

Saint Rose Academy



Return to
School
Protocols

July 2020



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To help safeguard the health and safety of all at St. Rose Academy, we have developed this plan in response to the COVID-19 pandemic. Families, students, faculty and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 while providing the high academic learning for which Saint Rose Academy is known; this requires the cooperation of all of us.

Saint Rose Academy is preparing for the return of students to school for the first day of the 2020-21 school year on August 10, 2020; while plans regarding the school year continue to evolve, the goal is that students attend school in-person with the maximum possible direct teacher instruction within the State and local health department COVID-19 safety guidelines. Plans are being made for teaching remotely or through a combination of in-person and remote instruction, in the event Health Department or State restrictions prevent schools from being fully in session this Fall.

From the principal

Dear Saint Rose Families,

“Veritas et Caritas” - “Truth and Love”. Over the past months, we have questioned both of these words and their true meaning. “What is truth?” Pontius Pilate asks Jesus in the Gospels and that question echoes in our hearts today. In these pages, we have sought both medical truth and wisdom given to us by God. “God is love” the first letter of St. John states. In these pages, we desire to bring our children to God so that they may know His love. We do that by showing love to each other. This often takes on appearances different than we ourselves would desire to show. Sometimes love means remaining physically distant from someone for a greater good- for *their* greater good and the common good. As we reopen our school, we remember that the ‘Truth’ we teach is Christ himself. It is Christ who teaches us, rescues us, saves us, redeems us, heals us, unites us, forgives us, and loves us. St. Paul asks, “What will separate us from the love of Christ? Will anguish, or distress, or persecution, or famine, or nakedness, or peril, or the sword?” (Rom 8:38) His answer? “Nothing can separate us from the love of God in Christ Jesus.”

As we prepare to reopen our school, let us remain focused on Christ who is the reason for our school, the reason we teach, the reason why we will gather, prudently and safely, in the fall.

United in the Holy Spirit,

Sister Mary Juliana, O.P.

Principal, Saint Rose Academy



Foundational Principles for Return to School

- Saint Rose Academy is committed to provide an ongoing and consistent environment conducive to learning; this is best achieved through direct, in-person instruction, but may also be achieved through high-quality remote instruction via electronic means if state or local health department guidelines prevent schools from being open at any time.
- Saint Rose Academy is committed to communicate and respond to parents and guardians with new information, and revise policies as needed.
- Saint Rose Academy will develop outdoor areas to be utilized as functioning classrooms as much as possible and as weather permits; we will increase circulation of outdoor air within the building as much as possible, for example by opening windows and doors except when to do so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to persons using the facility.
- Saint Rose Academy staff, teachers and aides will wear [face coverings](#) (for purposes of this plan, defined to mean either cloth face coverings/masks or face shields appropriately sized and worn) when indoors if [social distancing](#) is not possible. Students in grades 1-8 will wear [face coverings](#) in indoor common areas (hallways, gym, etc.) and during all transitions between classrooms. Students in grades 3K-5K may voluntarily wear face coverings in public areas (such as the gym).
- The importance of proper [handwashing](#), [respiratory hygiene/cough etiquette](#), [personal prevention strategies](#), and good hygiene will be emphasized with students as a key part of the overall strategy of mitigating the spread of viruses.
- Parents/guardians will be provided a daily checklist of family screening questions to help ensure the health and safety of our school community. If a child's temperature is above 100.4° F, or if the parent/guardian/child/anyone in the household answers yes to any of the questions, parents are to keep the child at home.
- Saint Rose Academy emphasizes the obligation of parents/guardians, faculty, and staff to report symptoms of illness, known exposure to illness, and/or pending COVID test results and to stay home/keep student home when appropriate.

Section A: Phases of Saint Rose Academy Plan

Saint Rose Academy has plans to operate at three separate levels, or tiers. These tiers will be enacted as needed according to national, state, or local health orders or conditions within the Saint Rose Academy school community or facilities.

- **Tier I** is utilized when national, state, and/or local health orders, guidance, and/or conditions allow for face to face instruction to occur within school buildings.
 - Many considerations and adjustments will be made to the protocols, procedures, and physical configurations within each school area and within each classroom to address cleaning, scheduling, social distancing, and hygiene.
 - Online learning may be available for those who request it through Catholic Virtual Academy. Please contact Sister Mary Juliana for more information.
- **Tier II** is utilized when additional precaution is necessary due to national, state, and/or local health orders, guidance, and/or conditions OR when school facilities and/or personnel constraints do not allow for Tier I instruction to safely occur.
 - Possible additional measures **COULD** include:
 - Alternating day/week attendance
 - Reduction of school hours
 - Elimination of all extracurricular activities and sports
 - No After School Care is available
- **Tier III** is utilized when national, state, and/or local health orders, guidance, and/or conditions do not allow for any face to face instruction to occur within school buildings.
 - Distance Learning Guidelines go into effect for all students.
 - If allowable based upon local ordinances, some support staff would continue in-person supervision of students at school with groups of limited size and for limited amounts of time.
 - Accommodations for student needs
 - Medical/learning needs
 - Teachers, specials teachers, and non-homeroom teachers will support individualized instruction as needed and as possible for students with specific medical conditions and/or specific learning issues.
 - In instances where teachers are working individually with students, face coverings and distancing will help to mitigate any disease transmission.

Section B: Health and Safety Action Plan

- Parent/Guardian and Faculty/Staff Health Guidance
 - Ultimately, individual decisions to attend school in person under COVID-19 conditions will be left to parents/guardians of students, or individual faculty/staff. If reasonable accommodations can be made, the school will work with each individual on a case-by-case basis and with medical authorizations or recommendations.
 - Parents/guardians should check the student's temperature at home, and each faculty/staff member should check his/her own temperature every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4°F or higher should stay home and consider coronavirus testing if no other explanation is available.
 - Parents/guardians should ask their children, and each faculty/staff member should self-monitor, for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning, as well as use this [checklist](#) before leaving for school. Any positive responses should prompt them to keep the student home (or stay home if a faculty/staff member) from school and consult a physician about possible testing.
 - [Students and/or faculty/staff should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#). Members of the Saint Rose Academy community who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
 - The CDC's criteria can help inform when someone should return to school:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)
- Cleanliness and Hygiene
 - Morning arrival procedure
 - A student rolls down the window in the car and faculty/ staff wearing gloves use an infrared thermometer on the child's forehead while in the car.
 - If the temperature is below 100.4°F for all students in the car, students may exit their car with [face coverings](#) on, and using [social distancing](#), make their way inside the building as directed.
 - For families bringing children for both the primary building and the upper school, the first drop-off location will take the temperature of all children in the car.

- If all children have a temperature of less than 100.4°F, the driver is provided with a disposable pass to hand to the other drop-off location.
- If temperature is above 100.4°F for any student in the car, the driver is asked to pull to an appropriate location and students are scanned a 2nd time and/or given an oral thermometer to validate temperature.
 - If the temperature is still above 100.4°F, the car pulls away and no students in the car are admitted into the building.
 - If, through consultation with a physician, it is determined that the student in question does not need to be tested for COVID-19, the other students in the car may return the next school day.
 - If a child has another explanation for the current fever, they should remain home for 72 hours and continue to determine if COVID-19 testing is necessary and prudent.
 - Students who are unable to attend school in person will learn through distance learning online should they feel well enough to participate.
 - [Students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#). Students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
 - The CDC's criteria can help inform when students should return to school:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)
- When students enter the building, a faculty/staff member provides hand sanitizer to students upon entering the building.
- Sanitation procedures
 - Janitorial staff will clean frequently used rooms daily and when classrooms are scheduled to be empty.

- Janitorial staff will post records with date, time, and person cleaning listed in bathrooms and chapel.
- [Social distancing](#) and [face coverings](#): Use of physical distancing and face covering measures is designed to create layers of redundancy, recognizing that students are unlikely to be able to maintain full compliance at all times. They are designed to minimize the risk of transmission as much as possible while still allowing for feasibility, flexibility, and ease of use. [Face coverings](#) (either cloth face coverings/masks or face shields) must be appropriately sized and worn. If a face shield is chosen it must wrap around the sides of the wearer's face and extend to below the chin.
 - In the classroom
 - All unnecessary furniture will be removed and desks will be arranged facing the same direction toward the front of the classroom with as much space between them as possible.
 - Students in grades 1-8 will wear [face coverings](#) in indoor common areas (hallways, gym, etc.).
 - Primary building tables will be spaced from the next table as much as possible.
 - Teachers will try to maintain spacing between themselves and students as much as possible and will wear face coverings when indoors if [social distancing](#) is not possible when interacting with students.
 - In the hallways
 - Hallways and stairwells will be designated directionally.
 - Except for students in 3K-5K, [face coverings](#) must be worn by all persons at all times in hallways and common areas.
 - Markings on the baseboards of hallways will demonstrate appropriate social distances.
 - Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.
 - Use of outdoors
 - Tents will be added for outdoor learning as weather permits
 - Courtyard: cafeteria tables will be added for student seating
 - Parking lot adjacent to the Primary Building
 - Sun-shade for outdoor classroom behind the new addition
 - Whiteboards for outdoor learning will be added to the upper playground, back side of the new addition and courtyard area.
 - On the playground
 - 3K-5K: staggered recess times for classes; some children on blacktop and some on playground

- 1st- 4th: classes go to recess one grade level at a time; games will be limited or adjusted by homeroom teachers
 - 5th-8th: classes will play in designated areas; games will be limited or adjusted by homeroom teachers
 - See Section D for Recess Procedures.
 - With visitors
 - Parents/guardians are not allowed in the school building except under extenuating circumstances. If there are extenuating circumstances that necessitate a parent/guardian entering the school, only one parent/guardian per child will be allowed to enter to minimize the number of entering persons.
 - Adults will wash or sanitize hands upon entering the building and will respond to the health screening questions as well as have a temperature check.
 - Parents/guardians must wear [face coverings](#) and practice [social distancing](#).
 - Strict records, including date, time and health screen sheets, will be kept of non-school employees entering and exiting the building.
- Responding to COVID-19 Symptoms
 - Students presenting symptoms while at school:
 - The CDC has specifically stated that schools are not expected to test students or staff for COVID-19.
 - If students present with a temperature of 100.4°F during the class day, a place will be designated for isolation for the affected individual(s) to remain until they can leave the school. Students in the upper campus (grades 1-8) will move to the area on the other side of the administrative assistant's desk at an area newly designed for this purpose. Students in the primary building will move to the receptionist desk or chapel.
 - Parent/guardian will be contacted to pick up the student as soon as possible.
 - Student(s) will always remain visible to a school employee while in isolation.
 - If the student presents with a fever AND additional COVID-19 symptoms, the school will immediately close off and then disinfect affected classrooms and common areas.
 - Classes who would be using the closed areas will move to alternate locations.
 - If a child has another explanation for the current fever, he/she should remain home for 72 hours and continue to determine if COVID-19 testing is necessary and prudent.
 - The CDC's criteria can help inform when students should return to school:

- [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)
 - Faculty/Staff presenting symptoms
 - If a teacher presents with a fever during the school day, he/she will notify the front office immediately and a substitute will be provided for the remainder of the day and until testing results are provided.
 - The substitute teacher will move the class to a location different from the room in which the teacher taught that day and the room will be closed down for disinfecting.
 - Should testing come back negative, the faculty/staff member will remain home for 72 hours after the fever has left.
 - The CDC's criteria can help inform when faculty/staff should return to school:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)
- Responding to positive COVID-19 tests
 - Communication
 - The school will contact the county health department of the residence and the Jefferson County health department.
 - The health department will contact those who have had [close contact](#) with the persons diagnosed with COVID-19 to advise them that they will need to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
 - While maintaining confidentiality, parents/guardians will be notified of the presence of any positive cases in the classroom and/or school to encourage closer observation for any symptoms at home. Parents/guardians in the class of the diagnosis will be notified to closely monitor their students for any symptoms. Testing of all students in the class is not recommended at this time; only those who develop symptoms require testing.
 - Absence
 - The CDC's criteria can help inform when those who tested positive or had [close contact](#) with persons diagnosed with COVID-19 should return to school:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)
 - Positive cases
 - Those diagnosed as positive for COVID-19 should remain home until they have completely recovered as defined by the CDC guidelines and may be asked for a physician's written approval to resume in-person classes.
 - If the person was in the school building without a [face covering](#), or large areas of the school were exposed to the person, a period of 2-5 days may be required for the school to be closed for disinfection of large areas. If

possible, smaller areas will be closed for 24 hours before cleaning to minimize risk of airborne particles.

- When students return to school, they are to check in with the school administration to ensure proper communication with health officials.



Section C: Physical Infrastructure Action Plan

- Signage: [Handwashing](#), [respiratory hygiene/cough etiquette](#), and [personal prevention strategies](#) and good hygiene will be emphasized with students as a key part of the overall strategy of mitigating the spread of viruses. As a reminder to adhere to protocols
 - Handwashing reminders will be posted in bathrooms and classrooms.
 - Stop the Spread of Diseases posters will be posted in common areas.
- Entrance and Exiting Safely
 - Entrance Plan
 - Parents/guardians sign up for times for morning drop-off (4 groups to stagger)
 - 7:10
 - 7:20
 - 7:30
 - Classes will move to their own homerooms beginning at 7:30.
 - MWF - Grades 2, 4, 6, 8 picked up at 7:30.
 - TR - Grades 1, 3, 5, 7 picked up at 7:30.
 - 7:40
 - Students entering after 7:45 will enter through the Mackin House door OR gym door, depending on car location when temperatures are scanned, wearing [face covering](#) and [social distancing](#).
 - Students entering will wear [face coverings](#) while remaining in the gym
 - Students entering after 7:30 will go directly to the classroom wearing [face coverings](#) and [social distancing](#) if their class has already gone. Otherwise they will join other students, either wearing [face coverings](#) while remaining in the gym.
 - Exit plan (prayers at 3:05)
 - Students are dismissed from their classrooms and exit through the gym building door adjacent to the music room. Except for 3K-5K, while in the hallways, they must wear [face coverings](#) and [socially distance](#).
 - Administrator/teacher calling names utilizes microphone outside.
 - [Face coverings](#) are encouraged to be worn until students enter their vehicles.
- Utilization of Spaces (classrooms, lockers, cubbies, desks)
 - Specials classes
 - Art will be held in the art room, cafeteria, or regular classrooms for social distancing guidelines depending upon the size of the class.
 - Students will utilize individual materials, not shared materials.
 - Music will be held in the gym, on the stage, outside, or in regular classrooms for social distancing guidelines depending upon the size of the class.
 - Group vocal singing or wind instrument playing will not take place in any indoor area.

- Materials that can be distributed individually will be. All shared materials will be sanitized after each class.
- PE will be held in the gym or outside for social distancing guidelines.
 - Games will be structured for appropriate social distancing.
 - Shared materials will be sanitized after classes.
- Library classes will utilize the entire library for social distancing guidelines.
 - Returned books will not be checked in or re-shelved for at least 24 hours.
 - Only one class will be allowed in the library at a time.
- Catechesis of the Good Shepherd work will be completed in small groups instead of whole classes.
 - Shared materials will be sanitized.
- Lockers, cubbies, and desks
 - Lockers for grades 2-5 are assigned with maximum distancing possible. Limited group sizes to change books at lockers will be implemented, and [face coverings](#) must be worn if [social distancing](#) is not possible.
 - Cubbies in classrooms are assigned with maximum distancing possible. Limited group sizes to change books at cubbies will be implemented.
 - Desks and seating are spaced with maximum distancing possible yet still arranged in a manner conducive to learning.



Section D: Lunch and Recess Procedures

- Lunch procedures
 - Health concerns
 - Students will wash or sanitize their hands before and after lunch.
 - Students will not be allowed to share food.
 - Students will use individual (labeled) water bottles.
 - Students may bring their own bagged lunches from home.
 - Disposable food service items will be used for catered lunches, as well as single use condiment packets. Students will eat them with their class at the designated location.
 - If a student forgets his/her lunch from home, the parent/guardian will drop off the lunch in an outdoor receptacle clearly labeled for this purpose.
 - Location
 - Classes will eat lunch outside or in their own classrooms.
 - In the event that students must eat in the classroom at their desks (weather not permitting outdoor lunch), recess may still take place in the gym one class at a time.
 - When eating outside, students will sit with their homeroom classes.
- Recess procedures
 - Recess outside is limited to one class or cohort at a time.
 - Additional painted games (four square) will be added to the concrete area.
 - Close contact team sports will be prohibited until guidelines are changed.
 - Each class will bring its own set of recess materials (football, basketball, jump ropes, etc).
 - Students may play variations of these close contact sports to allow for more distancing. These games will be discussed (and taught if necessary) by the PE teacher.

Section E: After School Care

- Social distancing
 - Spaces will be used that can ensure safe distances between students.
 - Cafeteria and gym spaces: limited numbers may use the cafeteria at one time.
 - Supervision will be planned in order for adults to be with the students inside or outside.
 - [Face coverings](#) must be worn when [social distancing](#) is not possible in the cafeteria or other indoor area.
- Health and hygiene
 - Hand-washing/hand sanitizer opportunity is provided as children enter “ASC” at 3:35.
 - Disinfecting toys, games, equipment
 - ASC materials will be disinfected after use.
- Communication
 - The ASC Director will communicate with parents/guardians prior to school beginning regarding the proper procedure for picking up children from ASC.
 - The ASC Director will communicate with the administration should a student present symptoms of a fever, cough, shortness of breath, etc.
 - The administrator will contact parents/guardians regarding symptoms and wait with the child to be picked up.



Section F:
Mass, Gatherings, and Extracurricular Activities

- Mass
 - Saint Rose Academy will follow the public Mass guidelines established for the local parishes in the Diocese of Birmingham.
 - All will wear [face coverings](#) and [socially distance](#) in the gym for Mass.
 - All will wash hands or sanitize before and after Mass.
 - Small groups of students may attend Mass while others follow live streamed in their classrooms. Parents will be provided with the link to participate from a distance as they are able.
 - Masses will be scheduled according to the availability of priests.
 - At this time, respectfully ask parents and other guests to not attend our school Mass until guidelines have been adjusted and parents are notified.
- Assemblies
 - Local health department regulations will be followed regarding numbers of participants.
 - Parents and guardians will be invited to participate online for assemblies if appropriate.
 - Students and teachers will wash their hands or sanitize before and after every event.
- Off-campus field trips will be temporarily delayed or rescheduled.
- Sports will be held at the direction of the Toy Bowl league. No sports will be held until Toy Bowl re-evaluates the safety of team sports in October.

