

2020-2021 School Year Reopening Plan



COVID-19 PLANNING CONSIDERATIONS: GUIDANCE FOR SAFE SCHOOL RE-ENTRY

All Saints Catholic Academy
409 North First Street
Rockford, Illinois 61107

August 8, 2020



2020-21 School Year Reopening Plan

Welcome Back...

Dear Parents and Guardians,

I hope this correspondence finds you well during these most difficult and challenging times. In the midst of the tremendous uncertainty that still seems to confront us all on a daily basis, we move forward into the 2020-2021 school year with a sense of optimism. It is time to come back together as a family, and to do so in the safest manner possible. It is time to reconnect, to learn, to celebrate, and to face the coming challenges together. That time will begin with the resumption of in-person learning for the coming school year at 8:00 am on **September 1, 2020**.

The Diocese of Rockford has prepared an 'Elementary School Reopening Plan', as well as a supplemental set of questions and answers titled 'What to Expect This Year', both of which are posted on SchoolSpeak. The Diocese has required that each school form a reopening committee and prepare a school specific 'Reopening Plan' that addresses the specific needs and logistical concerns of our All Saints Catholic Academy (ASCA). This plan has been prepared to reflect the most current guidance available from entities such as the IDPH, the CDC, the WCHD, American Academy of Pediatrics, and of course the Diocese of Rockford. This will by necessity be a living document, that will be updated and modified as regional conditions shift and as new best practice recommendations emerge.

The following reopening plan addresses five key areas:

- School Operations
- Health and Safety
- Education (in-person)
- Education (remote)
- Communication

Our children deserve a safe and secure place to learn and grow in mind, body and spirit, and the entire All Saints family is committed to making the health and safety of our students our top priority. We are grateful for your support and patience as we navigate this unknown territory together.

Ms. Renee Payne
Principal
All Saints Catholic Academy



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Guidance Category 1: School Operations

Cohorts:

ASCA will be operating under a ‘cohort’ concept, which means that students and teachers will be grouped together in smaller groups, and will largely avoid contact with other cohorts throughout the school day. Current student registration numbers indicate that we will operate with 16 separate cohort groups, organized as follows:

Pre School	Grade 5a
Kindergarten	Grade 5b
Grade 1	Grade 6a
Grade 2	Grade 6b
Grade 3a	Grade 7a
Grade 3b	Grade 7b
Grade 4a	Grade 8a
Grade 4b	Grade 8b

While actual enrollment numbers are still being finalized, it is anticipated that individual cohort groups will be comprised of on average of **15** students. With the exception of lunch, recess, and occasionally physical education, cohorts will remain together in their ‘home room’ class room, and specialized instruction such as art and music will be conducted in that same room eliminating the need for unnecessary movement throughout the building.

Mask/Face Coverings:

Masks will be worn at all times, by all individuals present within the school, church, or Beauvais Center (parish hall). Students should immediately put on their masks after exiting their cars. Masks may only be removed indoors for eating, drinking, or when otherwise deemed necessary. Masks may be removed outdoors for physical education and recess as long as social distancing is observed. Students will be required to provide their own masks, and are required to have additional masks. Lanyards will be supplied for face mask retention.

All Saints will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.

Faces masks or other coverings must completely cover the mouth and nose, bandanas or scarves will not be allowed. Face shields, if worn, must be accompanied by a mask unless accommodations have been made in advance with the school principal.



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Any requests for exceptions to the mask policy based on specific medical needs or disabilities must be submitted in writing to the principal. In all cases, a face shield shall be required should a mask be deemed impracticable.

Personal and Protective Equipment (PPE)

All staff will be required to utilize PPE deemed appropriate. All Saints will aim for the highest level of PPE and face covering appropriate to the role of teachers and staff. N95 masks, face shields and gloves will be available to the staff.

Forgetting or refusing to wear a face covering:

If an individual forgets or refuses to wear a mask, the following progressive measures will be taken:

1. The individual will be offered a mask.
2. The individual will enter into a dialogue of inquiry to provide further insight into the refusal.
3. If no medical documentation is provided, the individual will be counseled to wear a mask or will be required to attend remote learning.
4. Disciplinary action, including removal of in-person instruction to remote learning may be taken by administration, if necessary.

Screening at Home:

Parents/guardians are required to take the temperature of all students on a daily basis prior to coming to school. Any student with a temperature of 100.4 or above shall be kept out of school. In addition to temperature checks, students should also be screened for any respiratory symptoms such as coughing or shortness of breath or any other COVID-19 indicator symptoms. Any student exhibiting any such symptoms shall not attend school and will not be able to return until the student has been fever free for 72 hours without fever reducing medication.

When any student is being kept out of school for any of the reasons identified above, parents must identify the reason for the absence to best allow the school to assess an appropriate timeframe for returning to the building.

Regardless of the reason, if your child cannot actively participate in in-person or remote learning, please call the school office by **8:30 a.m.** at 815-962-8515 to report your child as absent for the day. Please be prepared to provide a reason as to why your child is staying home.

Transportation/Drop-Off:

The start of the school day will be somewhat different this year. Students will be dropped off in the main parking lot east of the school building, and will gather outside in their cohort groups in clearly designated areas. Cohorts will enter the building as a group through Door D (gym entrance) and proceed to a temperature check staging area.

Cars arriving to drop students off in the morning will enter the parking lot from the north (Prairie Street) and will circulate through the lot in a clockwise pattern around the perimeter drop-off lane.



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The drop-off lane will be delineated both by new parking lot striping, and by cones at all turning areas. The central gathering area will have clearly identified gathering points for all 16 cohort groups. Students should exit vehicles from the passenger side only to avoid the need to pass between vehicles in the drop-off lane. Students may only exit their cars once they are in the “U” on the parking lot. Parents/guardians will not be able to accompany students into the cohort gathering areas, and are discouraged from exiting their vehicles unless absolutely necessary. All vehicles will exit the parking lot at the south end (Lafayette Avenue).

Doors will open to begin bringing cohort groups into the building at 8:00 a.m. and we ask that parents/guardians not allow students to exit vehicles prior to 7:45 am. Outdoor supervision of the students will not be available until 7:45 a.m. Any students needing to be dropped off prior to 7:45 a.m. will need to be signed into the Extended Care Program. We acknowledge that this will be an inconvenience to many parents/guardians, and we will strive to ensure that all vehicles are able proceed through the drop-off lane as quickly and safely as possible. In this area more than anywhere else, your patience will be greatly appreciated, and essential to the orderly start of the day.

Building Entry/Temperature Checks:

Cohort groups will be brought into the building utilizing the gym entrance at the south east corner of the school building (Door D). Once inside, students will line up in the gymnasium, socially distanced and wearing masks to have their temperature checked; this staging will allow students to become acclimated to room temperature to ensure the most accurate readings possible. Staff members will be assigned to each temperature check staging area to assess the cohort groups as quickly as possible. Students displaying a fever in excess of 100.4 will be separated from the cohort for a follow up reading. A continued reading of over 100.4 degrees will result in the removal of the student from the cohort until symptoms have subsided and/or a negative COVID-19 test result has been obtained (see Health and Safety for additional protocol information).

Rainy Day Provision:

On days when it is raining during the drop-off period, school doors will be open at 7:45 a.m. Students will proceed directly to the gymnasium or main hallway to gather in their cohort groups at identified locations. Once temperature checks have been completed, cohort groups will proceed to their home rooms as a group.

Transportation/Pick-Up:

Students will wear face coverings when exiting the building for dismissal. Picking up students at the end of the school day will effectively work in the same manner as the drop-off process outlined above. Students will exit the building into the main parking lot in their cohort groups, and will wait in the cohort’s designated area until a parent or guardian arrives to pick the student up. Vehicular traffic will proceed in the same pattern as established for morning drop-off, with the additional requirement that cars waiting for a student line up along the ‘inside’ of the pick-up lane, allowing for vehicles to exit through the outer portion of the lane once students are safely in the vehicle.



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Prior to the start of school, a map will be posted on SchoolSpeak.

Parents will no longer be able to wait for their children outside the school doors, and we discourage parents/guardians from exiting their vehicles to gather with other parents/guardians while waiting for students to be dismissed. **We understand that this will likely be one of the largest adjustments we will be facing as we resume in person learning, and we extend our gratitude in advance for your patience and cooperation as we adapt to these new protocols. We acknowledge that there is no perfect way to handle the start and end of the school day, and will evaluate and adapt these practices as circumstances dictate.**

Lunch:

The health and nutrition of our students is of the utmost importance to our daily school functions. We will continue to provide quality meals for our students. Food service personnel will use appropriate PPE, including gloves and face coverings when preparing and distributing food. Lunches brought from home should be placed in disposable or washable containers. Cloth lunch boxes are not recommended.

Unless otherwise occupied, cohort groups will eat lunch in the gymnasium or Beauvais Center. On days when the Beauvais Center may be in use, cohorts will eat lunch in their classrooms. A partition wall in the center of the Beauvais Center can be closed, creating two separate air conditioned eating areas, each able to accommodate two cohort groups on either side while maintaining appropriate social distancing. We estimate that this may require two or three lunch periods (depending upon enrollment) to accommodate all 16 cohort groups. Twenty-minute lunch periods will begin at 11:15 a.m., with gaps in between to allow for thorough sanitization. Each lunch will be followed by a 30 minute recess period, to be held outside as conditions allow, or in the classrooms in the event of inclement weather. This schedule will ensure that each lunch group will have completed both lunch and recess and will have re-entered the building prior to the next group starting their recess period. While at recess, cohorts will be maintained and there will not be mixing of cohorts.

Students will visit restrooms as a cohort to thoroughly wash their hands both before lunch and after recess.

Movement throughout the Building:

As outlined above, individual cohort groups will start their day by traveling from the temperature check location to their homerooms together as a group. Cohort groups will maintain separation from one another as they travel throughout the building. Most movements during the school day will also take place as an individual cohort group (e.g: scheduled bathroom breaks, lunch, recess, computer lab).

Group and individual movement throughout the building will observe a one-way circulation pattern through all hallways as clearly identified by arrow markings on the floors. This one way circulation will prevent face to face contact, will reduce potential congestion, and will be strictly enforced.



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Stairways will be divided into two halves by a center line, with one side designated for ascending and the other for descending.

Extended Care Program:

The Extended Care Program (ECP) will function largely in the same manner as it did last year. In the morning students will enter the building with a parent/guardian through the ECP entrance. This entrance outfitted with a camera and remote access capability, allows ECP staff to unlock the door from the ECP classroom. Parents/Guardians will need to wear a mask as they enter the building to sign their child in or out.

All students entering ECP before the start of the school day will have their temperature taken. Once checked, students will not have to participate in the temperature checking process outlined previously. The adult accompanying their child/ren to the ECP check-in will also have their temperature checked. Students will also wash or sanitize their hands. At the conclusion of morning ECP, students will proceed from ECP directly to their homerooms or the gym where they will join their cohort group.

School Visitor Policy:

All visitors to All Saints Catholic Academy will follow all posted and applicable safety protocols including but not limited to: face coverings, social distancing, and temp/health checks upon entry. Parents are asked to please conduct as much school business as possible at times when students are not in session or via electronic methods. Visitors to classrooms must be pre-approved.

Limits will be placed on non-essential visits, volunteers and activities with external groups. Parents/guardians, support staff, volunteers, and vendors will notify school administration prior to requesting entrance to the building. All school visitors will have their temperature checked and will be self-screened based on the COVID-19 screening requirements upon entry. Visitors exhibiting any COVID-19 symptoms, who have been in contact with any symptomatic or positive persons, or who have traveled to any identified hotspot areas as defined by the Illinois Department of Public Health (IDPH) will not be allowed entrance into the building.

Field Trips:

At this time school field trips are discontinued until state and local health officials determine that it is safe to resume them.

Extracurricular Activities:

Based upon current guidance from State and County Health Departments, and in keeping with the recommendations of the Catholic Office of Education, all extracurricular activities will be suspended at the start of the 2020-2021 school year. This applies to all athletic, musical, club, and scouting activities. School staff and administration cannot be responsible for ensuring safety protocols during such events, and would not be reasonably able to perform the necessary sanitization in advance of and following such group activities.



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We will continue to monitor regional conditions and best practice recommendations with a goal of resuming extracurricular group activities as soon as it is deemed safe to do so.

Guidance Category 2: Health and Safety

Social Distancing:

Social distancing should be adhered to at all times. Social distancing, when coupled with wearing a face mask, makes transmission of COVID-19 quite low. When social distancing cannot be maintained, masks are still very effective at limiting the transmission of COVID-19.

All maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas.

Cleaning Procedures:

Building maintenance and staff will conduct daily cleaning and disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, countertops, light switches, phones, railings, sinks and faucets, etc.) will be sanitized frequently throughout the day. Water fountains will not be in use. Rather, bottle filling stations will be used.

The school building, including classrooms, will be cleaned and sanitized in the morning prior to the start of school or after school when everyone has left a particular area or the building.

Cleaning schedules will be followed for the building and equipment.

Handwashing/Sanitizing:

Hand sanitizers and dispensers have been placed in every room and throughout the building for regular use. Students and staff will be required to wash/sanitize their hands:

- when entering the school/classroom
- before and after using the restroom
- before lunch and after recess
- prior to leaving the classroom at the end of the day
- throughout the day as necessary
- after coughing, sneezing or blowing the nose
- or at other times as necessary.

Restroom Procedures:

Bathrooms will be sanitized after use by each cohort, every hour and prior to the next school day.



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Shared Objects:

Students and employees are restricted from borrowing or sharing of any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared.

- Hand sanitizer will be utilized before and after the use of any shared item.
- Electronics, including but not limited to, iPads, Chromebooks, touchscreens, keyboards, etc. will be cleaned before and after use.
- Items that must be shared or communally used, will be cleaned after each use and individuals must perform hand hygiene between use.
- Materials that can be discarded, cleaned after one use, or labeled for individual child use will be maximized.
- Individual snacks, if applicable, will be provided by the student. Utilizing food for instructional purposes and sharing birthday treats will not be permitted.

Locker rooms will be unavailable and students will not be changing into P.E. uniforms.

Infection/Exposure Protocols:

Current known symptoms for COVID-19 are: fever, cough, shortness of breath, difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea.

If your child shows symptoms at home of COVID-19, you should contact your physician or the Winnebago County Health Department (WCHD) immediately. The WCHD or your physician may ask that your child participate in a COVID-19 test. The school will follow the ISBE, IDPH, CDC and Catholic Education Office guidelines for students who are suspected of having COVID-19. The student will be referred for follow up with a health care provider or Primary Care Physician. When the student is cleared to return to school, the health care provider must provide a note stating he/she may return to school with the clearance date clearly indicated.

A student/teacher/staff member within the school environment who is suspected of having COVID-19 will be separated from the rest of the school population, evaluated, and moved to the designated quarantine area, to be picked up as soon as possible. Administration will be in contact with the WCHD and will follow their direction. The individual will stay in the quarantine area until they are able to leave the building. The quarantine space will be deep cleaned daily, as well as sanitized after each use.

If a student/teacher in a particular cohort is **confirmed positive** for COVID-19, the Catholic Education Office and WCHD will be consulted regarding quarantining that cohort. In this situation, if a cohort is quarantined – only that cohort group reverts to remote learning for the 14-day time period. The administration will notify the parents of students and staff deemed to be in close contact with the person who tested positive for COVID-19. This will be done through contact tracing in conjunction with the WCHD.



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Should a cohort, including the teacher, be quarantined, the students will move to remote learning. Should the teacher have COVID-19, a substitute will be provided to instruct remote learning. With any confirmed COVID-19 case, the WCHD will contact trace.

Students/staff diagnosed with or exposed to COVID-19 will be tracked. Tracking methods include checking in with the principal upon returning to school to verify the resolution of the symptoms and that any other criteria for the quarantine have been met.

If there is a confirmed case of COVID-19, any room that the individual was in close contact with will be closed in order to be sanitized. These areas will not be used until proper cleaning and sanitation take place. Once properly disinfected, the area may be reopened for use.

All Saints will follow the Catholic of Education Office, ISBE, IDPH and CDC guidelines for students who are suspected of having COVID-19, whether they were tested or not, which state that 72 hours must elapse from the resolution of fever (without fever-reducing medication) and 14 days must pass after symptoms first appeared.

If one student from a family tests positive for COVID 19, the sibling/s will also move to quarantine.

In the event of a positive test with relation to the school, self-isolation will be required for the individual and any appropriate “high-risk exposure” family member or other contact. Additional quarantining decisions will be made with input/advisement from the Catholic Education Office and from WCHD.

If a family member exhibits symptoms at home, they should contact their physician. If a family member is diagnosed with COVID-19, other family members who are identified as close contacts are quarantined for a period of 14 calendar days to monitor symptoms per the WCHD. A negative test during quarantine does not release an individual to return sooner. The principal, office staff and WCHD officials will maintain communication with the individuals during quarantine and isolation. Arrangements for remote instruction will be arranged by the principal. Books/supply pick up will be arranged.

If any student is under self-quarantine or isolation, appropriate remote learning will be provided.

If a student/teacher/staff member is in close contact with an individual who is suspected of having COVID-19, the principal will be in contact with the WCHD and will follow their direction. Close contact is defined by the WCHD as an individual that has been less than six feet for more than 15 minutes with another individual who tested positive for COVID-19. Students and staff deemed to be in close contact with a person who tested positive for COVID-19 will be notified. This will be done in conjunction with the WCHD. Students and staff who had close contact with someone who tested positive for COVID-19 should self-quarantine at home and monitor for symptoms for 14 days. Students and staff will be allowed to return to school after 14 days as long as they are symptom free.



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Students and staff will be required to check in with the principal before returning. These individuals will be required to have their temperature checked and will go through the health screening protocol.

COVID-19 diagnoses and exposure cases will be reported to the Catholic Education Office and WCHD.

All quarantined areas will be cleaned and disinfected after each use per the health department and Diocesan guidelines.

Guidance Category 3: Education – In Person (classroom)

All Saints is allowing casual dress (as defined in the Parent/Student Handbook) for students, faculty, and staff during the month of September. Students can wear the school uniform, if preferred.

Classrooms

Classrooms will be arranged to maximize physical distancing. Student desks will be facing the same direction and where possible, students and desks will be spaced six feet apart. Unnecessary furniture will be removed to allow for more space.

Instruction

- Student assessments will be given in early September to determine the students' skill levels.
- Standardized testing which normally takes place in the Fall has been moved to the Spring.
- Art and music will be taught in the cohort's classroom. Physical education will as well when students cannot be outside.
- Middle school teachers will move to each classroom to teach and cohorts will remain in their classroom.
- Scheduled cohort bathroom breaks

Lunch/Recess

Lunches will be in the Beauvais Center (parish hall) or gym so that social distancing can be maintained.

Recess/breaks will take place with a student's cohort in an assigned area.



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Guidance Category 4: Education Remote (on line)

The COVID-19 pandemic in Spring 2020 created a crisis response plan to education. As we move into a new era of education, remote learning must operate and provide content at the same rate and rigor as in-person instruction. A faculty committee created a Virtual Academy Plan which will be followed at any time we are learning remotely. This plan will be posted to SchoolSpeak.

Should you have concerns regarding your child/ren attending in-person learning due to a family situation, i.e. someone at home with a compromised immune system, a medically fragile child, etc. please complete the Request for e-Learning form found on SchoolSpeak. Email the completed form to the principal. After reviewing the request, a meeting will be held with you and the principal to discuss the request and the expectations for your child/ren if remotely learning while everyone else is engaged in in-person learning. Anyone with children in grades preschool to second grade, are strongly encouraged to send their child to school. These children are very much in their formative years and it is difficult to receive the best type of instruction when learning remotely.

Throughout the school year, staff and families should expect transitions between remote and in-person learning throughout Phase 4 due to COVID-19.

Guidance Category 5: Communication

Parents should **regularly** check SchoolSpeak for all information, particularly as it relates to COVID-19.

Information about COVID-19 cases will be communicated to the appropriate group of individuals in accordance with WCHD and student record laws. Student health records are confidential. All HIPPA guidelines will be followed.

The situation around COVID-19 is fluid and the policies and procedures laid out in this document are subject to change based on current conditions. It is important to check SchoolSpeak regularly for updates. Please address any questions or concerns about this plan to Ms. Payne.



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A special thank you to those on the Reopening Planning Committee:

Mr. Scott Sanders, chairperson, parent

Fr. St. Jules, executive pastor

Mr. Dale Sanders, St James parish staff

Mrs. Juanita Acuna, parent and nurse

Mrs. Ginger Hanley, faculty and parent

Mrs. Kristine Markin, parent

Mrs. Mikki Yates, faculty

Mrs. Stephanie Schuck, faculty and parent

Mrs. Betsy Conery, office staff

Mr. Dan Pumilia, maintenance staff

Ms. Renee Payne, principal

ALL SAINTS CATHOLIC ACADEMY MISSION STATEMENT

All Saints Catholic Academy is a Christ-centered community that is dedicated to sharing our Catholic faith with others. It is our mission to guide the mind, body and spirit of the next generation of Catholic leaders to live the Gospel of Jesus Christ as beacons of light to the world. In partnership with parents, we are committed to promoting academic excellence through an integrated global curriculum rooted in Gospel values.