. Any recommendations made by the Health Department will be followed.

Any student required to quarantine will have the ability to move to virtual learning.

If a suspected/confirmed case of COVID-19 occurs in one specific classroom (cohort), the other staff and children in that cohort would be considered close contact of that individual and would be required to self-quarantine for 10 days AND until they have
tested negative for COVID-19. Other cohorts may continue to function as outlined under these guidelines.

***These recommendations are subject to change depending on Department of Health and CDC guidelines.

SOCIAL DISTANCING
Social distancing is an effective way to prevent potential infection. Immaculate Conception School employees, students, and parents should practice staying approximately 6 feet away from others and eliminating contact with others.

- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6 foot total distance between any two students.
- Additional modifications are in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Arrows on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)
In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Face Coverings:** Face masks, cloth or disposable, and/or face shields, are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

School staff are required to wear face coverings, cloth or disposable masks, and/or face shields, unless doing so would inhibit the individual’s health. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
When entering the building and until students are at their individual seats, students will be required to wear a cloth or disposable mask. Masks will be required when exiting the school, when moving around the classroom, in hallways, bathrooms, and in common areas. Children will be provided the option of face shields that will be kept in their desk. Once at their desks, one face covering, a cloth or disposable face mask and/or a face shield, will be required to remain in place all day. Masks will be purchased and will be on hand in case a child needs a replacement during the day. Parents are asked to pack extra masks in their child’s backpack.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing will still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

**CLASSROOM AND COMMON SPACES**

Immaculate Conception School staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Middle School and Specials teachers will move from classroom to classroom, but Physical Education may be held outside. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

**Classrooms:**

- There should be a 6 foot separation of desks and children. If the 6 foot separation is not feasible (considering the size of the room and number of students per class), students should be required to wear masks or desk sneeze guards should be installed at desks. Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart. For furniture that is intended to accommodate more than one student the school should explore bringing in furniture to replace the multi-student furniture or consider some type of partitioning system.
- **It is highly recommended that students do not change classes or leave their rooms.** Consider keeping classes together to include the same group of children each day (cohorts). *Where applicable, teachers will change classrooms, with*
**students staying in the same classroom.** For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.

- Excess furniture will be removed from classrooms to ensure proper distancing between student desks.
- In Pre-K and Kindergarten classes, tables will be replaced with individual desks.
- Larger rooms (i.e. auditorium, cafeteria, gym) can be used as classrooms to allow for social distancing.
- Minimal mixing between groups/cohorts is allowed.
- Outdoor classes are allowed and welcome where possible and when seasonally appropriate.
- Hand sanitizer is provided in every classroom, in accordance with CDC guidelines.
- Parents/guardians are encouraged to send small, individual hand sanitizer for their children to be kept at desks.
- Parents/guardians are asked to provide their child with a reusable water bottle to be kept at their desks as water fountains cannot be used.

**School Entrances, hallways, and common spaces:**

- If physical distancing (six feet) cannot be maintained for individuals in line waiting to enter or exit a building, utilization of face coverings, cloth or disposable masks and/or face shields, are required. Physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- Minimize interaction of students between drop-off and entrance to school facilities.
- Locations of arrival and drop-off areas by student last name have been established. Families with last names from A-H will enter will enter the building through Door 2. Students will last names from I-Q will enter through the Main Door into the Church lobby. Students with last names from R-Z will enter through the gym doors. Beginning at 7:30, students will exit their car and be greeted by a staff member to have their temperature taken. Parents will not be permitted to pull away until their child’s temperature has been read and is approved. Upon entering the building, students will report directly to their classrooms. All students must arrive by 8am. For dismissal, students will be dismissed to the same doors as morning drop-off, and dismissals will be staggered. No gathering in the parking lot after dismissal is permitted at this time. Please be patient as we navigate this new procedure.
- "One-way routes” have been created in the hallways with tape and signage.
- Social distancing in hallways and common areas will be maintained
- The number of non-essential interactions between students and staff throughout the school day will be minimized.
- Student cohorts will be created and maintained as an effective strategy to limit exposure and contact.
- Commingling between classes or other groups of students will be limited.
- Large group gatherings will be minimized.
● A system that allows for physical distancing has been established.
● Hand sanitizer will be provided.
● Signage around school buildings has been placed to provide hygiene advice and reminders.
● There will be increased frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
● The number of students in the hallway at the same time will be limited by staggering release from classrooms.
● If feasible, physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks) will be installed.
● Locker use is suspended to keep traffic in hallways to a minimum.
● Additional entry/exit points have been established to ensure a balance of social distancing and security protocols.

Other Considerations:
● Supplies and equipment is limited to one group of children at a time and clean and disinfected between use.
● Adequate supplies will be available to minimize sharing of high touch materials to the extent possible.
● Sharing electronic devices, toys, books, and other games or learning aids, will be avoided, or thoroughly cleaned and disinfected between use.
● Each child’s belongings will be kept at their desks and separated from others’ and in individually labeled containers, cubbies, or areas. No toys or extra items should be brought to school at this time.
● Increase circulation of outdoor air as much as possible, for example, by opening windows and doors, unless doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
● Ensure students have time to wash and sanitize their hands during and after lunch and recess periods.
● The practice of handwashing or hand sanitizing will be built in throughout the day, during transition times.

FACILITIES CLEANING
The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.
GENERAL DISINFECTION MEASURES

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<th>Category</th>
<th>Area</th>
<th>Frequency</th>
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<td><strong>Workspaces</strong></td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
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<tr>
<td><strong>Appliances</strong></td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>Electronic Equipment</strong></td>
<td>Copier machines, Shared computer monitors, TV's, Telephones, keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td><strong>General Used Objects</strong></td>
<td>Handles, light switches, sinks, restrooms</td>
<td>Several times a day</td>
</tr>
<tr>
<td><strong>Buses</strong></td>
<td>Bus seats, handles/railing, belts, window controls</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
<td>Cafeteria, Library, Conference rooms, Gyms, Common Areas</td>
<td>At the end of each use/day; between groups</td>
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Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and bathrooms.
- Children ages 5 and younger should be supervised when using hand sanitizer.
- Students should wash or sanitize hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

For Early Childhood programs, when possible:
- Keep children six feet apart during nap time (can have cots oriented head to foot), when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- Designate times on the schedule to take students out of the classroom to wash hands with soap and water or hand sanitizer, including, at a minimum:
  - at the start of the day when children enter the classroom
  - before snacks and lunch
Hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

**SIGNAGE**

Signage will be placed throughout the offices and school.

**BUS DRIVERS/BUS PROTOCOLS**

Schools will follow the protocols outlined by the local district providing busing. For schools with their own buses, bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 10 days.
RESTROOM USAGE DURING THE SCHOOL DAY

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms.

RECESS, PHYSICAL EDUCATION, LOCKERS AND LOCKER ROOMS

- Outdoor recess will be held, weather permitting, in designated area by cohorts/classes.
- Recess will be staggered. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Cones, flags, tape, or other signs will be used to create boundaries between groups.
- Hands will always be washed immediately after outdoor playtime.
- The use of playground equipment will be staggered to establish frequent disinfecting protocols. An inventory of outdoor spaces will be completed in order to designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
- Physical Education and recess will include games and activities that require limited or no physical contact or sharing of equipment. If equipment must be shared, it will be cleaned and disinfected between each use.
- Specific areas will be designated for each class during recess to avoid cohort mixing.

VISITORS ON CAMPUS

Until further notice there will be no visitors allowed on campus or in the school building. Fewer people entering the school building allows for greater implementation of safety measures. Parents who enter the building for any reason must wear a mask.

Packages or other items (student forgets lunch) will be left at school entrance. A drop off box will be established outside of the school entrance for such packages.

Students who arrive after 8am, must report to the Main Entrance and ring the door bell. Only the child will be admitted to the building. Parents must remain outside while their child has his/her temperature recorded. Once the child’s temperature has been read and approved the parent will be permitted to leave, and the student will be sent to their classroom.
CAFETERIA AND MEAL PERIODS
The school will continue to provide students with the opportunity to purchase lunch through our cafeteria. Students will remain in their self-contained classroom and meals will be individually bagged and brought to the classrooms. New lunch ticket and ordering procedures will be announced prior to the start of the school year.

- Disposable food service items will be used (e.g., plastic utensils, brown bags).
- Students bringing their lunch must provide their own disposable food service items.
- Proper hand washing and sanitizing will be practiced before and after meals.
- Students are not allowed to share food.

SNACKS AND FOOD DELIVERY
Bringing refreshments to share during school is prohibited in order to limit the risk of contamination. Snack time is permitted, but students should bring their own snack items and drinks to school. We ask that there be no food delivered and that food be kept at assigned spaces. Personal deliveries such as packages should not be delivered to the school. Reusable water bottles may be kept at students desks. Birthdays may be celebrated with a dress down day, but food, snack items, or goodie/craft bags may not be brought or sent in at this time.

COMMUNICATION WITH FAMILIES
To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often.
2. Visit the school website for updates.
3. Follow our social media platforms/
4. SeeSaw for K-2 and Google Classroom for Grades K-8 will be utilized.
5. Check PowerSchool Student Information System for grade updates.
6. Register for Honeywell Alert System.
7. Keep up to date on all IC Express emails.

ACADEMICS AND HOME-BASED LEARNING
There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. Immaculate Conception School will be opening with traditional five day in school sessions for student instruction. We will be prepared to provide other models of instruction, as can be seen in a hybrid or remote school setting, if necessary.
Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend returning to school. In either case, provisions must be made to provide these students with instruction. The school will provide instruction to these students via live streaming of classes. Students will be expected to attend their regularly scheduled classes via live streaming. If a parent/guardian opts for home learning via live stream, it will be for 5 days per week according to the school calendar. Students who choose to stay home may not move between live streaming and face-to-face instruction unless the student is temporarily home due to illness or quarantine. Tuition for in virtual instruction is the same as it will be for in-person learning.

Immaculate Conception School’s goal is to design flexible instructional plans that work best in both traditional face to face and remote environments. The following has been considered:

- Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely.
- Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.
- Creation of an “early warning system” to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Developing a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

**CATHOLIC IDENTITY**

Catholic schools have a two-fold charge: to provide an education that is academically excellent and one that is deeply rooted in Catholic identity. Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face to face and remote settings. First Friday Mass will be streamed into each classroom. Service learning opportunities will remain a priority in our schools.

**GRADING AND ATTENDANCE POLICY**

To receive credit for the courses for this school year students are expected to complete the assignments. The grading policy is located in the school handbook.
REMOTE LEARNING

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

Immaculate Conception School will continue to use Google Classroom for grades K-8 and SeeSaw for K-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

Immaculate Conception School will provide daily online virtual instruction for all students.

ONLINE INSTRUCTION

The Virtual Learning Plan is posted on our school website. Please refer to the plan in the event that we are required to return to remote learning.

Zoom/Google Meets is our online component to help deliver daily live and instruction from the classroom teacher. Work will be assigned and sent via Google Classroom or SeeSaw.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Use of school facilities will be restricted until further notice.
- Until further notice, Before Care will not be available.
- After care will be available with the following conditions:
  - Hours of operation are from 2:15-5:00pm.
  - In an effort to keep our after care numbers down so that the building can be thoroughly cleaned and sanitized during the afternoon hours, we ask that this service be reserved for families who work outside of their home with no other options for child care.
  - If a student would like a snack or entertainment during after care, it must be brought from home.
- Maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.
- Once the building is vacated, no one may return until school reopens the next day.
New Jersey Department of Health
COVID-19 Guidance for Reopening Childcare

June 12, 2020

Effective June 15, 2020, pursuant to Executive Order No. 149 all child care programs operating in the State of New Jersey must comply with the requirements detailed in Guidance for New Jersey Child Care Facilities On COVID-19 Related Health and Safety Requirements set forth by the New Jersey Department of Children and Families (DCF). This guidance document outlines public health recommendations and does not supersede requirements set forth by DCF.

Reopening childcare requires everyone to move forward together by practicing social distancing and other daily habits to reduce our risk of exposure to the virus that causes COVID-19. Everyone has a role to help slow the spread of the virus include social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

CDC has released interim guidance, laid out in a series of three steps, to inform a gradual scale up of operations. The scope and nature of community mitigation suggested decreases from Step 1 to Step 3. Some amount of community mitigation is necessary across all steps until a vaccine or therapeutic drug becomes widely available. The guidelines are outlined at CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again.

CDC’s School and Child Care Programs page provides various resources for recommendations for operating childcare programs in low, moderate, and significant mitigation communities. Decision tools for Schools and Childcare have been developed to assist administrators in making decisions regarding re-opening of schools, childcare and other programs. CDC’s Considerations for Schools have been developed to supplement, not replace, any state or local health and safety laws, rules, and regulations with which childcare centers must comply.
Communication

Childcare centers should develop a plan for infectious disease outbreaks including COVID-19. Staff and families should be informed of policies for ill staff and children including isolation, exclusion and notification of positive cases or outbreaks.

Families should understand what actions they need to take should their child become symptomatic or be exposed to COVID-19 while in childcare.

Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

Designate a staff member to be responsible for responding to COVID-19 concerns. Communicate to staff members, the process for contacting the designee.

Establish relationships with local public health officials and identify points of contact.

CDC’s Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.

More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).

Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Prepare for Reopening

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure children and staff who become sick at childcare or arrive at the facility sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Plan workshops and trainings to educate staff on prevention measures.
- Continue to monitor current information from health officials.
- Continue to ensure that children are up to date on immunizations.
Preparing for Illness

- Daily reports of staff and student attendance should be closely monitored.
- Designate an area or room away from others to isolate individuals who become ill while at the facility.
  - Ensure there is enough space for multiple people placed at least 6 feet apart
  - Ensure hygiene supplies are available, including a cloth mask, facial tissues, and alcohol-based hand rub.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.

When Illness Occurs

Children and staff with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.

- Whenever possible, cover children’s (age 2 and older) noses and mouths with a mask or cloth face covering.
- If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- Individuals should be sent home and advised to follow What to Do If You Are Sick.
- When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.
- Facilities should be prepared to provide the following information when consulting public health:
  - The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
  - The date the person with COVID-19 or probable COVID-19 was last in the building;
  - The date the person developed symptoms.
  - Types of interactions the person may have had with other persons in the building or in other locations.
  - How long their interactions were with other persons in the building.
  - If other persons in the childcare program have developed any symptoms; and
  - Any other information to assist with the determination of next steps.

Individuals with Suspected or Confirmed COVID-19:

- Individuals (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, should be sent home or denied entry. Refer to the isolation and quarantine chart below to determine when they may return.
• COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever (100.4° F or higher), chills, muscle pain, sore throat, new loss of taste or smell, or other signs of new illness that are not related to a preexisting condition (such as seasonal allergies).

• A suspected case is a person who shows symptoms of COVID-19 but has not yet been tested or is waiting for test results. A confirmed case is a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.

• The following chart provides information on isolation and quarantine and when individuals can return to childcare facilities.

<table>
<thead>
<tr>
<th>Individuals who have symptoms of COVID-19 AND have tested positive (by PCR, rapid molecular or antigen testing) OR have not been tested (i.e. monitoring for symptoms at home) should stay home** and away from others until:</th>
<th>Individuals who have NO symptoms and have tested positive should stay home** and away from others until:</th>
<th>Individuals who have symptoms and have tested negative should stay home and away from others until:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• At least 10 days have passed since their symptoms first appeared AND • They have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) AND • Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)</td>
<td>• 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.</td>
<td>• 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</td>
</tr>
</tbody>
</table>

*Close contact is defined as being within 6 feet for at least a period of 10 minutes.
**Siblings and household members should also remain at home for 14 days.

• If a suspected or confirmed case of COVID-19 infection occurs in one defined group (see note) within the center, the ill person should be sent home.
  o Other staff and children in the group would be considered close contacts of that case and must be quarantined in their homes for 14 days.
  o Parents/guardians and staff facility-wide should be informed of the situation.
  o The CDC guidance for cleaning and disinfection should be followed.

• Other groups within the childcare facility can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.

• If suspected or confirmed cases occur in multiple groups within the facility, then all childcare operations within the facility need to be suspended (see Closure section).
The ability to keep groups small and static can be helpful in identifying close contacts and may aid in determining if a facility wide closure is necessary.

**Note:** Per DCF requirements classes shall include the same group of children each day, to the greatest extent possible, and, also to the greatest extent possible, the same staff shall be assigned to care for each group, each day.

**Contact Tracing**

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.

A contact tracing team from the local health department or the NJDOH calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe, to help identify anyone they have had close contact. Those contacts might include family members, caregivers, co-workers or health care providers.

Individuals who have recently had a close contact with a person with COVID-19 should stay home and monitor their health.

**Closure**

- A facility may need to temporarily dismiss children and staff for 2-5 days, if a child or staff member attended childcare before being confirmed as having COVID-19.
  - This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the facility, perform contact tracing and cleaning and disinfecting the facility.
  - Facilities should follow CDC guidance on how to disinfect your building or facility if someone is sick.
    - If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
    - If COVID-19 is confirmed in a child or staff member:
      - Close off areas used by the person who is sick.
      - Open outside doors and windows to increase air circulation in the areas.
      - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
      - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas with an **EPA-registered product for use against SARS-CoV-2**.
    - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
• Facilities should work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

**Testing**

• Until more evidence about protective immunity is available, serologic test results should not be used to make decisions:
  - Regarding the need for personal protective equipment.
  - To discontinue social distancing measures.
  - About grouping persons residing in or being admitted to congregate settings, such as childcare, schools, dormitories, or correctional facilities.
  - About returning persons to the workplace.

**COVID-19 Resources**

- NJDCF COVID-19 Resources for Licensed Childcare Centers
- CDC Childcare Schools and Youth Programs
- CDC Schools and Day Camps
- CDC Considerations for Youth Sports
- NJDOH COVID Information for Schools
- CDC Cleaning and Disinfecting Your Facility
- CDC Information on Cleaning School Buses
- AAP Guidance Related to Childcare During COVID-19
- NJDOH General Guidelines for the Prevention and Control of Outbreaks in School Settings
FACULTY, STAFF AND VOLUNTEER
COVID-19 SCHOOL ACTIVITIES RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of ________________________, being allowed to attend and participate in in-person activities at ______________________________ (hereinafter “School”) including school related activities to include but not limited to educational, cocurricular and extracurricular programs, the undersigned acknowledges and agrees that:

I agree that I will take my temperature every day before I come to school. Additionally, I agree to review the checklist of COVID-19 symptoms listed below every day before coming to school. If I have an elevated temperature or any symptom of COVID-19 on the checklist below, I will stay home from school and will report the fever and/or the symptoms to the school nurse by emailing: _______________________ who will notify the Principal.

If COVID-19 symptoms and/or elevated temperature are reported to the school nurse, I agree that I must receive a doctor’s clearance in writing before returning to school.

- COVID-19 symptoms check list to be completed every day by faculty, staff and volunteers before coming to school.
- Have you been around anyone else who was ill? Yes _____ No _____
- Are you experiencing any of the following symptoms?
  - Fever Yes _____ No _____
  - Current temperature ________
  - Cough Yes _____ No _____
  - If yes, for how long ________
  - Shortness of breath Yes _____ No _____
  - Sore throat Yes _____ No _____
  - Chills Yes _____ No _____
  - Muscle aches and/or pain Yes _____ No _____
  - Headache Yes _____ No _____
  - New loss of taste or smell Yes _____ No _____
  - Abdominal pain, nausea, vomiting or diarrhea Yes _____ No _____
  - Have you been diagnosed with COVID-19 in the past 3 weeks or have reason to believe you have COVID-19? Yes _____ No _____

I agree I must report a diagnosis of COVID-19 among a household member to the school nurse by emailing _______________________. If I have been exposed to a household member with COVID-19 diagnosis, I agree I must stay home from school for 14 days and I must report my absence as usual according to the handbook.

1. I understand the risk to have contact with individuals, who have been exposed to and/or have been diagnosed with one or more communicable diseases, including but not limited to coronavirus disease 2019 (hereinafter “COVID-19”) or other medical conditions, diseases, or maladies does exist, and, despite School’s good faith implementation of the Department of Education’s recommended health, hygiene, and social distancing best practices, it is impossible to eliminate the risk that I may be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease. Risk from contracting such communicable disease might include, illness, permanent disability, or death.

2. I understand, COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based on Center for Disease Control (hereinafter “CDC”) guidance, those at high-risk for severe illness from COVID-19 are: people 65 years and older; people who live in a nursing home or long-term facility.
Those at severe risk also include people of all ages with underlying medical conditions, particularly if not well controlled, including, but not limited to: chronic lung disease or moderate to severe asthma; serious heart conditions; those who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications); severe obesity (body mass index [BMI] of 40 or higher); diabetes; chronic kidney disease undergoing dialysis; and, liver disease.

3. I understand by signing below I acknowledge that I do not have an underlying medical condition, as referenced herein, or that if I have such underlying medical condition that the undersigned will first obtain written permission from a licensed healthcare professional prior to attending or participating in School or School Activities, which written approval will be provided to School in advance of attendance or participation.

4. I understand people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19: cough; shortness of breath or difficulty breathing; fever of 100.3 degrees Fahrenheit or above; chills; muscle pain; sore throat; new loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

5. I understand ALL students and faculty and volunteers are required to follow social distancing protocols and wear a face mask and/or a face shield.

6. I will not attend School Activities and I will notify School officials if I currently have symptoms or have been in contact with anyone with a confirmed COVID-19 diagnosis in the last 14 days.

7. If I have been diagnosed with COVID-19, I will not attend or participate in School Activities until I have received written medical approval from a licensed health care professional, which approval will be provided to School prior to my attendance.

8. I will not attend or participate in School Activities if they are subject to state or federal government directed quarantine or isolation.

9. I understand the School retains the right to deny my attendance or participation in School Activities, if School determines that such attendance or participation is an undue health risk to staff, students, or others. School similarly has the right to deny any other individual from attending School Activities if said individual’s attendance poses an undue health risk to that individual or others.

INITIALS _________ __________

10. THE UNDERSIGNED KNOWINGLY AND FREELY ASSUMES ALL SUCH RISKS for my attendance or participation in School Activities.

11. The undersigned agrees that the undersigned will comply with any safety or health related rules, terms, or conditions for participation in School or School Activities.

**After fully and carefully considering all the potential risks involved, I hereby assume the same and agree to release and hold-harmless (Insert school name)** and its employees, officers, agents, contractors, vendors (“School”), the Parish, the Diocese of Metuchen, the Bishop of the Diocese of Metuchen and all its employees, officers and agents from and against, all claims and liability resulting from exposure to disease-causing organisms and objects, such as COVID-19, associated with F/S/V participating in School Activities, to include, but not limited to educational, cocurricular, or extracurricular programs.

Date ______________________

Printed Name of Faculty/Staff/Volunteer ______________________________________________________

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