

# **RETURN-TO-SCHOOL PLAN for PARENTS**

*IN RESPONSE TO COVID-19*



**Holy Savior Academy**  
The Middlebrook Deanery Catholic School

## INTRODUCTION

Dear Parents,

It is of the utmost importance that Holy Savior Academy ensure that employees, students, and families feel safe. This plan was created to reduce the impact of COVID19 conditions upon returning to school. The guidelines in this plan are based on guidance from the Centers of 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

Center for Disease Control: [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

New Jersey Department of Education:

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

## GUIDING PRINCIPLES

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

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

## 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"> <li>• Supplies, equipment</li> <li>• Prepare detailed work schedule for phases</li> <li>• Prepare building and transportation for reopen with thorough cleaning</li> </ul>  |
| Phase 1  | August    | <ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>   |
| Phase 2  | August    | <ul style="list-style-type: none"> <li>• Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies</li> </ul>   |
| Phase 3  | September | <ul style="list-style-type: none"> <li>• Open school</li> <li>• Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies</li> <li>• Determine what restrictions/guidelines stay in place</li> </ul> |

**HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)**

Schools must adopt a policy for screening students and employees upon arrival for symptoms and history of exposure. At minimum, the screening 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.

Holy Savior Academy's policies for screening will 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

**Employees:**

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

- If an employee becomes ill 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 the nurse. They will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID-19, 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. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Students should carry a packet of at least 3 face coverings in their backpack. They should also have a personal size hand sanitizer and tissues to create a personal safety kit in their backpack.
- 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 must 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**

Holy Savior Academy's procedures are the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- 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 must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

If an employee or student becomes ill on campus, the school nurse will report to the classroom, and escort them to the **nurse's (separated) isolation room** and the case form will be completed. Once the employee or student arrives at the isolation room, they will be provided with a mask and 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, should 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 must 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 must 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, the facility should immediately notify local health officials, staff, and families of a possible or confirmed case while maintaining confidentiality.

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.

**Re-admittance Procedures After Recovery From COVID:**

Students must quarantine at home for 14 days from the testing date. Students may re-enter school building after a 14-day period if no signs, no symptoms, and no temperature above 100.0 (at least 24 hours without fever-reducing medication). Students need to test negative and present a Physician's note on the first day back to school.

Re-Admittance Policy may change due to changes made by New Jersey Board of Health.

**SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Holy Savior Academy employees, students, and parents should practice staying approximately 6 feet away from others and eliminating contact with others.

- Schools must 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.
- If schools are not able to maintain this physical distance, additional modifications should be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Arrows on the walls will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- *Ad hoc* Interactions/Gatherings – Non-essential/informal meetings and visiting are prohibited

**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 protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Students should carry a packet of at least 3 face coverings in their backpack. They should also have a personal size hand sanitizer and tissues to create a personal safety kit in their backpack.

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. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

**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. Please remember 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.

*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. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- 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

## **CLASSROOM AND COMMON SPACES**

Holy Savior Academy will use signage to clearly mark sanitizing stations. Students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace throughout the day, giving special attention to commonly touched surfaces. Maintenance staff will be available during the day.

### **Classrooms:**

- Desks are to face in the same direction or have students sit on only one side of tables, spaced apart.
- Where applicable, teachers will change classrooms, with students staying in the same classroom. For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space. This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Larger rooms (cafeteria, gym) may be used as classrooms to allow for social distancing.
- Allow minimal mixing between groups/cohorts.
- Allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer in every classroom, in accordance with CDC guidelines.

### **School entrances, hallways, and common spaces:**

- Individuals in line waiting to enter or exit a building require the utilization of face coverings. 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).
- Minimize interaction of students between drop-off and entrance to school facilities.
- Put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- Establish separate entrances and exits to school facilities where possible.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Limit commingling between classes or other groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.
- Provide hand sanitizer at school entrances.
- Put signage around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters).
- Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- Most schools have limited entry/exit points for security purposes, but additional entry/exit points may need to be established to ensure a balance of social distancing and security protocols.

**Other Considerations:**

- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- 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.

**FACILITIES CLEANING**

The safety of our employees and students of Holy Savior Academy is 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**

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

Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Children ages 5 and younger should be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, prepare stations 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:**

- Keep children six feet apart during nap time, when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- Designate times on the schedule to take students out of the classroom to wash 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 or helping a child use a 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

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

## **BUS PROTOCOLS**

Holy Savior Academy will follow the protocols outlined by the local district providing busing, including social distancing.

## **RESTROOM USAGE DURING THE SCHOOL DAY**

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms.

## **RECESS**

- There will be scheduled recess times by class.
- Always sanitize hands before and immediately after outdoor playtime. Sanitizer stations are at each door.
- Holy Savior Academy encourages wearing safe footwear to school that allows for safe movement.



## VISITORS ON CAMPUS

Until further notice there will be no visitors allowed on the Holy Savior Academy campus or in the school building. Fewer people entering the school building allows for greater implementation of safety measures. A drop off box outside of the school entrance will be available for packages that need to be dropped off.

## CAFETERIA AND MEAL PERIODS

Holy Savior Academy will continue to provide students with the opportunity to purchase lunch through our food service provider J & K Catering. Lunches will be delivered to the classrooms based on a lunch slip filled out in the morning. There may be 3 or 4 lunches which will be determined when the schedule is completed. Students will remain in the room sanitizing themselves and their areas before and after lunch. Recess will follow outdoors with the student separated by class and social distancing.

Using the classroom for lunch service

- Students will eat in their classrooms sanitizing their hands before and after lunch along with their desk area.
- Each student throws away their own trash and cleans their area.
- All workers and volunteers must wash their hands after removing their gloves or after directly handling used food service items.
- Serve individually plated meals.
- Ensure students are not sharing food.
- Continue to use only disposable food service items (e.g., utensils, dishes).
- Encourage proper hand washing before and after eating meals.

## SNACKS AND FOOD DELIVERY

Bringing refreshments to share (for example birthday treats) during school is prohibited in order to limit the risk of contamination. Snack time is permitted, but students must bring their own snack items and drinks to school. We ask that there be no food delivered and that food be kept at assigned spaces. Personal deliveries such as packages should not be delivered to the school. ***Since the water fountains will be turned off for safety reasons, students will need to bring their own water in clearly marked containers.***

## COMMUNICATION WITH FAMILIES

To stay updated on the most current information:

1. Check daily: SeeSaw PK-2; Google Classroom Grades 3-8
2. Teachers, students, and parents need to check their email daily.
3. Visit the school website daily
4. Follow our social media platforms
5. PowerSchool Student Information System
6. Honeywell Alert System

## **ACADEMICS AND HOME-BASED LEARNING**

While Holy Savior Academy is returning to a traditional in-person learning environment, we recognize some families may not feel comfortable having their child return to school for instruction, we will be prepared to provide the same level of instruction *via* live-streaming of classes. In addition, some students may be medically fragile, and their physician does not recommend returning to school. Students will be expected to attend their regularly scheduled classes *via* live-streaming.

There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional in-person classroom instruction in September 2020. Holy Savior Academy will be prepared to provide other models of instruction, as can be seen in a hybrid or remote school setting.

Holy Savior Academy's goal is to design flexible instructional plans that work best in both traditional face to face and remote environments. The following will be considered:

- Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely.
- Ensuring 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.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Making adjustments to MCESC service plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.
- Creating an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Developing a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

## **CATHOLIC IDENTITY**

Catholic schools have a two-fold charge: to provide an education that is academically excellent and one that is deeply rooted in Catholic identity. At Holy Savior Academy Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and daily prayer will continue for both traditional face to face and remote settings. Service-learning opportunities will remain a priority at Holy Savior Academy.

## **GRADING AND ATTENDANCE POLICY**

To receive credit for the courses for this school year students are expected to complete the assignments. Parents are encouraged to monitor their child's grades through PowerSchool. The grading policy is located in the school handbook. Attendance will be taken daily.

## REMOTE LEARNING AND ONLINE INSTRUCTION

If you have chosen remote learning or in the event that the school has to close in 2020-2021, we will follow the guidelines below:

- Daily attendance will be taken, and the students are expected to be on time for class.
- Students must wear their school uniform shirts.
- Students must be seated at a table or desk to facilitate an optimal school learning environment.
- Siblings and pets are not to be in class home work space.
- Electronic devices are not permitted.

The school will use Google Classroom for grades 3-8 and SeeSaw for PK-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

The expectation is that all teachers will provide daily online virtual instruction for students.

Holy Savior Academy is ready to go fully virtual, all students will receive daily live instruction.

For those parents choosing virtual instruction for a child, this will not preclude a child from participating in live instruction once a parent/guardian deems it a safe time to return. Accommodations to original plans may need to be adjusted to ensure the safety of all students and staff.

## REMOTE LEARNING AND SECURITY GUIDELINES FOR STUDENTS

- Students have HSA student usernames and passwords.
  - If students forget their password, students will advise their teacher that they require login assistance and the teacher will contact HSA IT Support.
- Students will communicate with their teachers using HSA email and Google Classrooms for their courses.
  - Teachers will be checking email during regularly scheduled school hours.
- Students will check their Google Classrooms for their courses on the days the class is scheduled.
  - Assignments and expectations will be outlined for each class by their teacher in Google Classroom.
  - Students must complete and submit class assignments within established deadlines as provided by the teacher.
  - Students will submit assignments in Google Classroom. Students should be sure to hit "Turn In" when completing assignments *via* Google Classroom. These supports are available:
    - Student login and Gmail access instructions ([Will provide Link](#))
    - Google Classroom - Finding, Completing, and Submitting Assignments ([Will provide Link](#))
    - Get FREE Wifi Internet from [Optimum/Altice](#) and [Comcast/Xfinity](#).
    - During remote learning, teachers will provide feedback to students *via* Google Classroom.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities have been postponed

## **BEFORE AND AFTERCARE PROGRAMS**

Before and after care programs will be offered at Holy Savior Academy and programs will adhere to social distancing and cleaning guidelines. Once the building is vacated no one may return until school reopens the next day.

## **IN CLOSING**

Your willingness to adhere to these guidelines, and your cooperation is greatly appreciated for the safety and welfare of the students and staff. We recognize that communication to our HSA Community is of the utmost importance. The application of new information will be updated in this document as needed and in a timely manner. We continue to pray for our community as we move forward with these plans.

## **SCHOOL REOPENING TASK FORCE**

|                                    |   |
|------------------------------------|---|
| Rev. John P. Alvarado, Pastor      | Sacred Heart Church                               |
| Ms. Crystal Tober, Principal       | Holy Savior Academy                               |
| Mr. Phil Emma, Technology          | Holy Savior Academy                               |
| Ms. Patricia Glave, Member         | Holy Savior Academy Board of Limited Jurisdiction |
| Ms. Kim Kane, Owner                | J&K Catering                                      |
| Ms. Deborah Pinto, Nurse           | Holy Savior Academy                               |
| Mr. William Pyfer, Member          | Holy Savior Academy Board of Limited Jurisdiction |
| Ms. Cindi Sammons, Teacher         | Holy Savior Academy                               |
| Ms. Melodie Sidun, Parent & Member | Holy Savior Academy Board of Limited Jurisdiction |
| Ms. Sharon Strack, Chairperson     | Holy Savior Academy Board of Limited Jurisdiction |