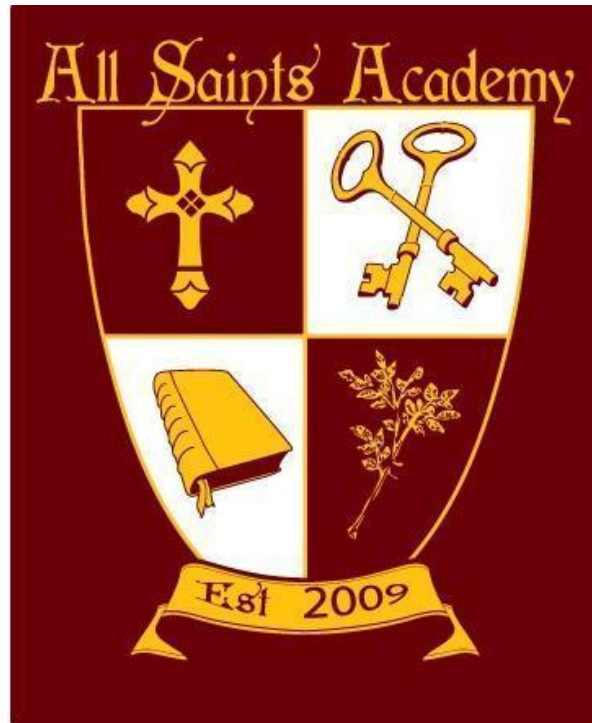


SEPTEMBER - 2021

ALL SAINTS ACADEMY
PARSIPPANY, NEW JERSEY

SCHOOL REOPENING GUIDE



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 1, 2021.

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. This year, all students will return to in-person learning five full days per week. Specific health and safety procedures will be required. The school setting and daily activities will be modified.

Following current government guidelines, a COVID Information and Agreement form is posted on the school website. This form requires a one time signature. It is necessary that this form be returned on the first day of school. In conjunction with the local health department and the Catholic Schools Office in the Diocese of Paterson, All Saints Academy encourages all students who are eligible to become vaccinated.

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.

Contingency Plan 1
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 2
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. Students will follow an E-Learning schedule developed by the administration 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 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

- 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 may only be used during designated times.
- 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.
- Faculty and staff will wear masks when physical distancing is not possible.
- 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 be used at designated times.
- 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 is organized to provide a specific entry and to provide a dedicated isolation area. An alternate health office area exists.
- 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.

- Hand washing/sanitizing will occur before and after eating and as needed throughout the day.
- There will be a commercial lunch program option. 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 2021-22 school year.
- All students, K-8, may wear sneakers, every day, to enhance comfort. Uniform school shoes will not be required for the 2021-22 school year.
- There will be hand sanitizer dispensers at all classroom, auxiliary room and building entrances.
- High touch surfaces will be sanitized throughout the day.
- We will use enhanced cleaning with 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 limited.
- School faculty and staff will also have limited access to the main office area.
- Late lunches or forgotten student items will be dropped off in a collection bin 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, After Care student groups by grade cohorts, family name dismissal based on position in the dismissal car queue.
- 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 must 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.
- The school will allow for social distancing with classrooms and other rooms to the maximum extent possible. This can be achieved by ensuring that students are seated at least three feet apart and by arranging the flow of student traffic around the room.
- 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 clearing and teacher breaks.
- The After School Care Program will operate from 2:45pm - 6:00pm. If needed for health reasons, the 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 the classroom. 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 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.coronavirus.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 at home.
 - ✓ Unexplained cough or congestion
 - ✓ Shortness of breath
 - ✓ Sore throat
 - ✓ Runny Nose
 - ✓ Diarrhea/Vomiting
 - ✓ Muscle aches
 - ✓ Unexplained rash
 - ✓ Sudden loss of taste or smell
 - ✓ Malaise or extreme tiredness
 - ✓ Direct exposure to someone who has tested positive for Covid-19
 - ✓ If the student has tested positive for Covid-19
- The classroom teacher will visually check students for physical symptoms that may evolve during the school day. Any student presenting symptoms will be sent to the health office.
- With the presence of symptoms, the health office will be isolated and the student will remain there, under the nurse's or other adult's 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 the 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 the Health Department guidelines have been met and the student has been cleared by the school nurse.
- 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 HIPPA laws exist for the safety of the students and staff.
- Those employees with possible contact will be told that they may have been exposed to a possible source of the 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 areas 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 and 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.

CURRICULUM AND INSTRUCTION

- The general reopening plan must center on resuming in-person instruction in the school program as much as possible.
- 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 E-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, exempt the 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, 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 times in the building.
- Grade levels with two student sections will be in separate classrooms, each led by a teacher/aide.
- 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.
- Outdoor recess times will be staggered. If more than one grade level is outside simultaneously, boundaries will be used when necessary.
- Off campus field-trips are suspended.
- Special guest presentations may occur with the proper organization following COVID guidelines.

E-LEARNING AND TECHNOLOGY

- E-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 in a timely manner following teacher direction.
- 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.
- The school will issue an appropriate tech device to each student, K-8, that will be used for both in school and on e-learning days.
- All students/parents will be expected to review and agree to an acceptable use policy for each student in school and during e-learning days. 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 the 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. A parent will be responsible to deliver the device 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 device.

- The e-learning 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.
- The school will provide an e-learning support email to assist with technical issues. The school technology coordinator will monitor small requests for assistance and respond within a specific time frame.

CATHOLIC IDENTITY AND COMMUNITY

“An education in the fullness of humanity should be the defining 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.

- Daily prayers will be shared via the PA system and will also take place in the 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.
- Community participation in liturgies will follow current state and local guidance and may be live-streamed into homerooms or online.
- Participation in the sacrament of Reconciliation will occur based on Church advised protocol.
- Student civic and academic organizations will continue to operate and serve the school community following Covid-19 guidelines.

- Home and School Association fundraising and community activities will continue to operate and serve the school community following 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 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 reinstatement of other practices.