

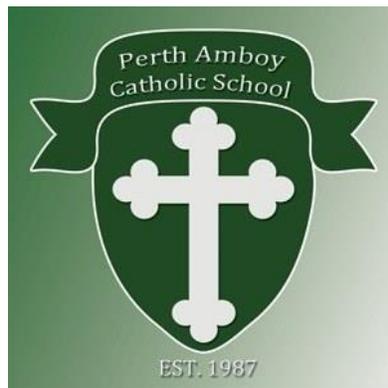


PERTH AMBOY CATHOLIC SCHOOL
500 State Street
Perth Amboy, New Jersey

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

PERTH AMBOY CATHOLIC SCHOOL





Perth Amboy Catholic School Reopening Taskforce

Monsignor John Gordon, Administrator of Perth Amboy Catholic School
Mrs. Barbara Stevens, Assistant Superintendent, Diocese of Metuchen
Sister Beverly Policastro, Principal, Perth Amboy Catholic School
Mrs. Sylvia Garced, Administrative Assistant, Perth Amboy Catholic School
Mrs. Angie Marcinko, School Secretary/Marketing, Perth Amboy Catholic School
Mrs. Darcy McCabe-Brew, Teacher Perth Amboy Catholic School
Mr. John Sansevere, Teacher/Tech Coordinator Perth Amboy Catholic School
Ms. Kelly Gorman, Teacher Perth Amboy Catholic School
Mrs. Sharon Salinas; PACS HSA parent, Perth Amboy Catholic School
Linda Dougherty, School Nurse

We would like to thank the taskforce members in the creation of this document. Their expertise and commitment to Catholic education is commendable. We would also like to thank all the teachers, staff and families of Perth Amboy Catholic School for the support they showed during this past year. We look forward to a successful reopening of our school and a productive academic year.

INTRODUCTION

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

SOURCES

Center for Disease Control: 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 in September. Please see below for a summary of the phases and timelines.

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

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

Perth Amboy Catholic School has in place a policy for screening students and employees upon arrival for symptoms and history of exposure. There will be an emphasis on families to screen their child(ren) prior to coming to school. 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.



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PACS policies for screening will include the following:

Staff will 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

Emphasis is on parents to screen child(ren) prior to coming to school. Use of gym doors to welcome students in the morning. Upon arrival, students will line up for checks and then go directly to their homeroom class. There will be a teacher rotation for screening from the hours of 7:30am - 7:55am (morning prayer to be held in the classroom).

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

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students are strongly encouraged to wear face coverings (with no inappropriate logos or sayings) and are required to do so when social distancing cannot be maintained, 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.



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- Student health checks must 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

Schools must adopt procedures for symptomatic staff and students. Procedures must include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult. The commission room next to the nurse's office will be used as the isolation room.
- 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, he/she will immediately report to the **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that 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.



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- 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 or school have developed any symptoms; and
- Any other information to assist with the determination of next steps.

Re-admittance Procedures After Recovery From COVID:

- Families will be asked to complete a covid-19 waiver/form prior to school beginning.
- For students remaining home due to medical reasons, they will need a note from their medical practitioner clearing them for school return.
- Students must be fever free (100.4 or higher) or signs of fever for 24 hours without medication prior to returning to school per CDC recommendations.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Perth Amboy Catholic School 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.
- For larger classes not able to maintain this physical distance, additional modifications will be in place. These include using face shields/guards and/or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet



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- 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 should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

School staff are required to wear face coverings unless doing so would inhibit the individual's health. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, 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.

Students are not required to wear masks, unless social distancing of 6 feet between desks in a classroom setting is not feasible. If social distancing guidelines cannot be met, students should wear masks and/or sneeze guards should be installed at student desks.

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

Perth Amboy Catholic School staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another



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classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There should be a 6 foot separation of desks and children. If the 6 foot separation is not feasible (considering the size of the room and number of students per class), students should be required to wear masks or desk sneeze guards should be installed at desks. Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart. For furniture that is intended to accommodate more than one student the school should explore bringing in furniture to replace the multi-student furniture or consider some type of partitioning system.
- **Students in grades Pre K 3 - 8th grade will not be switching classes; instead teachers will move from class to class (middle school core classes and specials classes (if applicable) included) with the exception of the accelerated Math Program which can accommodate smaller groups of students.** Consider keeping classes together to include the same group of children each day (cohorts). **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 (including desks and cubby). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- 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:

- If physical distancing (six feet) cannot be maintained for individuals in line waiting to enter or exit a building, require utilization of face coverings. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to 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.
- Stagger arrival and drop-off times or locations by cohort or 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.
- Create "one-way routes" in hallways.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.



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- 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.
- If feasible, install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks and cafeteria).
- 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 are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

GENERAL DISINFECTION MEASURES



| Category | Area | Frequency |
|-----------------------------|------------------------------------------------------------------------|-----------------------------------------------|
| Workspaces | Classrooms, Offices | At the end of each use/day |
| Appliances | Refrigerators, Microwaves, Coffee Machines | Daily |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day and/or between use |
| General Used Objects | Handles, light switches, sinks, restrooms | Several times a day |
| Common Areas | Cafeteria, Conference rooms, 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 (can have cots oriented head to foot), 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



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- 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.

SIGNAGE

Signage will be placed throughout the offices and school.



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.

- assigned time for classes to use the restroom.
- Avoidance of multiple children in the halls or bathrooms together.



RECESS AND PHYSICAL EDUCATION

- Recess will continue to be staggered with no more than 3 classes at recess at a time. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash hands immediately after outdoor playtime.
- Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.
- Staggered times for hallway use to increase distance between students.

VISITORS ON CAMPUS

Until further notice there will be no visitors allowed in the school building. Fewer people entering the school building allows for greater implementation of safety measures. Main mode of communication for concerns and questions are to be sent in through email or phone calls.

For registration purposes only: please use the above mentioned mode of communication, and if an in-person meeting is needed, it needs to be held after the dismissal of students and prior to the maintenance staff cleaning the building.

The security vestibule (the interior area in front of the school prior to entering the school) will be used for families to drop off items for students as well as a retrieval point for students being picked up early due to illness and appointments. Families will be given access to the first set of doors only.

CAFETERIA AND MEAL PERIODS

The school will continue to provide students with the opportunity to purchase lunch through Maschios. Students in grades 2-8 will remain in a self-contained classroom. Meals will be brought to the classrooms. Each class will already have assigned seats throughout the year. Desks and tables will be cleaned after each use with. The normal lunch time will be extended to accommodate these changes. Students in grades 2-8 are encouraged not to bring food that needs to be heated up; there will be no community use of microwaves in the cafeteria.

To reduce contaminated areas and the difficulty in carrying their lunch upstairs, Pre-K to grade 1 will be eating in the cafeteria each day.

- Space students at least six feet apart.



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- Individuals must wash their hands after removing their gloves or after directly handling used food service items.
- Serve individually plated meals or meals in pre-packaged boxes or bags.
- Ensure students are not sharing food.
- Use disposable food service items (e.g., utensils, dishes).
- If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Encourage proper hand washing before and after eating meals.
- Students are discouraged bringing food that needs to be heated up.

SNACKS AND FOOD DELIVERY

Bringing refreshments and lunch to share during school is prohibited in order to limit the risk of contamination. Snack time is permitted, but students should 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.

COMMUNICATION WITH FAMILIES

Perth Amboy Catholic School to stay updated on the most current information:

1. Teachers, students, and parents need to check their email often.
2. Visit the school website
3. Follow our social media platforms
4. Google Classroom Grades Pre K 3 - 8th grade
5. PowerSchool Student Information System
6. Honeywell Alert System

ACADEMICS AND HOME-BASED LEARNING

Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. Perth Amboy Catholic School will be prepared to provide other models of instruction, as can be seen in a hybrid or remote school setting.

Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend returning to school. A doctor's note would be required.

If requesting remote learning for your child/ren not for a specific health related issue, the child/ren must stay with remote learning for the entire marking period.

Perth Amboy Catholic School will provide instruction to these students via live streaming of classes. Students will be expected to attend their regularly scheduled classes via live streaming at the scheduled time of specific classes.



Perth Amboy Catholic School's goal is to design flexible instructional plans that work best in both traditional face to face and remote environments. The following should be considered:

- Create year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely.
- Ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of possible simultaneous and staggered lessons.
- Review and implement best practices in possible simultaneous and staggered instruction to meet student needs and engagement.
- Make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensure meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.
- Create an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

CATHOLIC IDENTITY

Perth Amboy Catholic School will provide an education that is academically excellent and one that is deeply rooted in Catholic identity. Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face to face and remote settings. Service learning opportunities will remain a priority in our school.

GRADING AND ATTENDANCE POLICY

To receive credit for the courses for this school year students are expected to complete the assignments. The grading policy is located in the school handbook.

REMOTE LEARNING

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

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

Sending packets home for students is not permitted. The expectation is that Perth Amboy Catholic School will provide daily online virtual instruction for all students. Each student will



be given a school secured google email account that can only be accessed by that student and/or teachers/administrators.

ONLINE INSTRUCTION

At Perth Amboy Catholic School, Google Meets is our online component to help deliver daily live instruction from the classroom teachers for all grade levels. The first week of school all students will be given a review and/or new lesson on the use of Google Classroom.

A virtual back to school night for each grade level will be available for parents and families held by each homeroom teacher.

A Technology Night will be available for families to familiarize themselves with all technology platforms (Google, Powerschool and Honeywell). These designated evenings we ask only one (1) person per family will be allowed to attend. Families will have the opportunity to attend the evening designated by grade level for their oldest/only student thereby minimizing the number of people in the building. Response for attendance is encouraged, and a virtual Technology Night for those unable to attend will be made available as well.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- As of date - after-school clubs will be put on hold until further notice. The option of clubs to be held during a lunch hour is under review.

If this decision changes; clubs will:

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact.

Before/After School Care:

- Before and after care programs will be permitted. Programs will adhere to social distancing and cleaning guidelines.

Parish Use of School:

- Parish gatherings outside school hours will adhere to the social distancing and cleaning guidelines; as well as limit the use of the school building. Use will be encouraged to be kept to the lower level of the school (gym/cafeteria).