

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Saint Helena School



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), The 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

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:

- EMPLOYEE AND STUDENT SAFETY MEASURES
- HEALTH GUIDELINES

PROTOCOL FOR ARRIVAL (EMPLOYEE AND STUDENT)

Upon arrival, cars will line up from the area by the gym, along the sidewalk to the church entrance. Staff/students will remain with their car until screened for appropriate PPE (face shield) and experience a forehead temperature check. **THIS WILL OCCUR DAILY.** If parents choose to have their child wear a face mask under the shield, it is acceptable, but the face shield must be worn throughout the day. **Parents will be required to sign a waiver before their child will be able to enter school (it will be sent to you).**

Students /staff without symptoms will be allowed into the building and will proceed to their appropriate classrooms. Parents may leave

Students/staff who present a high temperature reading will be asked to return home and seek a physician to confirm they are not infected with COVID-19. Upon return, a signed healthcare provider's note stating that the staff/student is not infected with the virus is required. It will be reviewed by the nurse, filed in the office and then the staff/student will be allowed into the building.

Staff/students presenting any of the following COVID-19 symptoms will be asked to seek medical intervention:

- 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:

- If an employee becomes ill at school or if another person is exhibiting symptoms of COVID-19 at school, they will be asked to leave school and go home or to the nearest health center.
- Employees returning to school from an approved medical leave will contact Human Resources, and be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID-19, the school, the Diocesan Office of Schools, and the 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 required to wear a face shield. A healthcare provider's note is required for any student that *is NOT* able to wear a face covering because of a health condition.
- Student health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results will be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy will 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

- Staff/students with symptoms related to COVID-19 will be safely and respectfully isolated from others in a specially prepared isolation room.
- Staff/Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- Upon receiving notification of a positive case of COVID-19 all staff/students within that classroom will be asked to leave the building and quarantine.
- All learning will continue virtually via ZOOM.

- The classroom(s) will undergo a deep cleaning and be closed.
- Staff/students must, upon return, provide a signed healthcare provider's note stating that the staff/student is not infected or has recovered from the virus. This is required. It will be reviewed by the nurse, filed in the office and the staff/student will be allowed into the building.
- If COVID-19 is determined, a report will be filed in accordance with 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 will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- The school will have an adequate amount of personal protective equipment (PPE) available, accessible, and provided for use should a student come to school unprepared.

School Nurse

If an employee or student becomes ill on campus, he/she will immediately report to the nurse's isolation room and a case form will be completed.

Once the employee or student arrives at the isolation room, they will be provided with a mask and gloves to help protect other employees and students and prevent the spread of the potential virus.

- The nurse will call the local health authority and call parent/family member to pick up staff/student.
- The nurse and others attending the suspected infected person, will 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.*
- The nurse will 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 will 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:

Staff/students must, upon return, provide a signed healthcare provider's note stating that the staff/student is not infected or has recovered from the virus. This is required. It will be reviewed by the nurse, filed in the office and the staff/student will be allowed into the building.

SOCIAL DISTANCING/CLASSROOMS/HALLWAYS

Social distancing is an effective way to prevent potential infection. Saint Helena School employees, students, and parents will practice staying approximately 6 feet away from others and eliminating contact with others when possible.

- Saint Helena School will allow for social distancing within the classroom to the maximum extent practicable by keeping students seated at least 6 feet apart and considering the flow of student traffic around the room. Social distancing guidance supports a 3-foot radius around each student desk (from the center), resulting in a 6 foot total distance between any two students.
- 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.
- When weather allows, windows will be opened to allow for greater air circulation.
- Students will keep all their personal belongings at their desks and in their backpacks. This includes outerwear and lunches. No student will keep personal belongings in desks and all personal belongings will go home every day.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting will not be allowed. Virtual clubs will continue.
- Students will not switch classes during the day, rather teachers will move from class to class. (Health, Music, Art, Library, Spanish) EXCEPTION: PRE-ALGEBRA, ALGEBRA, AND 7TH AND 8TH GRADE SCIENCE for the middle school. Students in the Middle school will be directed, under the supervision of the teacher, to clean their personal space (including desks) when they leave the classroom and enter the classroom.
- Students/parents have the option to learn virtually should they choose.
- Students will receive recess at the teacher's discretion and follow all social distance guidelines.
- Students will be given opportunities throughout the day to use the bathroom and wash their hands while following social distancing rules.
- When walking through hallways, staff/students will follow "one-way routes" noted with signage. Additional 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.
- Facilities staff will deep clean all classrooms, hallways, bathrooms, and offices every night. Throughout the day, areas of the school will be cleaned.
- All water fountains will be disconnected, and staff/students will be required to bring water in a plastic container.
- Staff/students will be required to write their name on all face shields.
- Staff/students will have forehead temperature checks throughout the day.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be required. All staff/students will be required to wear a face shield to prevent spreading the disease. Face shields must be cleaned every night.

In addition to using PPE, staff/students will:

- Have opportunities throughout the day to wash hands with soap and water.
- Have opportunities to use the bathrooms for personal use.
- Have hand sanitizers in all classrooms, hallways, and entrances to school building.
- Have forehead temperature checks throughout the day.

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our school will be 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 will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect staff and students 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 done every night and will be done when a staff 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
Buses (under district guidelines)	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, 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.
- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Children ages 5 and younger will be supervised when using hand sanitizer.

- Students will be instructed to 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.

BUS DRIVERS/BUS PROTOCOLS

Schools will follow the protocols outlined by the local district providing busing.

RESTROOM USAGE DURING THE SCHOOL DAY

The school will establish maximum capacity for the facility that allows for social distancing. Classes will be assigned a specific bathroom time at the teacher's discretion. Students may use the bathroom at any time in an emergency.

RECESS and PHYSICAL EDUCATION

- Recess will be at the teacher's discretion. All social distancing guidelines will be adhered to.
- Staff/students will wash hands immediately after outdoor playtime if they go outdoors.
- No playground equipment will be used. (Jungle Gym, swings, seesaw)
- Students **may not** bring in their own playground equipment.
- Physical Education classes will not resume until it is determined that all staff/students demonstrate social distancing practices in addition to cleaning and disinfecting protocol for self and equipment.

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.

CAFETERIA AND MEAL PERIODS

The school will not provide students with the opportunity to purchase/eat lunch in the cafeteria. All students will eat lunch in the classroom.

SNACKS AND FOOD DELIVERY

During the school day snacks are permitted, but students must bring their own snack items and drinks to school. Bringing refreshments to share during school is prohibited in order to limit the risk of contamination. Milk will not be available for purchase until further notice.

COMMUNICATION WITH FAMILIES

To stay updated on the most current information:

- Teachers, students, and parents need to check their email often.
- Visit the school website <https://www.sthelenaedison.org/>
- Follow our social media platforms
 - *Facebook <https://www.facebook.com/St-Helena-School-Edison-NJ-365795827128379>

*Twitter [www.twitter@edison_helena](https://twitter.com/edison_helena)

- SeeSaw PK-2; Google Classroom Grades 3-12
- PowerSchool Student Information System
- Honeywell Alert System
- Teacher eBoards

ACADEMICS AND HOME-BASED LEARNING

Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. If some families do not feel comfortable having their child return to school for instruction, or they may be medically fragile and their physician does not recommend returning to school, provisions will be made to provide these students with instruction. Students not returning to traditional classes will be expected to attend their regularly scheduled classes online.

Students will be able to participate in class from home. Webcams have been installed in the classrooms to make that possible.

Saint Helena School's goal is to design flexible instructional plans that work best in both traditional face to face and remote environments.

REMOTE LEARNING/ONLINE INSTRUCTION

In the event that the school has to close in 2020-2021, Saint Helena School will continue to use Google Classroom for Grades 3 to 8 and SeeSaw for Pre-K to Grade 2.

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. 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.

Liturgy and Prayer

- School Masses will maintain social distancing protocols by having grade level in-person Masses, while other classes attend virtually.
- Morning Prayer, Rosary Club, and praying the Chaplet of Divine Mercy will continue virtually as a school community and in the classroom.
- Parents and families will be invited to join in virtual prayer and faith life activities.

Catholic Identity

- Teachers will continue to instill a Catholic worldview in curricular content areas.
- Teachers will relate current events with a Catholic perspective by referring to the tenets of Catholic Social Teaching as a framework to support understanding.

Presence of Leaders

- Father Anthony and Sister Charles will continue to be active participants in new school configurations and be the guiding force in the faith life of Saint Helena School.
- Administration/faculty will continue to minister to families who experience difficulties through the social action club drives and virtual prayer services.

Service Learning Opportunities

- Administration/faculty will continue to promote service learning experiences in virtual spaces as well as find opportunities that would lend themselves to a community response (acknowledgements and prayers to first responders, food drives, etc.)

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.

Attendance is mandatory for in person and/or virtual instruction.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

There will be no extracurricular activities on school grounds. Virtual extracurricular activities will continue. In the event that the current health crisis subsides, this will be reconsidered for implementation based on current health guidelines.

There will be no before care, but aftercare will continue in the gymnasium. All staff/students will adhere to social distancing and cleaning guidelines. Each student will be responsible for bringing in personal games or materials to be used for themselves only. Specific guidelines will be given to parents of students who are involved.

THE PASTOR AND PRINCIPAL HAVE THE RIGHT TO AMEND/MAKE CHANGES IN THIS DOCUMENT AS NEEDED. PROMPT NOTIFICATION WILL BE GIVEN TO PARENTS/GUARDIANS.