Little Flower School
Re-Opening Plan of Action
2020-2021

This plan of action is based on the current CDC guidelines,
The Maryland State Department of Education,
The Office of the Governor of Maryland,
as well as directives from the
Archdiocese of Washington’s Catholic Schools Office.

*As of July 1, 2020, current CDC guidelines call for students to maintain a 6-foot distance from other students and staff during the school day. The State of Maryland requires face masks when in public buildings. The Maryland State Department of Education permits students in a classroom setting with a 6-foot spacing between students.

**This plan is subject to change based on any updates from the CDC, the MSDE, and the ADW.
Overview

A Task Force was formed at Little Flower School to help with the planning, developing and implementing Prevention Mitigation, Preparedness, Response and Recovery measures for the School Year 2020-2021. The purpose of this task force is to be proactive in preparing for the 2020-2021 school year. The Task Force worked diligently to develop planning resources centered on five primary focus areas: Program Operations and Facility Usage, Health and Safety, Catholic Identity, Academics, Marketing and Communication. Many thanks to our Task Force members:

Father Jerry Gamrot, Administrator, Pastor at Holy Face Catholic Church
Barbara Stirling, Principal
Ashley Holliday, School Nurse
Barbara Graeser, Administrative Assistant
Alyssa Holiday, School Business Manager
Teresa Skinner, Middle School Teacher
Patty Peters, Religion & Art Teacher
Kara Russell, Kindergarten Teacher
Tricia Hancock, Middle School Teacher and Parent
Kathleen Hiner, Technology & Spanish Teacher

PLAN OF ACTION FOR LITTLE FLOWER SCHOOL

MODEL 1
MODIFIED CLASSROOMS

With this model, schools are permitted to open at full capacity with preventative safety measures in place. Instruction is delivered in-person. Classrooms are set-up to ensure social distancing. Face coverings for all students, either face masks, gaiters, or face shields, must be worn in the classroom. Face masks or gaiters, for all students, must be worn in the common areas: gym, cafeteria & hallways, Groups will remain cohesive throughout the day. All classes will be conducted in their classrooms. Additional space can be used if needed in the library, cafeteria, gym, Spanish room, lower resource room and art room.

Arrival at School
Parents are encouraged to screen their child for fever before arriving at school.
By Car—Students may be dropped off beginning at 7:20am to accommodate more car riders. Upon arrival at school, students will be screened using an infrared thermometer while still in their vehicles to check for signs of fever. Students must wear masks for the health screening. If a student presents a fever of 100.4 degrees or higher, they will not be permitted to exit their car. Students must wear masks after leaving their car to enter the building through designated doorways. Doors will be propped open to minimize the amount of surface touching. Students will go directly to their designated spaces. Students will keep their book bags with them at all times. Students that arrive late to school will be escorted into school by an LFS staff member.

Doors are locked at 7:45am. If a student arrives after 7:45am, parents must call the office, using a cell phone or the new call box at front entrance and a staff member will meet the student(s) outside the main entrance and administer the health scan. Office staff will record any late arrivals or early dismissals. (LFS will not use a sign in/sign out book for students who arrive late or leave early.)
By Bus—Parents MUST perform a wellness check on their child/children every morning before putting them on a bus. All students are required to wear masks on the bus. Students that arrive by school bus will remain on the bus until a staff member allows them to exit. After exiting the bus, students will be screened for any signs of fever using an infrared thermometer. Students must wear masks to enter the building. Students will enter the building using the designated doors of the school.

**Entering the Building –**
- Students in PreK 3 will use the 2nd outside door and enter the Music/Spanish room.
- Students in PreK 4 will use the main door and proceed to the cafeteria.
- Students in Kindergarten will use the main door and proceed to the gym.
- Students in Grades 1-3 will use the main door and proceed to their classrooms.
- Students in Grades 4-5 will use the outside gym door and proceed to their classrooms.
- Students in Grades 6-8 will use their outside classroom doors to enter the building.

**Dismissal From School**

**By Car (Except PreK 3)—** Car Riders will exit the building using the designated doors of the school. All students and staff are required to wear masks while exiting the building.
- Students in PreK 4 will dismiss from the Music/Spanish room using the outside classroom door. They will proceed to the designated waiting area, practicing social distancing.
- Students in Kindergarten will dismiss from the gym and exit the main door of the building. They will proceed outside to the designated waiting area, practicing social distancing.
- Students in grades 1-5 will remain in their classrooms until Car Riders are called. They will proceed down the hallway and exit the main door of the building to the designated waiting area, practicing social distancing.
- Students in grades 6-8 remain in their classrooms until Car Riders are called. They will exit their outside classroom door and proceed to the designated waiting area, practicing social distancing.

**By Car – PreK 3 -** Parents picking up PreK 3 students (and their siblings) should wait in the parking area at the church bell tower. When all school buses have left the school parking lot, parents form a line of cars to travel to the portable classroom in the back of the school building. Parents must park in a designated parking space provided on the back playground area. Parents will need to turn off the ignition, and pick-up their child at the classroom door. Parents should not enter the building. Parents must wear masks.

**By Bus—** Students will remain in their classrooms until their bus is called. Buses will be called one at a time. Students will practice social distancing. All students and staff are required to wear masks while exiting the building.

**Face Coverings –** All students must wear face masks in the common area of the building, such as hallways, restrooms and cafeteria. Students in PreK 3 to Gr.8 must wear either a face covering or plain face shield while in the classroom. Face masks must a solid color, red, white, blue, or black. Disposable masks may also be used.

**After Care—** Students attending After Care will remain in their classroom until they are called. While the After Care space is being cleaned, they will go to the library for their afternoon snack. After Care will be using ½ of the outside portable classroom, the library space and the computer lab in the building.
*Aside from After Care, there will be NO extra-curricular activities after school. This will be reassessed at the end of September.

**USE OF BUILDING**
Students will be in the building from Monday through Friday during the week. Except for After Care, no students will be in the building after hours or on the weekends. Students will be separated in their respective spaces, practicing social distancing. Students will remain in their classrooms during the day. Students will receive instruction in Art, Music, & Spanish in their classrooms. Classes will be held outside, whenever possible. PE will be held in the gym or outside whenever possible. Teachers will follow a daily schedule approved by the principal.

Third party groups will not have access to the building until further notice.

**LUNCH**
Students will be eating lunch in their classrooms or outside. Teachers and staff will be given the necessary breaks during the day as required.

**RECESS**
Recess/Snack Time will be part of the regular class schedule, similar to last year. Students will participate in recess with only their classmates. They will have designated area on the school campus for recess. Games and activities without physical contact will be encouraged. Playground equipment will be cleaned as needed. High touch surfaces will be cleaned after each recess time.

**HOMEWORK**
Homework is an essential part of learning to reinforce skills taught in the classroom. Specific homework guidelines will be explained at the beginning of the year by individual teachers.

**SCANTRON TESTING**
The Scantron test will be administered to students the first week of school, using Ipads and Chromebooks. These will be sanitized after each use.

Any students who are using Distance Learning, will need to schedule an appointment to come to school to take the Scantron test. These appointments will be after dismissal time.

**DISCIPLINE**
Any student refusing to adhere to the safety mandates and the proper wearing of face coverings will be disciplined according to the procedures outlined in our Family Handbook.

**GRADING**
All ADW schools will be returning to the established grading policy. Please refer to our Family Handbook regarding grading policies for each grade level.

**BUS TRANSPORTATION**
Students will follow the guidelines provided by the St. Mary’s County Transportation Office. You will receive a bus regulation pamphlet at the beginning of the school year. Students should maintain social distance when boarding a school bus. Students must wear face masks on the bus at all times.
MODEL 2
DISTANCE LEARNING

In this model, all learning and formation will take place virtually. If parents choose this option, students will not be in the building. Students in grades 4-8 will use Office 365 for attendance and to submit their homework, classwork, and assessments. Students will receive weekly lesson plans from their teacher. Learning packets will be provided by the teacher, if needed. Teachers will schedule regular virtual meetings with students/families.

Teachers of Pre-K 3 through grade 3 will use ZOOM or Dojo to meet with their classes. Students will receive weekly lesson plans from their teacher. Learning packets will be provided by the teacher, if needed. Teachers will schedule regular virtual meetings with students/families.

Parents will have the opportunity to re-evaluate this option after 30 days.

HOMEWORK
Homework is an essential part of learning to reinforce skills taught in the classroom. Specific homework guidelines will be explained at the beginning of the year by individual teachers.

SCANTRON TESTING
The Scantron test will be administered to students the first week of school, using Ipads and Chromebooks. Tests will be administered in the classrooms. Devices will be sanitized after each use.

Any students who are using Distance Learning, will need to schedule an appointment to come to school to take the Scantron test. These appointments will be after dismissal time.

GRADING
All ADW schools will be returning to the established grading policy. Please refer to our Family Handbook regarding grading policies for each grade level.

CRITICAL INFORMATION

CATHOLIC IDENTITY

Our mission, as a Catholic School, is to share the message of our faith with others. We must do this in a safe manner. Each school day will begin with the Pledge of Allegiance, our Morning Prayer and Announcements. This will be over the PA system from the school office. We will end the day, as usual, with prayer. This will be done over the PA system from the school office.
Religion classes are a core part of the curriculum and taught with the same rigor as other core subjects. In addition to our morning & afternoon prayers, students will have the opportunity to experience prayer services in their classrooms. Celebrating the Eucharist as a school community is vital. We will continue to have School Masses on Tuesday morning at 10:00am in Holy Face Church in small class groups. We will practice social distancing and wear masks while at church. While in church, students will sit every other pew and six feet apart. Class groups will not intermingle. Classes will also have the opportunity to attend the 8:00am Mass at Holy Face Church. There will be no singing at any Masses.

We will continue to offer Clergy Hours on Thursday mornings from 9:00 to 11:00am.

PreK Prayer Services will be conducted on the First Wednesday of each month with Father Jerry.

COMMUNICATION

Little Flower School will send weekly communication to our families through our school newsletter. Weekly messages are sent using AP Notify on Sunday evening to communicate any upcoming events or schedule changes. Our school’s webpage will be updated to reflect any new changes to procedures that may arise.

HYGIENE/SAFETY/CLEANING

- Students and staff will have the opportunity to attend virtual health classes to learn how to better control the spread of diseases.
- Students will be encouraged to wash hands throughout the day.
- Students will be encouraged to use Hand sanitizer throughout the school day.
- All students must wear face masks in common areas, such as hallways or cafeteria.
- Face masks or face shields must be worn by all students in 1st through 8th grade in the classroom.
- All staff will wear face masks and/or face shields. Gloves will also be available for staff to wear throughout the day.
- Bathroom breaks will be scheduled as a class group throughout the day.
- The cleaning of bathrooms, door handles, desks, and chairs, and other surfaces will be consistent throughout the day.
- Students will not have access to the school’s water fountains. Students are to bring bottled water to school. Water bottles can be re-filled at the “No Touch” water bottle refilling station in the front lobby.
- LFS will provide bottled water for emergency use.
- Directional signage will be fixed to the floors of the school and outside the school as needed.
- All exterior doors will remain locked while school is in session.
- Our designated Isolation Room/Holding Area is the Conference room. It is equipped with a sink for hand washing. Signs will be posted on the door indicating that it is an Isolation Room. All non-essential furniture will be removed, for easy cleaning. PPE supplies, plastic gloves, face masks, face shields, paper towels and large plastic bags. will be stored in a closet. An appropriate waste bin with lid will be in the room. Hand Sanitizer will be provided. The Isolation Room will be cleaned daily.
- Little Flower School will utilize the cleaning services of B & B Maintenance on a daily basis. During the school day, a B & B Maintenance employee and LFS staff members will clean high traffic areas and surfaces with an approved cleaning solution.
DELIVERIES/ESSENTIAL VISITORS

Little Flower School will continue to receive deliveries and have essential visitors in the school building to include parish priests & deacons, building inspectors, delivery personnel, Personalized Therapy personnel and ADW personnel. All will undergo our health screening before entering the building. They must wear a face mask, use hand sanitizer and practice social distancing upon entering the building.

IN THE EVENT OF A SUSPECTED CASE OF COVID-19 ON SITE

In the event that a student or staff member presents with symptoms of COVID-19, the school nurse, the Health Department, the ADW, and the family of that person will be contacted immediately. Students with any fever MUST be picked up as soon as possible. Students with a fever of 100.4 or higher must remain home fever free without medication, a minimum of 24 hours. We have a designated isolation space in the Conference room that will be used for any person who appears to symptomatic of COVID-19. Little Flower School will follow the strict protocols of the CDC, Health Department and the ADW.

Guidelines for students or staff that become ill at the school during the COVID-19 pandemic must include the above, in order for safety to be maintained for staff and students. The individual must be isolated immediately and leave the premises with the recommendation to contact their healthcare provider. Surfaces in their workspace should be cleaned and disinfected. The following are steps to be performed when student/staff illness is reported or suspected:

1. Don PPE, for care of ill staff or students.
2. Isolate the student/staff member who reported illness to establish isolation space. Ensure that the room is well ventilated, mask student/staff member, as appropriate if not masked.
   a. Per National Association of School Nurses (NASN), if masking small children and/or special needs individual is not appropriate or effective for their developmental stage, an increase in distancing may be the best course of action.
3. Contact a family member for immediate pick up, note the time of call so the length of school nurse/designee exposure is captured.
   a. Encourage family to contact physician or other healthcare provider for COVID-19 more thorough screening and possible COVID-19 testing.
   b. Per NASN, Remember that schools and ELCs are not expected to screen students or staff to identify cases of COVID-19. If a school has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
4. Begin preliminary tracing and additional documentation for that student/staff member, ensuring that additional signs and symptoms are discussed and captured.
   a. Documentation will be necessary and vital in this stage in order to begin contact tracing that will assist local health departments in their efforts to understand the spread of COVID-19. Those at the facility with close contact (within 6 feet) of the employee during this time would be considered exposed and should follow the exposure protocols established by the health department.
   b. Documentation should coincide with the flowchart, provided by the ADW.
5. Once the child has been picked up from the health room, disinfect stringently and the remaining room according to CDC and NASN recommendations. (See cleaning and disinfection section)
6. Don PPE and disinfect as applicable.
7. Ensure follow up with family or staff members, ask about pending tests and involve administration.
8. Notify local health officials. These officials will help administrators determine a course of action for their childcare programs or schools.
   a. Per the CDC, you will likely dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school/program and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether extended dismissal duration is needed to stop or slow further spread of COVID-19. Plan accordingly.

Reporting Requirements
1. On the same day, notify the CSO, and pastor/president. The CSO will guide you through the process
   a. Gather the facts of the potential contact (names and contacts of people)
   b. Contact Chris Buchleitner or Anne Dillon at the CSO via phone or email
   c. The CSO may give direct guidance or contact local health department for consultation
   d. Fill out the Incident Report Form (#19)
   e. It’s possible that the building may need to temporarily close for disinfecting.
   f. Inform Human Resources for FMLA consideration or complete and submit an FMLA Intake Form
   g. If the community needs to be alerted, CSO and Communications will help you with a draft. We never disclose personal information, all drafts must be approved by the Communications Department. Information to include:
      i. Education about COVID-19, including the signs and symptoms of COVID-19
      ii. Guidance for close contacts of a person confirmed to have COVID-19 (self-quarantine if exposed)
      iii. Schools and ELCs may be expected to provide a contact tracing list of all contacts within the last 14 days (possible request of health dept.)
      iv. Information on options for area COVID-19 testing, provided by health dept.

Returning to School
1. Sick students and staff should not return to the school or ELC until they have met CDC’s criteria to discontinue home isolation or specific guidance from the local health department. A staff member must provide a note from the doctor or provide the results of a negative test before returning to work.
   Generally, you can be with others after
   i. 3 days with no fever and
   ii. Respiratory symptoms have improved (e.g. cough, shortness of breath) and
   iii. 10 days since symptoms first appeared
   ● Depending on your healthcare provider’s advice and availability of testing, a student or staff might get tested to see if they still have COVID-19. If they are tested, they can be around others when:
      i. they have no fever,
      ii. their respiratory symptoms have improved, and
      iii. they receive two negative test results in a row, at least 24 hours apart.

Student or Staff Reports Contact with COVID-19 Case
If any student or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member must not access the premises or enter the facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19. If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member must not access the premises or enter the facility until
the close contact tests negative. If the close contact tests positive, then they must seek guidance from their healthcare provider and follow local jurisdiction health requirements. If a student or staff member contracts COVID-19, they will need to provide a doctor's note stating they are cleared to return to work/school or a COVID-19 test with a negative result.

**Maintain Confidentiality**
It is important to regularly remind the school community of confidentiality policies regarding the health status of a student and faculty, to ensure that this information is not inadvertently shared. At the same time, the school will want to establish a culture of encouraging employees, students and families to self-report consistent with applicable laws and regulations, if they or a child have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19.

Please contact the CSO (student) or Human Resources, if you have questions regarding an appropriate course of action with a family or employee.

**Special Considerations for Students**
From the CDC: Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19, is a condition where different body parts can become inflamed, including the heart, lungs, kidneys, brain, skin, eyes, or gastrointestinal organs. We do not yet know what causes MIS-C. However, we know that many children with MIS-C had the virus that causes COVID-19, or had been around someone with COVID-19. MIS-C can be serious, even deadly, but most children who were diagnosed with this condition have gotten better with medical care.

**Symptoms of MIS-C include:**
- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

Be aware that not all children will have all the same symptoms. **Seek emergency care right away** if the student is showing any of these emergency warning signs of MIS-C or other concerning signs:
- Trouble breathing
- Pain or pressure in the chest that does not go away
- Bluish lips or face
- New confusion
- Inability to wake or stay awake
- Severe abdominal pain

It is critical that any family that is exposed to COVID-19 or suspects that their family members have COVID-19, report it immediately to the Health Department and to Little Flower School. We are obligated to protect all in our community.