



**IMMACULATE CONCEPTION CATHOLIC  
SCHOOL RETURN TO SCHOOL  
PROTOCOLS AND PROCEDURES  
AUGUST 2020-MAY 2021**

Immaculate Conception School will begin the 2020-2021 school year on August 20, 2020. Students will be able to return to campus for in-person class at ICS with safety guidelines and protocols in place, as outlined in this document.

We will remain in communication with local officials and the local health department throughout the school year. As you all are aware, information about COVID-19 and recommendations for the way we respond to it are constantly changing. We will continue to adjust our procedures as we receive updated guidance from the above-mentioned sources. Updates will be released via email and this document will be updated and maintained on the ICS school website.

**Please know that our overarching goal is to continue in-person learning for our students for the entire school year.** We are committed to enacting procedures and protocols that minimize the spread of illness so that we can remain in the school building. At this time, procedures outlined within this document will take precedence over procedures outlined in the Parent Student Handbook

**The successful reopening of school on campus relies heavily on the cooperation of parents and students in following protocols.** While at school, each classroom will be kept together in the same areas as much as possible with social distancing, frequent cleaning, frequent hand washing and protective equipment. While no one prevention can be considered foolproof, it is believed that the layering of preventions will protect students and staff while on campus. We recognize that full compliance with every protection at all times is not realistic for children. Therefore, multiple layers of protection and cleaning is planned to minimize the risk of transmission as much as possible while allowing for ease of use.

We are excited to welcome students back to school on August 20th! Although parents will not be permitted to enter the building on the first day of school (with the exception of Pre-K, Kindergarten and First Grade parents) please feel free to park in the parking lot to take first day photos or offer a few words of encouragement. We will provide information regarding Open House details soon. Scheduling will be shared via Remind, IC Face book and Website.

In closing and as always, thank you for your cooperation and support as we all adjust to new procedures. The safety of our students, faculty, staff and community is of utmost importance, and we are committed to partnering with our families to ensure a successful school year. With all the uncertainty that may lie ahead, we remain focused on the health and wellbeing of our students, faculty and staff, and all their families. We at ICS, as well as all across the Diocese of Springfield-Cape Girardeau, continue to pray for the health and safety of all faculty, staff, students and community as we return for the 2020-2021 school year.

Peace and Prayers,

Lynette Fowler

**Contents**

**Face Masks, Handwashing, and Cleaning Procedures.....4**

**Arrival, Dismissal and Movement Operations.....6**

**Classroom Modifications/ Remote Learning.....7**

**Lunch, Mass, Recess, & School Assemblies.....8**

**Screening Protocols for Students, Faculty/Staff, and Visitors.....9**

**Please be aware that the contents of this plan may change as recommendations come from the CDC, New Madrid County Health Department, Diocese of Springfield-Cape Girardeau, State of Missouri, or the American Association of Pediatricians. You will be notified if changes occur.**

## **Face Masks, Hand Washing, and Cleaning Protocols**

### **Face Masks**

- Students in Pre-K, Kindergarten and First Grade will not be required to wear masks, but may do so if they wish.
- Students in Grades 2-7 will wear masks at the following times:
  - During arrival and dismissal (between vehicles and classrooms)
  - During Mass
  - In hallways, common areas, including restrooms
- Students will not be required to wear masks:
  - In their classrooms (unless they are working in close proximity with other students, working in close proximity with the teacher, or otherwise requested to do so by their teacher)
  - In the lunchroom
  - At recess
- Students may wear masks more frequently during the day if they wish.
- Faculty and staff will be required to wear masks at arrival, dismissal, and in hallways and common areas. They will not be required to wear masks while teaching unless they will be within six feet of a student.
- Masks may be cloth masks or disposable basic level one grade surgical masks. Masks may be any color or pattern, but should not have wording or otherwise distract from the learning environment.
- Masks must be labeled with the student's name.
- Reusable masks should be cleaned at home with soap/detergent and hot water each day.

### **Hand Washing**

- Hand sanitizer will be placed in various locations in both buildings.
- Students and faculty/staff will sanitize their hands upon entering the building at arrival.
- Students and faculty/staff will wash their hands or use hand sanitizer at the following times:
  - When entering a new classroom
  - Before and after lunch
  - After recess
  - Regularly scheduled intervals throughout the day in their classrooms

## **Cleaning Protocols**

Corona virus on hard surfaces can survive for hours to days. Exposure to sunlight and higher temperatures is expected to diminish their survival, but the exact amount of time required remains unclear. At this point, more aggressive cleaning practices are recommended in order to err on the side of caution.

- ICS will undergo cleaning on an increased tempo.
- Frequently touched surfaces, including lights, doors, benches, bathrooms, etc., will undergo cleaning with an EPA-approved disinfectant frequently, no less than daily.
- Student desks will be wiped down with an EPA-approved disinfectant frequently, no less than daily.
- Playground equipment and athletic equipment will be cleaned with an EPA- approved disinfectant frequently, no less than daily.
- Bathrooms will be disinfected mid-morning, around noon, mid-afternoon, and after school dismissal
- Disinfectant sprayers will be used throughout the entire building at the end of each school day or when deemed necessary throughout the school day. Classroom rugs will be sprayed with disinfectant spray as well.
- Faculty and staff will open windows for ventilation purposes during the school day if possible and when school is dismissed, then closed at the completion of end of day cleaning.

## **Arrival, Dismissal, and Movement Operations**

### **Arrival**

- Upon arrival, all students will have temperature check and health questionnaire. Drop off vehicles must not leave until temperature check and health questionnaire has been completed.
- Students in grades 2-7 must exit their cars wearing a mask. This will ensure that all students have a mask on campus each day thus adding a protective barrier for students if multiple students are arriving at the same time. Students may remove their masks upon arriving to their classrooms.
- Students will sanitize their hands upon entering the buildings.
- Student arrival time begins at 7:30 a.m.
- Parents will not be permitted to walk students to classrooms at morning arrival. (Exceptions made for Pre-K, Kindergarten, First and New Students first 2 days)

### **Dismissal**

- Students in grades 2 -7 and all faculty/staff will wear face masks during dismissal.
- Pre-K, Kindergarten and First Grade pick up will be at their building.
- Please expect dismissal to take more time than in years past so that we can minimize the amount of student traffic in the hallways.
- Parents should remain in their cars.
- Parents should promptly exit the premises once they have collected all students.
- Please call the school office/send a note to your teacher if you will need to pick up your child(ren) before the end of the school day.

### **Movement Operations**

- Efforts will be made to try and keep six feet of distance between persons in the hallways.
- Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.
- Masks are required in the hallway.
- Wall signs and verbal reminders of social distancing between persons will be used when and where appropriate.
- Number of students in the restroom at one time will be monitored and limited. Masks are required for restroom use.

## **Classroom Modifications/Remote Learning**

### **Classroom Modifications**

- All desks will face the same direction toward the front of the classroom with as much space between them as possible. In the younger grades where classrooms have tables rather than desks, students will be spaced apart when possible.
- Teachers will try to maintain six feet of spacing between themselves and students as much as possible, but will wear masks if closer than six feet.
- Classroom windows and doors will be open when possible to promote airflow.
- Class or breaks may be held outside, weather permitting.
- Sharing of materials between students will be avoided.
- Water bottle fill station will be available for students to use reusable water bottles.
- ICS will provide each student with a reusable water bottle. Each student will have one with their name on it. We will send them home each day for washing.
- Water fountains will not be available for use.
- Teachers will assign at least one Google Classroom assignment each week in order for parents and students to become familiar with the online learning process in the event that online learning should occur.

### **In Preparation for Online Learning**

- Information and or training will be provided to parents in regard to how to access their children's Google Classroom.
- Parents will be receiving and need to be reading all school-wide texts, posts, and emails.

### **Switch to Virtual Learning**

- The switch to virtual learning will be implemented only if the order to close school is received by the Governor, County Health Department or the Bishop of the Diocese of Springfield –Cape Girardeau.
- Class schedules will be modified.
- All teachers will be using the same “platform” to post assignments; google classroom.
- Students will be required to complete work and turn in to the teacher using google classroom or other means as indicated by the teacher/school.
- At least one Zoom meeting per week per class will be offered.
- Teachers will establish hours in which they will be available for any help that is needed.
- ALL assignments are expected to be completed and turned in. The current grading system and expectations will remain in place.

## **Lunch, Mass, Recess and School Assemblies**

### **Lunch**

- We will have two separate lunch periods (as in the past) in order to space students out 6 ft apart at the tables. If necessary a third shift will be added. Proper cleaning between each shift will occur.
- All kitchen/lunchroom personnel will wear masks and gloves.
- Student lunch trays will be prepared and brought to the table. Students will not go through a line to get their food, but will immediately go to their seats upon entering the lunchroom.
- Students will sanitize their hands before entering and upon leaving the lunchroom before returning to their classroom or recess.
- Students, teachers, and cafeteria staff will wash/sanitize hands before and after every meal.
- If bringing food from home please send students with containers and packages that they are able to open on their own without adult assistance.
- No lunch visitors allowed, until further notice.

### **Mass and School Assemblies**

During Mass, we will abide by social distancing protocols with 3 children per pew. Further details to follow per instructions of Father Dominic and or Bishop Rice.

- In compliance with the church's guidelines
  - Possibility of wearing face masks
  - Hand washing or sanitizing before and after Mass
  - To minimize contact; there will be no student choir, altar servers, gift bearers, at the school Mass until further notice.
- All school assemblies will be modified to small group sessions or will be discontinued until further notice.
- Off-site field trips will be suspended until further notice.

### **Recess**

- Each classroom will have their own recess separate from other classes.
- Students will wash their hands with soap and water as they come back from recess.
- Equipment used during recess will be sanitized.
- Each classroom will have its own set of equipment/balls to play with at recess.



## **Screening Protocols for Students, Faculty/Staff, and Visitors**

### **We will be testing all temperatures before students/faculty enter the building in conjunction with parents doing the following:**

- Parents should ask their child and monitor any symptoms that the child may display. Symptoms may include the following.
  - A fever of 100.4 or higher
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Fatigue
  - Muscle pain or body aches
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Loss of taste or smell
  - Nausea, vomiting or diarrhea
- Parents who are called to pick up their child(ren) during the school day must pick up their child within one hour.
- Training will be provided to all staff and students on proper personal hygiene (handwashing), illness containment practices (covering mouth and nose when sneezing) and social distancing.
- Students with symptoms should not attend school and parents should consult their healthcare provider and follow CDC considerations regarding their return to school. For students who are diagnosed with COVID-19, either by a laboratory test or based on their symptoms, return to school is permissible when the student is at least 10 days from symptom onset, has had three days with no fever (with no fever reducing medicine) and has improving symptoms. Return to school for children with an alternate diagnosis is at the discretion of their healthcare provider. Children with a known close contact with COVID-19 (or an adult with symptoms compatible with COVID-19) should stay home for 14 days from their last contact and until return to school is approved by the local health department in accordance with the CDC guidance. We will keep in close contact with the County Health Department regarding any possible or confirmed cases and or possible exposure and will follow their guidelines/recommendations at that particular time, as guidelines may change.
- Should a staff member, student or visitor test positive for COVID-19, it may be necessary to close the school short term (2-5 days) to deep clean and disinfect the building. By following the contents of this document and following social distancing as best we can, we hope to avoid a whole school shut down.

- We will have an isolation/holding room for sick students until a parent can come pick them up.

### **Testing Protocols and Response to Positive Cases**

- Students and employees will be excluded from school if they test positive for COVID-19, or may be excluded if they exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained or upon recommendation from the New Madrid County Health Department.

### **Course of Action for Students in Quarantine**

- Students in quarantine will have homework materials sent to their home each day they are not in attendance so as to not fall behind.
- Students will be required to have all homework completed upon returning from absences. Please contact their teacher and/or principal if unable to meet this requirement upon returning

### **Allergies/Common Cold Protocols**

- Students displaying the common cold (cough, fever, shortness of breath) must contact their doctor. Students may return to school with a doctor's note.
- Students with asthma, a cold, recurring cough due to allergies must get a doctor's note stating they are allowed to be at school.
- If a child has a chronic cough due to allergies, it is mandatory that they wear a mask at school or a parent may keep them home for home studies or consult with the principal for options.

**Please be aware that the contents of this plan may change as recommendations come from the CDC, New Madrid County Health Department, Diocese of Springfield-Cape Girardeau, State of Missouri, or the American Association of Pediatricians. You will be notified if changes occur.**