



**St. Andrew the Apostle  
Roman Catholic School**  
3131 Eton Street New Orleans, LA  
(504) 394-4171 ♦ Fax (504) 391-3627 ♦ www.sasno.org



August 4, 2021

Dear St. Andrew the Apostle Families,

It is hard to believe that summer is nearing the end and school will be reopening next week. The St. Andrew the Apostle Administration spent the summer preparing for the return of our students and teachers.

With the recent spike in COVID-19 cases throughout the state of Louisiana and the mask mandate reinstated for the State of Louisiana and Orleans Parish, we must continue to keep our children and community safe, now and throughout the 2021-2022 school year. Unlike last year, we have already shared in this experience. We have been here before. We already know how to do this. We had a successful school year, TOGETHER, last year and we will do it again this school year.

Although there are many uncertainties surrounding the COVID-19 pandemic, these are five things you can expect from St. Andrew the Apostle:

1. Your children will be loved.
2. Our faith will guide us in all decisions that we make.
3. We will continue to make the safety of our SAS families a top priority.
4. Students and faculty will learn and grow together.
5. Your children will receive a Blue-Ribbon Education.

Our children deserve the best education we can offer to them. That means being vigilant in sanitizing and keeping ourselves healthy so that our children may come to school with their peers and teachers. We all know that in-person learning is essential to developing the whole child academically, socially, emotionally, and spiritually.

Out of an abundance of caution, we have decided to **cancel our in-person Mandatory Parent Meeting on Tuesday, August 10<sup>th</sup>**. St. Andrew faculty and staff will deliver this information to you electronically at a later date.

The COVID-19 pandemic is evolving and changing. New and unanticipated circumstances may arise. When making decisions, St. Andrew will continue to receive guidance from the Centers for Disease Control and Prevention, Louisiana Department of Health, Louisiana Department of Education, the Archdiocese of New Orleans, and local health officials. I appreciate your patience and flexibility as we navigate the path forward.

Below you will find our COVID-19 plan, policies, and procedures for the 2021-2022 school year. This plan may evolve and change throughout the year.

Our faculty and staff are excited to welcome our St. Andrew Archers back to campus next week.

Many Blessings,  
Katherine H. Marchese, M.Ed.  
Principal

*"Da Mhi Animas Caetera Tolle"*  
~St. John Bosco~

## ST. ANDREW THE APOSTLE COVID-19 PLAN

The COVID-19 Task Force Team will be implementing, monitoring, and ensuring enforcement of all changes due to COVID-19. Many necessary changes must be made for the safety and health of all students, faculty, staff, and others that may enter our school campus. St. Andrew the Apostle tried to be as explicit as possible, but COVID-19 is a fluid situation. New and unanticipated circumstances may arise. The Pastor/Principal has the authority to use discretion in making decisions regarding unforeseen circumstances. The Pastor/Principal may also make changes to the Parent/Student Handbook/COVID-19 Plan as necessary. When making decisions, St. Andrew will receive guidance from the Centers for Disease Control and Prevention, Louisiana Department of Health, Louisiana Department of Education, the Archdiocese of New Orleans, and local health officials. Written notification of changes will be made. **The policies and procedures outlined in this COVID-19 Plan may supersede many current policies and procedures in the Parent/Student Handbook.**

### Learning Model:

St. Andrew the Apostle will offer Traditional **On-Campus Learning** during the 2021-2022 school year.

- Students in the St. Andrew the Apostle's Daycare (Nursery, Pre-K1, and Pre-K2) will come to campus 5 days/week. St. Andrew the Apostle's Daycare will adhere to all state and licensing guidelines.
- Students in Pre-K3 through 7<sup>th</sup> grade will come to campus 5 days/week for on-campus learning.
- The Institute of Virtual Learning (IVL) **may only be an option for students in kindergarten through 7<sup>th</sup> grade who need to quarantine.**

*Note: In the event of a government mandated shut down, natural disaster, disease outbreak or any other circumstances which, it is the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, the school is prepared to offer virtual learning.*

### Daily Temperature Screening:

- Daily temperature checks are not required upon arrival for students in PK3 -7<sup>th</sup> grade.
- Parents/Guardians are asked to check their child's temperature each day before they arrive to school (temperature of 100.4 or greater should not come to school). Before arriving to school, parents/guardians should also monitor/assess their child for COVID-like symptoms.
- Any student that reports feeling ill or exhibits symptoms of an illness or communicable disease/COVID 19 during the school day will be temperature checked in the classroom by the child's teacher. Administration will be notified if temperature is 100.4 or greater.
- Student may need to isolate from his/her static group in the designated isolation room.
- Students/faculty must be fever, vomit, and diarrhea free for **24 hours (1 full school day)** before returning to school.
- Prior to parents leaving the school campus, all children in the daycare (Nursery, PK1, and PK2) will have their temperature taken by a faculty/staff member. Children in the daycare with a temperature of 100.4 or greater will not be permitted to attend daycare. Students in the daycare must be fever, vomit, and diarrhea free for 24 hours (1 full school day). A faculty/staff member will also ask parents with children in the daycare to confirm that their child has not been on fever reducing medication in the last 24 hours and does not have shortness of breath or a cough.

### Campus Visitors:

- Upon arrival, essential visitors (deliveries, outside vendors, and other contracted employees) are required to wear a face covering inside of the building, sanitize, complete the check-in questionnaire, and practice social distancing.
- No visitors will be permitted to enter the classroom or go beyond the front office waiting area (lobby) during the school day for the safety of the children, faculty, and staff. The maximum capacity of the school lobby waiting area is limited to two visitors at a time.
- We are asking parents to take care of school office business via telephone or email.
- All visitors must wear a face covering and **must have a scheduled appointment**.
- Non-essential visitors may be limited while school is in session.

### Face Coverings:

- All faculty, staff, and students in **Pre-K3 through seventh grade** will be **required** to wear a face covering upon arrival, dismissal, and during all transitions (including trips to the restroom).
- Students in **PK3, and PK4** may remove their face covering while inside of their static grouped classroom while seated at their assigned table with plexi-glass partitions. PK3 and PK4 students are required wear their face coverings, while seated on the carpet during carpet time, partner work, and during center time.

*Note: The LDOE and CDC recommend that children in PK3 and PK4 should wear a face covering, if tolerated, while inside the school building to maximum extent possible.*

- Students in the **Daycare (Nursery, PK1, and PK2)** are not required to wear face coverings.
- Faculty, staff, and students in **Kindergarten through 7<sup>th</sup> grade** will be **required** to wear their face covering during class and inside of all school buildings.

*Note: All individuals 5 years of age or older should wear a face covering while inside the school facility, regardless of vaccination status. (Guidance from the LDOE's Ready to Achieve! 2021-2022 School Operational Guidelines and the CDC's Recommendations).*

- Students in **PK3 -7<sup>th</sup> grade** may be allowed to remove their face coverings during outdoor recess and/or outdoor PE as long as they adhere to physical distancing requirements.
- Considerations may be made for students, faculty, or staff that may need adjustments regarding face coverings due to medical conditions. Please contact the principal directly. A doctor's note must be provided.
- Face covering must be cloth (medical masks are acceptable); it can be any color or type that a child is comfortable wearing. Face coverings must be school appropriate (no politics or extreme designs and wording). **Face shields are not permitted for students.**
- Students must be able to put on and take off (without adult assistance) their own face covering.
- Face Coverings must be worn properly (covering nose and mouth).
- We ask that each student have an extra face covering to wear throughout the school day
- We ask that students' face coverings are clearly labeled with their name.

"Da Mihi Animas Caetera Tolle"

~St. John Bosco~

### **Student Movement:**

- To the greatest extent possible, students will remain in the same classroom with their static group (homeroom) throughout the school day.
- When transitioning throughout the campus, students will not be able to walk side-by side. They will travel in only a socially distanced single line.
- Each Enrichment Class (Multi-Media Lab, Music, PE, Art) will alternate each 9-week period to limit the number of students/static groups they interact with.

### **Social Distancing:**

- Social distancing will be maintained across the St. Andrew the Apostle campus. This includes the main areas such as bathrooms, hallways, cafeteria, and stairwells.
- Classrooms are set up so that desks are spaced out to the maximum extent possible to allow for social distancing. In grades 1-7, all desks will face the same way.
- Age appropriate social distancing will be utilized in early childhood classrooms.
- Plexiglas dividers may be placed on tables in early childhood classrooms where necessary.
- Social distancing to maximum extent possible should be maintained at all times on our campus by all faculty, staff, students, and others that enter onto our campus (this includes the mail room, teacher's lounge, office, hallway, elevator, parking lot, duty posts, gym, cafeteria, etc.).

### **Sanitation:**

- Hand sanitizing stations have been added throughout the school.
- Hand sanitizers will be placed at every point of entry.
- Students must hand sanitize upon entering a classroom.  
*Note: Every time students re-enter the classroom they must hand sanitize.*
- St. Andrew the Apostle has installed additional handwashing stations to assist with handwashing.
- Our entire campus will be sanitized throughout the school day and professionally sanitized every evening.
- Teachers will have necessary supplies/materials to sanitize their classrooms and high traffic areas.
- Restrooms on campus will be cleaned throughout the day.
- Teachers will need to clean high trafficked areas (door knobs, light switches, hand rails, etc.) every two hours.

### **Keeping Student Supplies Clean and Safe:**

- There will be no communal supplies.
- Students must have their own supplies and materials kept in their own space.
- All students' desks should be clearly labeled with student name.

### **Exposure to COVID-19:**

- St. Andrew the Apostle is a partner of Children’s Hospital.
- If a student, faculty, or staff member is being tested for COVID-19 or awaiting COVID-19 results, we ask that he/she stay at home.
- Should a student or faculty member **test positive for COVID-19**, the school will follow the directives of the Regional Medical Director. The student will need to quarantine. All learning and instruction for that student or faculty member that needs to quarantine will transition to at-home learning (SAS Institute of Virtual Learning).
- In order to **not quarantine** after an exposure to a positive COVID-19 case, students, faculty, and staff members must provide proof of vaccination or proof of a COVID-19 positive test within the last 90 days. (COVID-19 Test must be from a state-approved testing site. Home tests will not be accepted.)
- **Contact tracing will be conducted and families will be notified of the need to quarantine.** Decisions will not be made at the school level. Directives will come from the Regional Medical Director.
- All cases will remain confidential. At the school level, only the Administration will be aware of the names of those who have contracted the virus. Should a family or faculty member need to report a positive case they should contact **the principal via email immediately**.
- The principal will work with the Regional Health Director, Children’s Hospital, the Department of Health, and the Archdiocese of New Orleans to determine any additional steps that need to be taken, which, if any, other individuals need to quarantine, and when an outbreak occurs that may result in the transition of a specific group of students or faculty or the entire school to transition to at-home learning (SAS Institute of Virtual Learning).
- If the school environment is determined to be a source of ongoing COVID-19 spread, the school may have to transition to at-home learning (SAS Institute of Virtual Learning) for a span of 3-7 days.

*Note: For the most up-to-date quarantine guidelines, please visit <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>*

### **Recess:**

- All students will have recess each day.
- Children will hand wash and sanitize before reentering the classrooms once recess has concluded.
- Recess groups will be separated by static groups in designated areas on the campus.
- Each static group will use their own set of equipment during recess.
- Students in **PK3 -7<sup>th</sup> grade** may be allowed to remove their face coverings while at outdoor recess and outdoor PE as long as they adhere to physical distancing requirements.

### **Water Fountains/Lunch/Snacks & Birthday Treats:**

#### **Water:**

- Drinking water fountains will be disabled. Only water bottle filling stations will be open. We have installed touchless water bottle filling stations throughout our campus.
- SAS water bottles should be brought to school filled with water.

“Da Mihi Animas Caetera Tolle”

~St. John Bosco~

- Students are required to bring a permanently labeled St. Andrew water bottle to school to refill throughout the day. Only the official St. Andrew School clear water bottle is allowed. Only water is allowed.
- There will be scheduled water bottle refilling times so that social distancing can be maintained.
- Nursery – Pre-K2 does not need to purchase a St. Andrew the Apostle water bottle.

### **Lunch:**

- Students in Nursery through kindergarten will eat lunch inside of their classroom.
- Students in 1<sup>st</sup> – 7<sup>th</sup> grade will eat lunch in the cafeteria. Students will eat at a scheduled time with their static group. Static group lunch times will be staggered. Students will be socially distanced in the cafeteria to the maximum extent possible.
- St. Andrew the Apostle uses the Archdiocese of New Orleans School Food and Nutrition Program.
- Lunch will be free for all students during the 2021-2022 school year. If a student would like to purchase extra lunch items or ice cream on designated ice cream days there will be a cost associated. Students must have lunch money in their online account to purchase extras or ice cream. No checks/cash will be accepted.
- To set up a Lunch Account, please visit [www.schoolcafe.org](http://www.schoolcafe.org) and click on the “Online Payment” button to create your account.

### **Snacks:**

- Group snacks will be permitted. Group snacks must be store bought and individually wrapped. No home-made baked goods or candy. Store bought baked good are acceptable.
- Due to severe nut allergies, we ask that you do not send peanut butter or any nut products to school at any time.

### **Birthday Treats:**

- Student birthdays may be celebrated with cupcakes, cookies, or donuts. They are distributed during designated times with permission of the teacher. Please notify the homeroom teacher of the class regarding the treat **two (2) days in advance** in order to avoid multiple treats on a given day. **All treats must be delivered before noon and must have napkins sent for the number of students in the class.**

*Note: No home-made baked goods. Store bought baked goods are acceptable.*

- Please refrain from sending in birthday treats that need to be cut (cakes, cookie cakes, etc.).

### **Before School Care:**

- BSC will be offered.
- Students using BSC must register and pay the registration fee to utilize BSC.
- BSC will begin for students in Nursery, Pre-K1, Pre-K2, and 1<sup>st</sup>-7<sup>th</sup> grade students on **August 11<sup>th</sup>**.
- BSC will begin for early childhood students in Pre-K3, Pre-K4, and kindergarten on **August 19<sup>th</sup>**.
- Hours: 6:45AM-7:30AM
- **Drop Off:** Parents may not enter the cafeteria or building. Parents and students are required to wear a face covering. Upon arrival, ring the bell and a faculty member will meet you at the door. The faculty member will sign your child in.

### **After School Care:**

- ASC will be offered.
- Students using ASC must register and pay the registration fee to utilize ASC.
- ASC will begin for students in Nursery, Pre-K1, Pre-K2, and 1<sup>st</sup>-7<sup>th</sup> grade students on **August 11<sup>th</sup>**.
- ASC will begin for early childhood students in Pre-K3, Pre-K4, and kindergarten on **August 19<sup>th</sup>**.
- Hours: 3:30PM-6:00PM
- **Pick Up:** Parents may not enter the cafeteria or building. Parent must wear a face covering. Upon arrival, parent should ring the bell and a faculty member will meet you at the door with your child. The faculty member will sign your child out.

### **Morning Arrival:**

- Students will arrive on campus starting at 7:30AM - 8:00AM
- Students will be marked tardy at 8:00 AM
- **Nursery through Pre-K2** will use the Eton Street front gate entrance and park in the front circle near the Administration Building. Parents will walk their student(s) to the classroom each morning. Nursery, PK1 and PK2 students must always be escorted by a parent or guardian to their classroom. Drop off time is from 7:30AM to 8:00AM. Parents escorting their child to the classroom are required to wear a face covering and may not enter the classroom.
- **Pre-K3 through 1st grade students with siblings** will use the back carpool located on Hudson Street.
- **2<sup>nd</sup> through 7<sup>th</sup> grade students** will use the front carpool located on Eton Street.
- During morning carpool, we ask that all children are seated on the right-hand side (passenger) of the vehicle for safety and limited time. To expedite the process, we ask that parents move all car/booster seats to the right-hand side (passenger) of the vehicle.

- Once children arrive, they will report directly to their homeroom. Non-homeroom staff will help guide children to their classrooms. Students must hand sanitize before entering the classroom.
- All students in Pre-K3 through 7<sup>th</sup> grade are **required** to wear a face covering properly (covering nose and mouth) **during arrival** and while transitioning to their homeroom classroom.
- **Morning walkers will be permitted.** Students that walk to school must live within 1 mile of the school and must be registered as a walker in the school office. Face coverings must be worn by students that walk to school once they enter the campus.

### Late Arrival:

- Parents should park outside of the front office with children who are late. Please call the front office at 504-394-4171 and wait to be allowed into the main office.
- We encourage parents to be on time.
- Due to limited staff, late arrivals may have to wait to be admitted into school.
- Once the office staff becomes available, they will meet the parent with the student outside of the front office door to admit them into the building.
- Parents/Guardians accompanying their child are required to wear a face covering.
- All students in Pre-K3 through 7<sup>th</sup> grade are required to wear a face covering when they arrive to school and transition to their classroom.
- Children are considered present for attendance once an office staff member check them in at the front office.
- Parents must wait with their child during check-in.
- No child is to be unattended, left by themselves, or “dropped off” at the front office.

### Afternoon Dismissal:

- Students in Pre-K3 through 7<sup>th</sup> grade will dismiss using the same gate that was used during arrival. Dismissal begins at 3:15 for students in Pre-K3 through 7<sup>th</sup> grade.
- Nursery through Pre-K2 will use the back carpool located on Hudson Street during dismissal. Students in Nursery through Pre-K2 dismiss at 2:45PM. Dismissal for students in Nursery through Pre-K2 ends at 3:00PM.
- During carpool dismissal, a faculty member will take a child’s name through the carpool line. All vehicles in the carpool line, must clearly display the official SAS car tag with last name/grade on your rear-view mirror.
- All students will remain in classrooms during dismissal; SAS Faculty will take names and send children out as their vehicle arrives.
- Carpool will end for students in Nursery, Pre-K1, and Pre-K2 at 3:00PM
- Carpool will end for all students in Pre-K3 through 7<sup>th</sup> grade at 3:30PM.

- **Afternoon walkers will be permitted.** Students that walk home must live within 1 mile of the school and must be registered as a walker in the school office.
- All students in Pre-K3 through 7<sup>th</sup> grade are **required** to wear a face covering properly (covering nose and mouth) during dismissal and while transitioning to their car.

***REMINDER: only students registered for After School Care may attend After School Care. Students not picked up by the completion of carpool should be brought to the office by the teacher on duty. Parents must be called to pick up their child. Fees may accumulate.***

#### **Adjustments to School Calendar:**

- Adjustments may be made to the school calendar.
- Updated school calendars will be sent out via email and posted on the school website when adjustments are made.
- For the safety of our community, large group gatherings where social distancing is not possible may be postponed and/or cancelled.
- When possible, virtual gatherings/activities will be held.

#### **Attendance:**

- Student Attendance: Attendance will be monitored both in-class and virtually. Principal will use discretion, in accordance with medical professionals to provide leniency where needed.

***Note: Due to COVID-19 perfect attendance will not be applicable this school year.***

- We will be utilizing all available resources internally (when possible) to cover teacher absences.

#### **Mass/Prayer Services:**

- Faculty will create authentic opportunities for our children to participate in prayer services, virtual Mass, and live Masses, when possible and age appropriate.
- For the safety of our children, any school masses or prayer services held in person will be closed to students and faculty only.
- During Mass, students will sit in their static groups and will sit socially distanced to the maximum extent possible.