



Parents/Students

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Christ the Teacher School
Fort Lee, New Jersey
Principal: Mrs. Cynthia Schirm

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

SOURCES:

CDC - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, -
<http://www.principalprinciples.net>

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopen with thorough cleaning

Phase 1	August	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	August	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place

VISITOR RESTRICTIONS

Christ the Teacher School **will not** allow normal visitation to our campus until reopen date. Only Christ the Teacher School staff are allowed on campus during preparation for reopen.

Once school begins in September, visitors and volunteers **will not** be permitted to enter the school building until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures.

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

All students and employees will be checked upon arrival for symptoms and history of exposure. The parent waiver sheet should be completed by the child’s parent/guardian prior to arriving at school each day. A parent waiver will be provided to each family requiring them to check their child for symptoms and temperature daily prior to going to school.

The school’s policies for screening must include the following:

Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (via waiver).

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

In addition, all students will have their temperature taken at the door and checked for symptoms. Parents are not allowed to leave until student is checked and given the "okay".

Students who have any of the above symptoms (COVID or not) will be sent home.

Employees:

School staff are required to wear face coverings and face shields unless doing so would inhibit the individual's health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students **must** wear face coverings, unless doing so would inhibit the student's health. Student must bring a doctor's note.
- Student health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy will take into account students with disabilities and accommodations that may be needed in the screening process for those students.

Protocol for Symptomatic Staff and Students

Schools must adopt procedures for symptomatic staff and students. Our procedures will be:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Christ the Teacher School has created an "Isolation" room in the preschool building. The door will be marked on the outside and the entrance is from the parking lot on the right side of the preschool. Parents will ring the bell for access. If you are called that your child is ill, please come to the school as soon as possible.
- Students will remain in isolation with continued supervision and care by the nurse until picked up by an authorized adult.
- Continuous monitoring of symptoms
- We will follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

If an employee or student becomes ill on campus, he/she will immediately report to the **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, we will provide them with gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, will also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff

should use a face covering and follow social distancing guidelines (6 ft. away).

- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal will identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, Christ the Teacher School will immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

If your child or a family member tests positive for COVID, it is your **responsibility to notify the school** nurse as soon as possible. We will adhere to all privacy guidelines.

Facilities should be prepared to provide the following information when consulting public health:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the childcare program have developed any symptoms; and
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID:

Readmittance procedures for students and employees to school after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the department of health.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Christ the Teacher School employees, students, parents, and visitors will practice staying approximately 6 feet away from others and eliminating contact with others.

- Christ the Teacher will allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6 foot total distance between any two students.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows will be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread. When possible, students will go outside.
- Non-essential/informal meetings and visiting will be avoided.
- Arrival and Pick-up from school: Parents are asked not to gather and talk while waiting for children. Students learn by example. Parents are asked to leave as soon as your student is picked up.
 - Classes will have specific entrances/exits for students:
 - Kindergarten and grade 1- front entrance (Dismissal for K is 2:45, Grade 1 is at 3:00)
 - Grades 2 and 3- will exit from door in back of the building on the left (Grade 2 will dismiss at 2:50 and grade 3 at 3:00)
 - Grades 4 and 5- will exit from the cafeteria main door. (Grade 4 will exit at 2:50 and grade 5 at 3:00)
 - Grades 6-8- will enter/exit from the bell tower entrance (Students will dismiss in 7 minutes intervals from 2:45)

- Parents are reminded that they cannot leave the premises until their child is checked. If your child shows any symptoms, they will be asked to leave immediately. There will be no negotiation. The safety and health of all our students and staff is priority.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

School staff are required to wear face coverings unless doing so would inhibit the individual's health. Students must wear face coverings, unless doing so would inhibit the student's health. If there is a specific health reason your child cannot wear a mask, you must email the office of the specifics. Teachers will wear shields as well.

Sneeze guards have been purchased for all student desks. These will limit exposure during lunch when students masks will be off.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Faculty, staff and students are reminded to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. Remember a minimum of 20 seconds (or Happy Birthday sung twice) is the proper amount of time.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

Hand Sanitizing: Students will use hand sanitizer when they enter the classroom. Hand sanitizing stations have been placed throughout the building for easy access.

CLASSROOM AND COMMON SPACES

Christ the Teacher staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their own cohort or grade level.

Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There will be a 6 foot separation of desks and children.
- Students should be required to wear masks or desk sneeze guards should be installed at desks. Single student desks will face in the same direction. The classroom will have limited other furniture to lessen the amount of objects to be disinfected.
- **Students do not change classes or leave their rooms. Teachers will change classrooms, with students staying in the same classroom.** The Middle School teachers will travel to classrooms. All special teachers will travel to the students for instruction.
- **Cleaning:** For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Every classroom has hand sanitizer for student use in accordance with CDC guidelines.
- Outdoor classrooms will be employed when possible.

School Entrances, hallways, and common spaces:

- Physical guides, such as tape on floors or sidewalks and signs on walls, will help ensure that staff and students remain at least 6 feet apart in

lines and at other times (e.g. guides for creating “one-way routes” in hallways).

- Signage will be posted around school buildings to provide hygiene advice and reminders

Other Considerations:

- There will be no sharing of supplies, books or technology by students. Students must have their own pencils, scissors, crayons, etc.
- Preschool students are encouraged to bring their own toys in a Tupperware bin which should be no larger than a 30 quart. Toys will not be shared.
- All the children’s belongings will be separated from others’ and in individually labeled containers, cubbies, or areas.
- We will increase circulation of outdoor air as much as possible, for example, by opening windows and doors.
- We will add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of handwashing throughout the day, during transition times.
- Students will receive time for lunch recess outdoors weather permitting. Each cohort of students will be kept separate from others.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Common Areas	Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) have been placed in hallways, outside the bathrooms. Each classroom is equipped with hand sanitizer as well:

- Children ages 5 and younger will be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, stations will be equipped with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

For Early Childhood programs, when possible:

- Children will be kept six feet apart during nap time when eating, and doing other activities.
- Students will wash their hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom

- before snacks and lunch
- after using the toilet
- after sneezing, wiping, and blowing noses
- after snacks and lunch, particularly if hands are sticky, greasy or soiled
- when students come in from outdoor play or recess
- Students must bring their own toys for play. Students cannot share toys or books.

SIGNAGE

Signage will be placed throughout the offices and school.

- Reminder to stay 6 feet socially distant
- Reminder for students to wash their hands for 20 seconds.
- Reminder to keep their mask on at all times unless eating.
- Reminder not to share any items.

FOOD DELIVERY/PARTIES

Students: Bringing or sharing refreshments is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. **Students must bring their lunch and any snack to school.** Please keep in mind that we cannot offer it to them if they do not have it. There will be no food delivered and food will be kept at your assigned space. Personal deliveries such as packages should not be delivered to the school.

If a child forgets their lunch parents will be directed to call the school and place the lunch in the box outside the front door. There will be no contact with school staff. Any mail or letters are to be put through the mail slot in the front of the main entrance.

Students will not be allowed to bring treats to school for their birthday, any holiday parties or for bake sales.

BUS DRIVERS/BUS PROTOCOLS

In the past, we had all bus drivers come into the building to pick up the students. Now, all bus drivers must remain socially at the front door. Students will be brought out to them. **It is imperative that they be prompt.**

RESTROOM USAGE DURING THE SCHOOL DAY

Classes will visit the bathroom during the day. We will limit the amount of students in the restrooms at any given time. Remainder of the students will remain socially distant in the hallway.

RECESS and PHYSICAL EDUCATION

Lunch recess will be limited groups at any one time. Cohorts will remain together. If two or more groups are participating in recess at the same time, they will be at least 6 feet of open space between them.

- Students will wash hands immediately after outdoor playtime.
- There will be no use of the playground equipment.
- Students may be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education.
- Physical education classes will be outside in the field as much as possible. There will be no activity where students share equipment. In case of inclement weather, health will be taught in the classroom.

CAFETERIA AND MEAL PERIODS

Students will remain in their classrooms for lunch. The sneeze guards should have protect the students while eating without their mask. We will provide

paper placemats for the desks that are disposable. Students will wash their hands before and after their lunch.

COMMUNICATION WITH FAMILIES

1. Teachers, students, and parents need to check their email often. Communications will have to be available for students who are in-person and at home.
2. Visit the school website: any updates will be posted.
3. Follow our social media platforms especially Facebook and Instagram

ACADEMICS AND HOME-BASED LEARNING

There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. We must be prepared to provide other models of instruction, as can be seen in a hybrid or remote school setting.

Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend returning to school. In either case, provisions must be made to provide these students with instruction. The school will provide instruction to these students via live streaming of classes. Students will be expected to attend their regularly scheduled classes via live streaming. Attendance will be taken each day via the livestream.

Christ the Teacher's goal is to design flexible instructional plans that work best in both traditional face to face and remote environments. The following should be considered:

- Teachers are creating plans that are meaningful, interdisciplinary units that can be delivered face to face or remotely.
- Teachers will ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.

- Parents are asked to assist the students when possible and to inform the teacher with an email if the student is having difficulty. We have services that we can provide to the student if we know there is an issue. Please feel free at all times to reach out to the staff with questions or any concerns.

GRADING AND ATTENDANCE POLICY

To receive credit for the courses for this school year students are expected to complete the assignments. The grading policy is located in the school handbook. Teachers will post on their webpage the assignments that must be submitted for credit and their due date.

Again, attendance will be taken during the livestreams. Students' faces must be seen for attendance.

REMOTE LEARNING

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

Remote learning is a responsibility that must be taken seriously. When students are online, their face must be seen at all times. Students cannot post a picture or symbol in their absence. The teachers need to see their face to ensure understanding of the lessons. Teachers will utilize Google Classroom. Each teacher will meet daily. The entire school day will be delivered via livestream.

Students are required to hand in their assignments when due. You will receive one reminder email to complete and submit the assignment. Specials assignments will be due bi-weekly if we are remote.

ONLINE INSTRUCTION

Google Meets is our online component to help deliver daily live and instruction from the classroom teacher.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Extracurricular activities will be limited in the fall due to COVID restrictions.
- We will have before and after care. Students will enter/exit through the cafeteria doors.
- All social distancing, hand sanitizing, rules will be followed. Students will remain at tables individually to maintain non-cross contamination of cohorts. Students will be encouraged to bring their own toys/games as they are not allowed to share.
- Once a student leaves the building they cannot return.
- If students are going to the library after school, we **MUST** have a parent letter indicating this information.

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face to face and remote settings. Service learning opportunities will remain a priority in our schools.

Should you have any questions, please email info@christtheteacherschool.org