



Dear Parents,

I am very proud of the way our Saint Margaret school students, parents, and teachers handled the demands we were faced with as a community with the unexpected invasion of Covid-19. As you know, there continues to be concerns and questions related to how we will reopen on September 14th. My desire is to return to school as normal with enhanced safety and cleaning procedures. However, we must be proactive and be prepared during these ever-changing times to continue educating our students if and when circumstances change, as mandated, throughout the year, related to the health and safety of our students and staff.

We are working on three scenarios:

1. **Enhanced Traditional Plan-** We would continue school as normal with enhanced safety precautions in place such as increased hand sanitizer use, students grouped in pods of no more than 20, mask wearing, and increased frequency of cleaning of high touch areas.
2. **Hybrid Learning Plan-** Hybrid would be a combination of distance and face-to-face instruction with increased safety and disinfecting measures as listed above, which could be done in a variety of configurations.
3. **Full Remote Learning Plan-** All students would be taught through a distant learning platform when mandated by the State.

**This document is written with these core principles:**

1. Saint Margaret School policies are guided by our concerns for the health and safety of all our school community
2. Saint Margaret School will continue to give every student a quality, Catholic education
3. It is critically important to develop strategies that can be revised depending on the level of virus transmission in the school

With the above principles in mind, this document was written with guidelines supplied by The Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>, Rhode Island Department of Health <https://www.reopeningri.com>, Rhode Island Department of Education [https://www.ride.ri.gov/Portals/0/Uploads/Documents/COVID19/Back to School RI Guidance 6.1 9.20.pdf?ver=2020-06-19-120036-393](https://www.ride.ri.gov/Portals/0/Uploads/Documents/COVID19/Back%20to%20School%20RI%20Guidance%206.1%209.20.pdf?ver=2020-06-19-120036-393), American Association of Pediatrics <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/#.Xvy0d1cGQmE.email>, and School Restart Research Briefs, prepared by District Management Group <https://docs.google.com/document/d/1ZVEhnJ7w7VQVPghAuLMYZd9AuL04M2mo7swd1KiVqpg/e/dit#>

## **At Home Screening**

Parents will be required to fill out a daily form screening their child each morning before leaving for school by answering questions such as these:

1. Do you have symptoms related to Covid-19 ( Note: most common COVID-19 symptoms from the CDC are provided below )?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. Does anyone in your home have Covid-19?

3. Does anyone in your home have symptoms related to Covid-19 (same symptoms as listed above)

A yes answer to any of these questions, would require your child to stay home and seek a Covid-19 test if symptoms persists.

## **A student in school has COVID-19 symptoms/tests positive:**

Any students experiencing symptoms of COVID-19 before the school day begins should **stay home**. If a student develops COVID-19 symptoms while at school, the child will be taken to the isolation room immediately. Parents/guardians will be notified to pick up the student within the hour.

Parents/guardians should seek medical advice for the student within 48 hours and schedule a COVID-19 test as needed. If the test result is positive, individuals must complete a period of isolation as directed by RIDOH. Symptomatic students will not be permitted to return to school until documentation from a medical provider indicates testing was negative and there are no other restrictions, there is no evidence of illness restricting attendance, or it is documented that the individual is no longer contagious.

If a student test positive but has no symptoms they will need to stay home for 10 days. Depending on their healthcare provider's advice and availability of testing, they may get tested again to see if they still have COVID-19. They may return to school 24 hours after a negative test result.

Saint Margaret School will follow all procedures regarding quarantine of students and cleaning of building by RIDOH.

## **Busing**

Busing is provided to East Providence residents through the East Providence School Department. Students will follow all rules and regulations per the East Providence School Department.

## **Extended Day**

Students attending morning or afternoon Extended Day will have to wear masks. All students will meet in the cafeteria into 2 pods; grades pre-K through 3 staying on one side of the cafeteria and grades 4-8, 14 feet away on the other side of the cafeteria. Students may use the restrooms in the basement. The cafeteria will be sanitized after each session.

## **The School Day**

### **Grade Pre-K and K**

Parents are expected to pre-screen their child before leaving home for any signs of illness. The children will meet at 8:15 am in their classroom. Masks must be worn on the playground, in the bathrooms, and in the hallways. Masks shall be worn in the classroom if social distancing cannot be possible. Desks will be spaced to provide social distancing as per guidance. Special teachers will provide instruction in the student's classroom. Students will follow a schedule for bathroom use, as much as possible to prevent the mixing of children from stable groups.

### **Grade 1-3**

Parents are expected to pre-screen their child before leaving home for any signs of illness. The children will enter the school at 8:15am from the parking lot on the Clifford St. side and go directly to their classroom. Masks must be worn on the playground, in the bathrooms, and in the hallways. Masks must be worn in the classroom. Desks will be spaced to provide social distancing as per guidance. Classroom materials will not be shared. Special teachers will provide instruction in the student's classroom. Lunch will be in the cafeteria. Students will follow a schedule for bathroom use, as much as possible to prevent the mixing of children from stable groups. Classes will have two recess periods for outside play. Some classes will be taught outside.

### **Grades 4-8**

Parents are expected to pre-screen their child before leaving home for any signs of illness. The children will enter the school at 8:15am from the parking lot on the Church side and go directly to their classroom. Masks must be worn on the playground, in the bathrooms and in the hallways. Masks shall be worn in the classroom. Desks will be spaced to provide social distancing as per guidance. Classroom materials will not be shared. Special teachers will provide instruction in the student's classroom. Students will not change classes, teachers will. Lunch will be in the cafeteria. Lockers will not be used. Students may only use the bathroom on the second floor. Classes will have two recess periods for outside play. Some classes will be taught outside.

### **Lunch**

All students, except Pre-K, will have lunch in the cafeteria. Hot lunch will be offered, on Monday, Wednesday and Fridays. At this time milk, chips and ice cream will not be offered for sale. Students will not use the microwaves at this time.

### **Dismissal**

Dismissal for students will be staggered to allow for social distancing.

|         |      |                           |
|---------|------|---------------------------|
| Grade 4 | 2:15 | Clifford side/parking lot |
| Grade 6 | 2:15 | Church side/parking lot   |
| Grade 5 | 2:20 | Clifford side/parking lot |
| Grade 7 | 2:20 | Church side/parking lot   |
| Grade 8 | 2:25 | Church side/parking lot   |
| Pre-K   | 2:30 | Clifford side/parking lot |
| K       | 2:30 | Church side/parking lot   |
| Grade 1 | 2:35 | Clifford side/parking lot |
| Grade 2 | 2:35 | Church side/parking lot   |
| Grade 3 | 2:40 | Church side/parking lot   |

Parents are to park in the parking lot, get out of their car near the door your child will be exiting from and stay six feet from other families. Masks must be worn. Once the students are united with their driver, they proceed to their car and leave the parking lot. At this time we cannot allow families to socialize on school grounds.

### **Cleaning**

Common areas of the school and classrooms will be cleaned and sanitized each evening. Bathrooms will be sanitized throughout the day at 2-hour intervals. Students will be required to wash their hands coming in and exiting the classroom.

### **Visitors**

Must wear face coverings and sign a log. Log will be kept for 30 days.

### **Hybrid Learning**

Remote learning plus small-group discussion: Similar to college courses that hold lectures and separate smaller discussion sections, teachers deliver 3-4 asynchronous remote lessons per week and meet with one smaller discussion section each day, Monday-Thursday. Or Simulcast/live-streaming: The teacher simultaneously teaches in-person and remote students. Students attending remotely are actively engaged synchronously in the same live classes. Parents who opt for this model must sign an agreement with the school attesting to their child's participation in all on-line meetings, conferences, and assignments as well as agreeing to a consistent time span.

### **Full Remote Learning**

Grades pre-K through 2 will be using Class Dojo as their remote learning platform. Grades 3-8 will use Google Classroom as their remote learning platform. Teachers will assign all lessons by 5:00pm on Sunday. Teachers will check in daily using a video conferencing application. Whole group, small group, and individual instruction will be provided with these considerations; the social-emotional well being of our students, ongoing communication with families and students, and meaningful learning.

**Below is the same information in a chart form for your convenience.**

**Thank you for your continued support as we navigate this new normal,**

**Mrs. Lee Ann Nunes**

**Principal**

**Saint Margaret School**

## Classroom Layouts and Use of School Spaces

| Section                      | Full Remote Learning | Partial In-Person Learning  | Full In-Person Learning   |
|------------------------------|----------------------|---|---|
| General Spacing and Movement |                      | Same as full in-person except stable groups will be no more than 15 | Stable groups are required to occupy consistent space as much as feasible (i.e., each stable group uses the same classroom for all classes). Desks will be placed 3-6 feet apart.<br><br>If any shared space is used, cleaning and disinfecting must happen between consistent stable groups.   |
| Classroom Layout             |                      |   | Stable groups are highly recommended and should be maintained whenever possible (i.e. students should stay the same and teachers rotate whenever possible).<br><br>When stable groups are not possible, students must maintain six feet of physical distancing and require face masks to be worn if six feet of distance is not possible. |
| Hallways                     |                      | Same as full in-person  | Hallways will have clearly marked flow patterns.<br><br>One stable group will use the hallway at a time. Masks must be worn.  |

## Bathrooms

|           |  |                         |  |
|-----------|--|-------------------------|--|
| Bathrooms |  | Same as full in-person. | Stable groups will use the bathroom at the same time, as much as possible and bathrooms will be cleaned and disinfected in between groups per CDC guidelines.<br><br>Grades Pre-K through 3 will use the first floor bathroom and Grades 4-8 will use the second floor. Mask will be worn in bathrooms.<br><br>Extended Day will use the bathroom in the basement. |
|-----------|--|-------------------------|--|

|  |  |   |   |
|--|--|---|---|
| Dining:<br>Elementary &<br>Middle School |  | Same as full in-person except lunch not to exceed 15 students | Pre-K will have lunch in their classroom. The rest of the students will eat in the cafeteria. The student population will be divided into four groups not to exceed 30 students. Hot lunch will be offered on Monday, Wednesday and Fridays. At this time milk, chips and ice cream will not be offered for sale. |
|--|--|---|---|

### Cleaning Surfaces and School Areas

| Section                   | Full Remote Learning | Partial In-Person Learning | Full In-Person Learning  |
|---------------------------|----------------------|----------------------------|--|
| Cleaning/<br>Disinfecting |                      | Same as full in-person     | Based on CDC guidance, common areas of the school and classrooms will be cleaned and sanitized each evening. Bathrooms will be sanitized throughout the day between stable groups, and/or at 2 hour intervals. |

### Face Coverings

| Section                     | Full Remote Learning | Partial In-Person Learning | Full In-Person Learning  |
|-----------------------------|----------------------|----------------------------|--|
| Face Coverings<br>(Overall) |                      | Same as full in-person.    | Masks must be worn on the playground, in the bathrooms, at Extended Day, and in the hallways. At this writing, masks will be worn in the classroom. Special teachers will provide instruction in student's classrooms, wearing a mask. |

### Screening Students and Staff

| Section   | Full Remote Learning | Partial In-            | Full In-Person Learning   |
|-----------|----------------------|------------------------|---|
| Screening |                      | Same as full in-person | Parents to screen children at home through a self-attestation form, and keep child at home if child fails screening.<br>Staff to self-screen at home. |

### School Schedules

Overall Student Schedules

Grades pre-K through 2 will be using Class Dojo as their remote learning platform. Grades 3-8 will use Google Classroom as their remote learning platform. Teachers will assign all lessons by 5:00pm on Sunday. Teachers will check in daily using a video conferencing application. Whole group, small group, and individual instruction will be provided.

Grades pre-K through 2 will be using Class Dojo as their remote learning platform. Grades 3-8 will use Google Classroom as their remote learning platform. Teachers will check in daily using a video conferencing application. Recorded mini-lessons using the flipped classroom model will be provided. Similar to college courses that hold lectures and separate smaller discussion sections, teachers may deliver 3-4 asynchronous remote lessons per week and meet with one smaller discussion section each day, Monday-Thursday. Or Simulcast/live-streaming: The teacher may simultaneously teach in-person and remote students. Students attending remotely are actively engaged synchronously in the same live classes. If parents opt for this model, they must sign an agreement with the school attesting to their child's participation in all on-line meetings, conferences, and assignments.

Grade Pre-K and K  
Parents are to pre-screen their child before leaving home for any signs of illness. The children will meet at 8:15am in the classroom. Masks must be worn on the playground, in the bathrooms, and in the hallways. Masks shall be worn in the classroom. Students will have assigned seats and desks will be spaced to provide social distancing as per guidance. Special teachers will provide instruction in the student's classroom, wearing a mask, and maintaining six feet distance. Students will follow a schedule for bathroom use, as much as possible to prevent the mixing of children from stable groups. Bathrooms will be cleaned between groups. Students may only use the bathroom on the first floor. Lunch will be in the classroom for Pre-K. Hand washing should happen before and after recess and lunch.

**Grade 1-3**

Parents are to pre-screen their child before leaving home for any signs of illness. The children will meet at 8:15am on the Clifford side parking lot door. Masks must be worn on the playground, in the bathrooms, and in the hallways. Masks shall be worn in the classroom. Students will have assigned seats and desks will be spaced to provide social distancing as per guidance. Classroom materials will not be shared. Special teachers will provide instruction in the student's classroom, wearing a mask. Lunch will be in the classroom. Students will follow a schedule for bathroom use, as much as possible to prevent the mixing of children from stable groups. Bathrooms will be cleaned between groups. Students may only use the bathroom on the first floor. Students will only use the Clifford St. stairway.

**Grades 4-8**

Parents are expected to pre-screen their child before leaving home for any signs of illness. On Monday,

|         |                      |                            |  |
|---------|----------------------|----------------------------|--|
|         |                      |                            | <p>Classes will have two recess periods for outside play. Hand washing should happen before and after recess.</p> <p>Classroom materials will not be shared. Special teachers will provide instruction in the student's classroom, wearing a mask. Lunch will be in the classroom. Students will follow a schedule for bathroom use, as much as possible to prevent the mixing of children from stable groups. Bathrooms will be cleaned between groups. Students may only use the bathroom on the first floor. Classes will have two recess periods for outside play. Hand washing should happen before and after recess and lunch. Students will only use the Clifford St. stairway.</p> <p><b>Grades 4-8</b><br/>Parents are to pre-screen their child before leaving home for any signs of illness. Students can arrive from 8:15 to 8:20. They will enter the school through the church-side parking lot door</p> |
| Section | Full Remote Learning | Partial In-Person Learning | Full In-Person Learning  |
|         |                      |                            | <p>classrooms from that stairway. Masks must be worn on the playground, in the bathrooms and in the hallways. Masks shall be worn in the classroom. Students will have assigned seats and desks will be spaced to provide social distancing as per guidance. Students will stay in their consistent groupings throughout the day as much as possible. Special teachers will provide instruction in student's classrooms, wearing a mask. Classroom materials will not be shared. Lockers will not be used. Students may only use the bathroom on the second floor</p>  |



## Busing and Transportation

|                           |  |  |  |
|---------------------------|--|--|--|
| Busing and Transportation |  |  | Busing is provided to East Providence residents through the East Providence School Department. Students will follow all rules and regulations per the East Providence School Department. Masks must be worn on the bus. Use of hand sanitizer on boarding the bus and disembarking the bus. Students will have assigned seats. |
|---------------------------|--|--|--|

## School Specific Activities

| Section     | Full Remote Learning | Partial In-Person Learning | Full In-Person Learning   |
|-------------|----------------------|----------------------------|---|
| Recess      |                      | Same as full in-person     | Stable groups will be consistent during recess. Hand washing will happen before and after recess. |
| Field Trips |                      | Same as full in-person     | Planning field trips is not recommended at this time, consistent with CDC guidance.               |