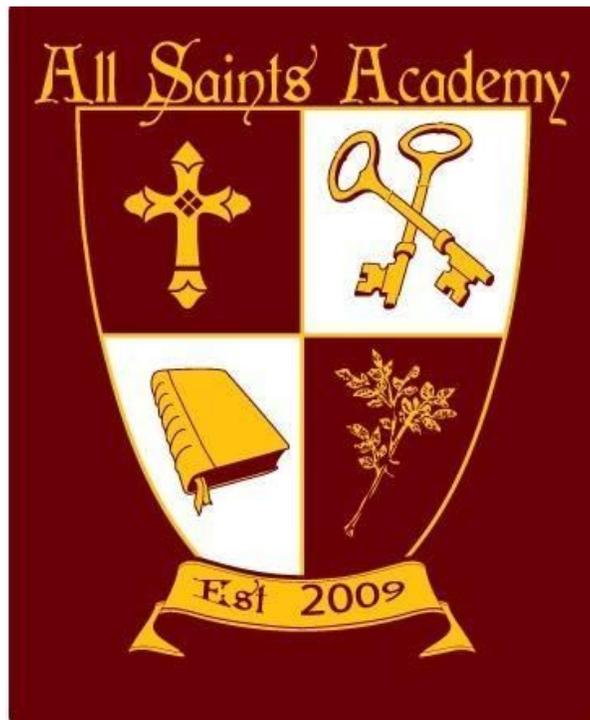


SEPTEMBER - 2020
ALL SAINTS ACADEMY
PARSIPPANY, NEW JERSEY
SCHOOL REOPENING GUIDE



GUIDING PRINCIPLES

All Saints Academy is known for our outstanding attention to the care of our community members. Navigating our response to Covid-19 is no exception. We strive to exceed all guidelines for health and safety. All Saints Academy's plans will be aligned and consistent with the Catholic Schools Office of the Diocese of Paterson and local standards, as well as those of the State of New Jersey. All Saints Academy will also reflect the recommendations of the Centers for Disease Control and Prevention, the American Association of Pediatrics, the National Association of Catholic Educators, and the World Health Organization.

Our policies and plans will be updated as our knowledge, understanding and experiences as Covid-19 circumstances evolve and as more information becomes available.



DIOCESE OF PATERSON



REOPENING PLAN

All Saints Academy plans to welcome students
back to school on
Wednesday, September 2, 2020.

Although we will be back in our building, things will look different this year. There will be modifications to our daily program as a result of the ongoing Covid-19 pandemic. The time spent at home during the Spring of 2020 had a significant impact on the emotional health of children, and we acknowledge that each family should have reasonable educational options for its children. It is in the best interest of our students to provide them with the opportunity to return to the building or to remain at home for remote learning under the supervision of parents/guardians. We will, at this time, offer two options for enrolled students.

The school administration, in conjunction with the Diocese of Paterson, for the safety and well being of our staff and students, reserves the right to adjust school attendance plans and guidelines as needed. All Saints Academy will strive to provide parents with advanced notice of updates as much as possible.

Option 1 - In School/Five Full Days per Week

In consultation with the task forces of the All Saints Academy and the Catholic Schools Office of the Diocese of Paterson, All Saints Academy will institute a plan and protocols to ensure that students, faculty and staff can safely learn and work on campus beginning September 2. Specific health and safety procedures will be required. The school setting and daily activities will be modified.

Option 2 - At Home/Five Full Days per Week/Remote Learning

To accommodate the requests of those families that wish for their students to remain off campus and in consultation with the task forces of All Saints Academy and the Catholic Schools Office of the Diocese of Paterson, All Saints Academy will offer students a remote learning program, at home, for five days per week. This program will combine synchronous (live) instruction and asynchronous (teacher directed) learning and will include significant parental involvement and oversight.

Contingency Plan 1

Full School Mandated Remote Learning

This option will only occur if the school is required by local, state or federal authorities or the Diocese of Paterson to close. This virtual learning plan will be similar to Option 2 Remote Learning listed above. Full guidelines and expectations will be available prior to implementation.

Contingency Plan 2
Alternating Days
In School/50% In-School & 50% At Home

In the event that the school must operate with a reduced number of students present in the building, an alternating day schedule will be implemented. Student attendance will be equally divided by “A” days and “B” days each week, with one day per week devoted to all students remaining home for remote instruction. Possible Cohorts Examples include:

Monday: **A** Day
Tuesday: **A** Day
Wednesday: All remote
Thursday: **B** Day
Friday: **B** Day

Administration will determine cohort attendance based on individual family needs.

Contingency Plan 3
Modified Hours

In the event that the local school district, Parsippany/Troy Hills, fails to open, All Saints Academy will follow a modified school day without lunch or After Care. Bussing may or may not be available. The school day will begin at 8am and end at 1pm.

GENERAL HEALTH AND SAFETY PROTOCOLS

- Touch-less temperature screening and a simple questionnaire will be used for all students before exiting vehicles at arrival. This screening will also be used for all faculty and staff upon arrival.
- Parents may choose to complete and submit a health check waiver form found on the school website each morning (1 per family). This form is in lieu of an in person temperature/health screening.
- Parents/caregivers must wear a mask at drop off and pick up.
- Morning drop off areas will be designated for bus arrivals, car arrivals and early childhood arrivals.
- Morning arrival procedures will require students to report directly to their homerooms.
- Each student will need a clean, fresh face mask daily. Parents should purchase or make a personal supply of well-fitting, comfortable, washable cloth face masks. Disposable face masks are permitted if they are well-fitting for children.
- Masks will not be required during outdoor experiences while students are actively engaged in exercise and maintaining social distancing.
- Outdoor playground equipment will not be used.
- Students, PreSchool-8, will be required to wear masks as per the state's executive orders. This includes wearing masks at all times

while in the school building, on busses, at arrival, at dismissal and when moving through common areas in the school building.

- Capacity limits for all classrooms, hallways and common areas will be determined based on ability to social distance.
- Small class sizes, additional grade level sections and larger classroom spaces will allow for physical distancing of students, faculty, and staff.
- Students will be provided with portable, clear, physical desk barriers that promote social distancing.
- When possible, student desks will be arranged with all students seated in the same direction.
- Middle school lockers will not be used.
- Students will be expected to maintain proper organization of their own school supplies. Students will be required to have individual supply boxes; there will be no shared school supplies or shared supply boxes.
- The Health Office has been moved and reorganized to provide more specific entry and to provide a dedicated isolation area. An alternate health office area has also been established.
- Grade use of lavatories will be scheduled and staggered. Students will also have access to the lavatory in the health office.

- Directional signage will be posted throughout the school. Visual clues will be posted to maintain social distancing and encourage proper hand washing practices.
- Outdoor space will be utilized for lunch and recess as much as possible, classroom learning, and breaks. Outdoor space will comply with local fire and safety codes.
- Eating lunch will take place in classrooms as needed.
- Hand washing/sanitizing will occur before and after eating and as needed throughout the day.
- There will not be a commercial hot lunch program. Student lunches may not require microwave heat or refrigeration. We will offer the ordering/purchasing of milk for snack and/or lunch.
- All students, K-8, may wear physical education uniforms on Thursdays and Fridays during the 2020-21 school year.
- All students, K-8, may wear sneakers, every day, to enhance comfort. Uniform school shoes will not be required for the 2020-21 school year.
- There will be hand sanitizer dispensers at all classroom, auxiliary rooms and building entrances.
- High touch surfaces will be sanitized throughout the day.
- We will utilize enhanced cleaning UV light sanitizers that can cover 10,000 square feet in one fifteen minute cleaning session.

- Parents and visitors will not be permitted in the building without a specific appointment. Main office area access for parents and visitors will be restricted to appointment only.
- School faculty and staff will also have limited access to the main office area.
- Late lunches or forgotten student items will be dropped off on a cart outside the main entrance. No commercial/take-out lunches will be accepted.
- Dismissal procedures will be based on the movement of students in the following groups: bus passengers by grade cohorts, family and/or carpool cohorts, After Care student groups by grade cohorts.
- It is recommended that business/monetary transactions be made electronically (using FACTS Management Tuition services and payment options on the school website). If needed, an appointment with the business manager is required.
- Families, faculty, and staff will be responsible for reporting travel outside of New Jersey to the school principal and adhere to state guidelines requiring self quarantine.

- Teachers will provide for greater air circulation by opening windows. Rooms with air conditioning must be regularly monitored for fresh air flow.
- For areas and populations that cannot maintain these physical distancing guidelines, additional modifications can be instituted.
- The school will develop and share protocols for students wearing face masks as well as the behavioral expectations to which each student will be held accountable (ex: refusal to wear a face mask when needed).
- Snack time in each classroom will be determined by the classroom teacher. Students are not permitted to share snacks with each other.
- Students and parents will be reminded of food allergy protocols already applicable to the classroom environment.
- Parents may not provide snacks, goodie bags or any type of small gifts/trinkets to celebrate birthdays or holidays.
- Students are not permitted to share lunch items with others.
- The lunch schedule will reflect staggered times by grades in order to provide for lavatory needs, classroom cleaning and teacher breaks.
- Recess times will also be staggered to provide for appropriate outdoor gym play areas, supervision and teacher breaks.
- The After School Care Program will operate from 2:45pm - 6pm. There will not be a “drop in” option. If needed for health reasons,

After Care schedule could be altered or services could be suspended. Parents will be given notification as deemed necessary.

- After School Care areas will operate under the same guidelines as classrooms. Students will be assigned specific seating, observe social distancing and wear masks.
- The school will adhere to its existing cleaning schedule and cleaning protocol.
- The school will adopt any new assigned cleaning procedures or use updated cleaning products that our specifically deemed important in the care of the building in light of Covid- 19
- Families will assist with the supply of hand sanitizers, wipes for individual classroom use, and other household products needed for the health and well being of student life.
- A list of EPA approved cleaning products may be located at: www.cornovirus.gov.
- Doors may be propped open to provide better airflow and to avoid touching handles.
- Water fountains will be closed off; please provide your child with a full water bottle each morning.
- There will be a plan for regular, daily cleaning after school hours, as well as a plan for cleaning based on any possible evidence of positive cases.

- Commonly shared equipment must be washed or sprayed with disinfectant regularly.
- Monthly required fire drills and security drills will occur, however they will be altered to comply with current social distancing protocols and state and local guidelines.
- Bus protocols will be established and supported by the Parsippany Troy Hills Transportation Office.
- The school will regularly review and update the Emergency Operations Plan to reflect current health care needs

ILLNESS PROTOCOLS

- Students should not attend school or students will not be allowed to remain in school if they have any of the following symptoms:
 - ✓ A fever of 100 degrees Fahrenheit or greater
 - ✓ Unexplained cough or congestion
 - ✓ Shortness of breath
 - ✓ Sore throat
 - ✓ Runny nose
 - ✓ Diarrhea/Vomiting
 - ✓ Muscle aches
 - ✓ Unexplained rash
 - ✓ Sudden loss of taste or smell
 - ✓ Direct exposure to someone who has tested positive for Covid-19
 - ✓ Malaise or extreme tiredness
 - ✓ If the student has tested positive for Covid-19
- Proper health protocol will be followed each day. Student and staff temperatures and surveys must be complete unless a daily waiver is printed and signed prior to arrival. Any student with a temperature above 100 degrees Fahrenheit on a touchless thermometer will not be permitted to enter the building. Additional car passengers are expected to follow the same protocol.
- The classroom/homeroom teacher will also visually check students for physical symptoms that may evolve during the school day. Any student presenting symptoms will be sent to the health office.

- The school may also conduct midday temperature checks of employees and students. In doing so, the school nurse may identify employees and students that develop symptoms while in school or may exhibit symptoms that have been previously mitigated by fever-reducing medications.
- Faculty and staff members will participate in the daily morning entry protocol.
- With the presence of symptoms, the health office will be isolated and the student will remain there, under the nurse's or other adult supervision (if needed).
- Once a student or employee is determined to be isolated, he/she will be provided with a mask and disposable gloves. The nurse will advise that this measure is done to care for others in the school building and to prevent possible spread of the virus.
- The nurse or other attending adult should use the appropriate protective personal equipment, and later, dispose of it promptly and appropriately. Also, appropriate social distancing measures should be in effect.
- Continuous monitoring of symptoms and general care will take place by the nurse or other adult supervisor until the student is picked up by the parent/guardian.
- The health office's general function will be relocated to another nearby auxiliary area and will remain under adult supervision.

- The school will follow the current State of New Jersey Communicable Disease Service guidance for illness reporting: <https://www.nj.gov/health/>
- After illness, students may return to school when:
 - ✓ At least 10 days have passed since the start of symptoms and 24 hours fever free without use of fever-reducing medications.
 - ✓ The student feels well enough to participate in all classroom activities.
 - ✓ Two negative Covid-19 tests greater than 24 hours apart.
 - ✓ A note from the physician with clearance to return.
 - ✓ Resolution of fever (including without use of fever-reducing medications).
- If an employee becomes ill at work or exhibits symptoms of Covid-19 in the building, he/she will be asked to leave the building and report to an appropriate health care provider and return home. If an employee is diagnosed with Covid-19, the school, the Catholic Schools Office and the Human Resources Office of the Diocese of Paterson, and the local health department will be contacted. The health department will determine subsequent actions. Contact tracing measures that follow federal HIPAA laws exist for the safety of students and staff.

- Those employees with possible contact will be told that they may have been exposed to a possible source of virus. They should carry out self-screening every morning, and based on the results, they should see their physician. They should contact the Diocese of Paterson Human Resource Department with the aim of seeking medical care.
- The isolation area and the suspected student's and/or employee's work area must be properly cleaned and disinfected as well as other common surfaces recently touched by the student and/or employee.
- Student health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws or regulations.
- Screening procedures will take into account disabilities and/or accommodations applicable to each individual.
- The school must regularly review and update the Emergency Operations Plan to reflect current health care needs.

INSTRUCTION AND CURRICULUM

The general reopening plan must center on resuming in-person instruction in the school program as much as possible.

The reopening plan will also include an option for full time, at home remote learning for parents that elect such for their student. Those families choosing at home remote learning must remain committed to that option through the end of the given marking period. At that time, a family may choose to continue with at home remote learning or rejoin the in-school community for full time in-person instruction in the school building.

- In the event of a New Jersey State Executive Order issuance requiring the closure of schools, All Saints Academy will be prepared to adhere to the order, close under the guidance of the state, and begin full remote learning for all students in accordance with the leadership of the Diocese of Paterson.
- In order to meet the requirements for the length of the school day as per the State of New Jersey, the policy for the number of instructional days and the minimum hours of instruction remain in accordance with N.J.A.C 6A:32-8.3, a school day shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day in kindergarten. School policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for the 180-day school year are met.

- Students will be organized by cohorts based on grade level and or grade sections. This model will be implemented for the majority of instructional, non-instructional and operational time in the building.
- Grade levels with two student sections will be in separate classrooms, each led by a teacher/aide. Those teachers/aides will move from room to room for instruction. Students will remain in their assigned cohort.
- Any teachers or teacher aides that will move between cohorts will be required to use appropriate sanitizing and/or washing procedures with each classroom shift.
- Outdoor experiences, such as recess, physical education, breaks, and alternate instructional time will provide relaxation and exercise for students.
- Tents and/or canopies may be used for outdoor activities and/or appropriate instructional time.
- Vocal music and singing as part of a subject area and as part of liturgy and/or special events will be suspended.
- Outdoor recess times will be staggered. If more than one grade level is outside simultaneously, boundaries will be used when necessary.
- No off-campus field trips will occur.
- Special guest presentations may occur with the proper organization and as a virtual experience.

- Each teacher will post specific “office hours” to provide students with additional classwork advice and support.

REMOTE LEARNING AND TECHNOLOGY

- Remote or virtual learning is the introduction or continuation of new instructional content. It may include, but is not limited to live video instruction, pre-recorded instruction or instructional assignments for students to complete at home independently and submit online by a prescribed time.
- The school will use Google's Education Suite core services, IXL, and other online platforms/tools which have been reviewed and deemed meaningful by the school and the Diocese of Paterson Catholic Schools Office.
- Each classroom setting will be equipped with a webcam or similar device that will allow a teacher to present lessons to remote learners at home or in another location within the building.
- The school will issue an appropriate tech device to each student, K-8, that will be used for both in school and remote learning needs.
- All students/parents will be expected to review and agree to an acceptable use policy for each student in school and remote learning experience. The behavioral and educational expectations for students will be included in the acceptable use policy. These expectations will apply to the student's use and care of school's tech equipment as well as the student's behaviors associated with his/her technological communication and school work.
- Chromebooks must be taken home each afternoon to be fully charged at home. Students must bring a fully charged device to school each day. If the student does not bring his/her device to school, a parent

will be responsible to deliver it or the student will be responsible to make up the associated school work of that day as part of his/her homework.

- Students will be advised of the sanitation guidelines for their devices.
- The eLearning platforms implemented by the school are understood to be for school and educational uses only. The use of these platforms for any other purpose without explicit permission from All Saints Academy is prohibited. Failure to comply with this directive may result in disciplinary action.
- Students and parents/guardians may not record, screenshot, share, re-post or otherwise capture or disseminate digital content created through any of these platforms, unless specifically authorized by All Saints Academy. Only representatives of the school may capture or post school content. Failure to comply with this directive may result in disciplinary action.
- The school will continue to use Go Guardian to assist in identifying learning patterns, protect students from harmful and distracting content, and support mental health. Go Guardian monitors each student's school-issued Google account. Parents/Guardians will be notified if a student's account is used inappropriately or dangerously.
- If a student experiences technical issues that impede participation in the midst of online instruction, the student should attempt to 1-reconnect to the class, 2-restart the program or device, 3-or try another device, if available.

- The student must also email the teacher as soon as possible to notify him/her of the problem.
- The school will provide an eLearning support email to assist with technical issues and/or technological participation. The school technology coordinator will monitor email requests for assistance and respond within a specific time frame.

CATHOLIC IDENTITY AND COMMUNITY

“An education in the fullness of humanity should be the dining feature of Catholic Schools.” — Pope Francis

All Saints Academy is committed to providing students with a challenging and robust educational experience within the framework of our loving Catholic faith. This mission will be entirely present in our educational approach whether it be in person or virtual.

- Daily school prayers will be shared via the PA system and will also take place in classrooms.
- Regularly celebrated feast days and spiritual traditions will be recognized appropriately.
- Instruction for sacraments will continue according to the guidelines of the religion curriculum.
- The celebration of Liturgy may occur with small groups of students. Current liturgical and sacramental protocols will be in effect.
- No guests or additional community members may attend school liturgies or para-liturgical events.
- Liturgy and para-liturgical events may be live-streamed into homerooms or online.
- Participation in the sacrament of Reconciliation will occur based on Church-advised protocols.

- Student civic and academic organizations will continue to operate and serve the school community following social distancing, virtual, and related Covid-19 guidelines.
- Home and School Association fundraising and community activities will continue to operate and serve the school community following social distancing, virtual, and related Covid-19 guidelines.
- All Saints Academy may need to make scheduling adjustments to previously published or traditionally expected calendar events. The administration will advise parents of calendar related notes.
- The school will adhere to required visits/inspections that are needed for building operations. These include, but are not limited to, emergency service inspections, asbestos inspections, pest management inspections, and municipal oversight inspections. As much as possible, these functions will occur after school hours.
- The school will keep parents/guardians informed of general school information and special updates as needed. Parents can receive and follow school news via email messages, the Notify™ alert system and the ASA Facebook page.
- Parents/Guardians are responsible for submitting correct contact information and for providing updated contact information as needed. It is strongly suggested that each family provides the school with at least two emergency contacts.
- Parents/Guardians may utilize the Parent Portal Student Information System to follow a student's academic progress.

Despite the many temporary implementations required to maintain current health and safety regulations, All Saints Academy will adhere to its mission:

To foster spiritual and academic growth within our students in a Christ-centered environment through the highest quality of Catholic education.

Our plans will continue to evolve as more information and updated public health guidelines are issued and refined. When/If temporary restrictions are lifted, we will consider the addition, alteration or re-instatement of other practices.

SOURCES:

- New Jersey Administrative Code (N.J.A.C.) 6A:32, School District Operations. state.nj.us/education/code/current/title6A/chap32.
- New Jersey Department of Education (NJDOE), The Road Back. June 2020. <https://nj.gov/education/reopening/NJDOETheRoadBack>.
- New Jersey Department of Health (NJDOH). www.covid19.nj.gov.
- Andrew M. Greeley Center for Catholic Education, School of Education, Loyola University Chicago. Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality. www.luc.edu/gcee.
- Centers for Disease Control and Prevention (CDC). Coronavirus (COVID-19). Community, Work & School. Schools & Child Care. Considerations for Schools. www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.
- CDC Readiness and Planning Tool for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/SchoolAdmin-K12-readiness-and-planning-tool.pdf>.
- CDD Readmittance: https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/end-homeisolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-nov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- Diocese of Paterson Guidelines for the Reopening of Schools, Diocese of Paterson Catholic Schools Office. July 2020