

St. Katherine of Siena School's Ongoing Plan
For a Healthy, Secure, and Safe School Community
Archdiocese of Philadelphia

as of 7/31/20

SKS's Ongoing Plan

- **Introduction**

This document provides information regarding the plan to return to Brick and Mortar learning for the 2020-2021 school year. Several of the key foundational premises the plan is built upon are listed below. These will allow us to remain open and use virtual learning only for those who have been identified with COVID-19, or in a situation in which a parent may think working from home is beneficial for the child.

- **Updating of the Procedures**

These guidelines will be changing as we learn more about this virus and how to prepare for it. We will make updates to our procedures as need be and will update our policies accordingly.

- **Catholic Identity**

At the heart of learning at St. Katherine of Siena School is the inclusion of faith and Catholic Identity in all that we do. At St. Katherine of Siena School, we have a two-fold purpose: to provide an education that is academically excellent, and one deeply rooted in Catholic Identity. Many of our daily activities will require their own protocol of maintaining appropriate social distancing and a wide use of virtual streaming.

St. Katherine of Siena School will continue to have daily prayer, school Masses and religious traditions and celebrations will continue but will be restructured to ensure social distancing. Individual classrooms will maintain Catholic Identity across all grade levels and all subject matter showing that all course content is intentionally Catholic. In keeping with our school mission, we will promote service to our neighbors.

- **Partnership**

Catholic elementary schools are inherently a partnership between the parents and school staff. An even greater partnership is needed during this time. It is our goal to open this school year and to remain open. **This will not be possible unless school staff and parents agree on the importance of monitoring your child's health on a daily basis.** Most importantly, this means that children who are experiencing symptoms, such as fever, 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, vomiting or diarrhea, need to be kept home by the parent until medically cleared to return to school. No child may enter the school building with any of the listed symptoms. A form will be available for parents to sign (digitally) on Option C that includes the parents' responsibilities and accountability to notify the school should their child develop symptoms. With parental cooperation in this matter, we will be able to keep the school open and safe.

- **Cohort**

Cohorts will be the homeroom classes. In departmental grades, students remain in the homeroom class. Teachers will travel to each homeroom for instruction.

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Although some school systems are using this as their only method of prevention, our school will be using other precautionary measures with the cohort being a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. If a confirmed case of COVID-19 were to surface within a cohort, we would then move to virtual learning at home with just that identified cohort. The rest of the school would continue to operate with in-class instruction.

- **Social distancing**

Social distancing is also a fundamental practice in all our procedures and operations. It is the deliberate increase in the physical space between all in our school in order to avoid spreading illness. Keeping a distance from others lessens the chances of catching COVID-19. Travel in the hallway, lunch periods and classroom instructions have all been planned to maximize social distancing.

- **Strategic Use of Masks**

The use of mask will follow any current and governmental guidelines. Students must wear them, by order of the governor, if they are not six feet of distance between students. Masks will be mandatory in certain situations, such as in the hallway, on the bus, in classroom situations with non-cohort members (i.e. a departmental teacher), or when traveling about the classroom is necessary without effective social distancing. SKS recommends that students at their desk wear their mask as much as possible. In practicality, when a child is at his/her desk within the cohort in a social distance situation, the student may remove his/her mask for a comfort break. Parents may instruct their child to keep on the mask for the entire school day. This plan for mask wearing could change by Government Order or an outbreak of COVID-19 in the area or school. Any change to this would be communicated to parents as soon as possible.

- **Monitoring Health or Health Checks**

Every day, parents are primarily responsible for monitoring the health of their children. Teachers will check the health of their students during their morning attendance. Additionally, the school will implement random temperature monitoring.

To provide the healthiest environment possible for Staff and Students, St. Katherine's will implement a Daily Health Monitoring System. Parents have the greatest information regarding the health of their children and are an integral part of the process.

- Staff and parents will agree to do daily monitoring of their self/children prior to coming to school.
- The following questions should be asked daily...
- Do I/student have a temperature?
- Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?
- Are you/is the student experiencing any of the following?

Fever (100.4 or higher)*
Cough*
Shortness of breath*
Difficulty breathing*
Sore throat
Runny nose/congestion
Chills
New lack of smell or taste
Muscle pain
Nausea or Vomiting
Headache
Diarrhea

If staff or students exhibit any 1 symptom with a (*) or 2 or more other symptoms they must stay home. Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.

- In the classroom, the teacher will establish a common time when they will do a daily scan of the students to monitor if there are any concerns related to health. The teacher then can refer any students with concerns to the nurse or designee for further monitoring.
- School will monitor the health of staff and students by tracking absenteeism.
- Take attendance for every class and include all individuals (staff) who were in the classroom.
- Use sign-in sheets for in-person meetings to document staff attendees.
- Keep accurate records of any persons other than students and staff that enter the building, their reason for being there, the locations in the building they visit, and the names of close contacts they visit in the building if possible.

- **Enhanced Cleaning**

The school will increase the cleaning of common areas and highly used features such as doorknobs, handrails, and counters. Children are encouraged to bring their own water bottles to school, as common water fountains will not be in use. With this enhanced cleaning, a safer environment can be established. The rooms will be sanitized daily.

- **Dealing with COVID-19***

St. Katherine of Siena School will make efforts to monitor the health of our students and staff, although it is not required or suggested by the CDC. Specifically, they suggest schools and Child

Care programs are not expected to screen children, students, or staff to identify cases of COVID-19. If a community, or specifically school, has cases of COVID-19, local health officials will help identify those individuals and follow up on next steps.

Below is some specific guidance related to situations involving the school, community and COVID-19.

If a staff member or volunteer has a confirmed case of COVID-19

1. Notify the local health officials – ask for guidance.
2. Dismiss the staff or volunteer for 2 to 5 days until health officials can determine next step.
3. Consider dismissal of cohort, related to the suspected case of COVID-19, according to health official guidance.
4. Discourage the cohort from gathering during the initial period.
5. Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.
6. Close off the potentially infected area for 24 hours and clean the areas that may have been infected by the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a student has a confirmed case of COVID-19

1. Notify local health officials to ask for guidance.
2. Dismiss the student(s) for 2 to 5 days until health officials can determine next steps.
 3. The individual should be comforted in the Health Office or designated area until a parent or guardian can come and take them home.
4. Consider a dismissal of cohort related to the suspected case of COVID-19 using health official guidance for this.
5. Discourage the cohort from gathering during the initial period and the situation has been evaluated.
6. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
7. Close off area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.
8. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
9. The student can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. The individual should be comforted in the St. Raphael Room, (the SKS designated holding area) until a parent or guardian can come and take them home. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are. CDC guidance for caring for oneself and others who are sick should be followed.
2. Provide an isolation room.
3. Call for home transportation, if necessary.
4. Can return when:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared or,
 - or if cleared by a medical professional.

***If tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

**The CDC is learning more about COVID-19 every day, and as new information becomes available, CDC will update the information below. This guidance is based on available information about COVID-19 and is subject to change as additional information becomes available.*

- **General Principles for the Building**

Students will wear masks as they exit buses or cars and make their way to enter the building. They should continue to wear the mask until they sit at their desk. All students will be instructed to sanitize their hands as they enter the building.

Traveling within Building

- Students will not be in the hallway often, but when they are, they will need to wear masks, follow distancing protocols and sanitize hands when leaving and entering their destination.
- There will be signage on the walls and floors to reinforce healthy behavior.

Entering the building

Volunteers and Visitors – Guests in the building will be limited. Necessary volunteers or visitors will ring the bell and individually be escorted to the appropriate location by a staff member wearing a mask.

Late arrival for an individual student –

- No student will be admitted to the building after 8:10 a.m. This policy is enacted to further control the necessary and additional safety and sanitizing protocols in place.
- In order remain distancing, one family at a time will be permitted in the foyer.
- Parent will buzz the front office and will be permitted to enter the foyer. The student will enter the building and head to the classroom after receiving a late slip.

Buses

- The School District of Philadelphia and the Department of Transportation determine the schedule for the buses for our students.
- Due to the Covid-19 situation, there will be a mandate on the wearing of masks while on the bus for ALL students.
- Students will be socially distanced. Siblings can sit with each other.
- More information will be provided as the situation unfolds.
- Bus riders will be called down by floor.
- Staff will be in the hallways to help with spacing

Car Riders

Students will be picked-up in the church parking lot for Grades 1 - 8. Times will be staggered. Dismissal times have yet to be determined because of the School District of Philadelphia and the busing situation. Specific details will be communicated in the future.

Pre-K and K dismissal will have a specific dismissal process separate from grades 1-8.

Walkers

Students will be dismissed by grade and cohorts. Times will be staggered.

General Dismissal

- Students will wear masks out of the building. All students will be instructed to sanitize their hands as they exit the building.
- Students will exit the building by cohort group and proceed to their designated pick-up area.
 - Fitler Street
 - Primrose Street
 - Car Line

Early dismissal for an individual student

- Please continue to send in notes to help us plan and document early dismissals.
- Students will wait inside the school for their parent to arrive at the designated time of pick-up.
 - In order to maintain distancing, one family at a time will be permitted in the foyer.
 - Parents will buzz the front office and will be permitted to enter the foyer.
 - If there are other parents waiting, the parent may be asked to wait outside after checking out his/her student.
- Preschool parents will continue to go through the preschool entrance, and Mrs. Wagner

will help with dismissal.

- All early dismissals will need to take place prior to 2:30PM due to school dismissal.
- **Classroom Information**
 - Classroom additions (what will SKS be able to get done in the next 30-days?)
 - A **bathroom schedule** for each cohort limits the amount of children in the hallways and bathrooms. McBride hall bathrooms will be used to alleviate bathroom congestion on the bottom floor as well as for hand washing after outdoor play.
 - Classroom set-up
- **Placement of desks** shall comply with CDC guidelines. All desks will face the same direction. All desks and chairs to be wiped down daily. Desk surfaces should be cleaned before and after eating. Desk surfaces shall be covered during the eating of snacks and lunch.
 - Materials within the classroom
- All extra furniture shall be removed from classrooms to create a larger area for spreading desks/ children apart.

- **Lunch**

To begin the school year, students will eat with their cohort in their classroom. Any changes will be communicated parents.

- We will continue to explore options for students to eat with their cohorts in Fitzgerald Hall or outside. As normal, all pre-school students will eat in their classroom.
- Students will sanitize their hands before lunch.
- Students will stay in their cohort or classroom as they eat lunch, separate from other cohorts.
- We will have three lunch periods.
- No food should be shared between students.
- All trash should be deposited in the trash receptacles by the individual students.
- Water bottles should NOT be emptied at lunch; any water left in a bottle should be covered and taken home.
- Each cohort will be dismissed separately to avoid large gatherings.
- Students should sanitize their hands after lunch.

- **Recess**

Recess will continue and be built into the daily schedules. Students will always be instructed to socially distance at 6 feet. Weather permitting, students will have recess outside with their cohorts.

- Recess times will be staggered.
- Students will be instructed to sanitize hands before after recess.
- When students remain 6 feet of distancing, they do not have to wear mask outside. Parents may instruct their child to keep on the mask for the entire school day.
- Each child has their own water bottle labeled that they can get a drink from when returning. Water bottles are brought home each night emptied and refilled.

- **Specials**

Special teachers will rotate into each cohort's classroom to begin the year. Specials include P.E. (Physical Education), Technology, Library, Music, and Spanish.

Notes regarding Specials:

- **P.E.** will be outside whenever possible, and students will be engaged in activities that allow for social distancing.
 - P.E. will be outside whenever possible, and students will be engaged in activities that allow for social distancing.
- **Technology** will be taught using the Chrome books and other portable devices. Devices will be cleaned if shared by the following class.
- **Library** - The students will not use the Library during the first trimester.
- Librarian will come to each classroom for Library. Lessons about research, the different types of literature and much of the curriculum can be delivered in the classroom.
- Activities such as the introduction of authors, genres and the read aloud of books can be conducted in the classroom.
- **Music** –Teacher will work hard to create engaging lessons where the students can still learn and engage in music appreciation, void of singing.
- **Spanish** – will continue to be taught once a week in grades 3 to 8.

- **Preschool and Kindergarten**

A well-defined plan has been created and will be communicated to parents/guardians, so they know what to expect. Utmost care will be taken so that children are safe and learning in a healthy environment.

- Wearing of shields is required for all teachers and aides.
- The same “Strategic Use of Masks” (as outlined in Section 7) will be followed.

- **Assemblies and After School Clubs**

SKS looks forward to resuming after school activities, assemblies, and field trips: sooner than later. Specific guidelines for After School Clubs will be shared on the SKS website when available.

- **CARES**
- CARES will continue but will look different.
- Students will be placed with a staff member based on ages/grades and have a staff member assigned to them.
- At CARES, students will be allowed to go outside and play, but some equipment may be limited. Groups will be spread out across the playground, blacktop, and fields.
 - The same “Strategic Use of Masks” (as outlined in Section 7) will be followed.

Morning CARES

- Students may start arriving at 7 a.m.
- Parents may drive into the school parking lot by way of the driveway between the school and the convent
- A teacher will be outside waiting for the students
- Students will enter the building through the designate door.

CARES After School Program

- A procedure for dismissal at the end of the school day will be established that limits CARES students to vulnerability.

- CARES pick-up procedures will be outlined and distributed to parents at sign-up.

- **Home & School and Back to School Nights**

Home & School meetings and Back to School Nights will initially occur virtually.

- **Virtual Learning**

COVID-19 Provision for Individual and/or Cohort Instruction

Parents who opt for online Learning will sign a form stating they understand that this is for the **first trimester**. It is not something you can switch from day to day or week to week. It is a commitment for the entire trimester.

Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. The need for Virtual Learning has become a reality due to a variety of circumstances including the pandemic.

Trimester Virtual Learning for individual learning can take place in situations where:

- Students are unable to be physically present in the school building because a parent is not comfortable sending their child to school and have elected to opt-out of in school classes.

Limited Virtual Learning for individual learning can take place in COVID related situations:

- It can take place because:
 - the child must do a limited time of quarantine,
 - COVID-19 related student illness – (when symptom allows; otherwise, follow existing standard absence procedure and secure assignments on Google Classroom)
 - teacher illness and
 - school closure.

St. Katherine of Siena School will provide a Learning Management System permitting access to materials, lessons, instruction, assessments, feedback and communications.

Students, who are ill from COVID-19, must do a limited time of quarantine, teacher illness or for school closure may participate for a limited time.

- Children in Grades 2 to 8 will use Google Classroom.
- Children in Grades Pre-K to 1st will use See Saw.
- Zoom will be used for individual help.
- Each classroom will be equipped with a webcam and microphone.
- A chrome book will be provided
- Children will log in each day.
- Children will follow their regular schedule of classes as if physically present in the classroom.
- Children in grades 5-8 will be expected to be in every class all day.
- Children in grades 3-4 will be expected to be in each core subject area: ELA, Math,

Religion, Science and Social Studies.

- Children in grades K-2 will be expected to participate in ELA, Math and Religion. Specials will be optional. There will be an occasional Science and Social lessons.
- Children will complete assignments and have use of online textbooks
- Children will complete tests and quizzes in a timely manner.
- Pre-K and Kindergarten will participate in SeeSaw and CLI.
- Children will wear appropriate SKS gym wear.
- Children will leave their camera on during the lesson and turn microphone off.
- Children will be able to engage in the lesson by turning microphone on to ask questions.
- Lessons cannot be recorded by the students.
- There will be regular communication between teachers and parents/guardians

Online instruction will allow for uninterrupted instruction in the event of student's illness, teacher illness, cohort quarantine or school closure. The goal is to have mastery of curriculum so the child/ren stay current and return prepared to rejoin the class.

- **Student Awareness**

Teachers will take steps to educate students about Covid-19 in a manner that is non-threatening.

- Teachers will provide lessons on Covid-19 precautions and steps to prevent the spread.
- Frequent hand washing
- Social distancing
- Staying with cohort
- Coughing and sneezing in a safe manner

- **Mental Health/Whole Health**

Our goal is to establish a safe environment to learn. We will strive to provide the necessary mental and whole health support along with intervention as needed for students. To help students work on coping skills and resiliency by working with our support staff: CORA and Catapult.

- **What should I purchase now?**
- **All students will be required to wear a mask to school every single day.**
- We ask that each student have a minimum of one "extra mask" packed in a plastic bag and kept in the student's backpack.
- It is recommended that students have a **clean mask** to wear each day to school.
- Each student should have their own water bottle (please label!).
- Each student should carry their own personal bottle of hand sanitizer, grades K-8. We

- will have hand sanitizer in each classroom but would ask each student to have their own.
Each student should have their own supply of tissues.