



# **RE-ADMITTANCE PLAN**

*IN RESPONSE TO COVID-19*

*August 1, 2020*

# INTRODUCTION

The St. Ambrose School taskforce has 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 our building and grounds. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention, World Health Organization, and the State of New Jersey Department of Education-*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 TIMELINE

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>• Conduct a needs assessment based upon enrollment, survey, and inventory data</li> <li>• Purchase supplies &amp; equipment to disinfect nightly and maintain sanitized areas throughout the school day.</li> <li>• Purchase technology necessary for blended learning and virtual instruction.</li> <li>• Prepare detailed work schedule for staggered entry, hallway transitions, and</li> </ul>

		dismissal <ul style="list-style-type: none"> <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 for in-person instruction</li> <li>• Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies</li> <li>• Adhere to most current restrictions/guidelines</li> </ul>

**HEALTH PROTOCOL AND SCREENINGS**

St. Ambrose school will re-open for in-person instruction in grades Pk-3 through 8 beginning on September 8. Our entry policy includes screening students and employees upon arrival for symptoms and history of exposure. Should staff/student temperature exceed 99.9 degrees Fahrenheit, they will be denied entry and must be fever and symptom free for 24 hours before returning to the school building.

Screenings will also 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 entering our school building. This waiver must be returned on the first day of school.

Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of the following symptoms listed in the waiver:

- 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

Prior to entrance, staff will administer temperature screenings and visual assessments while receiving symptom-free confirmation from guardian.

You will be notified of your child's specific entry location, prior to our start date.

Students will enter the school building wearing a SOLID COLOR, NO PRINT face covering and proceed to their classrooms where teachers will await their arrival. Morning assembly will take place via PA system.

### **Employees:**

School staff members are required to wear face coverings.

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 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:**

Students are required to wear face coverings when entering and exiting the building, transitioning in the hallways, using the restrooms, and during mass.

Students will not be required to wear a face covering during seated instructional time, as our classroom size accommodates the social distancing mandate; however, our school will provide face shields as a more comfortable option when seated, should parents or students so choose.

- 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 and are required to do so when social distancing cannot be maintained.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy must consider students with disabilities and accommodations that may be needed in the screening process for those students.

### **Protocol for Symptomatic Staff and Students**

Individuals who are identified as symptomatic during the school day will be monitored in our isolation room while awaiting prompt guardian pick-up of said student and their siblings.

- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others.
- Students will remain in isolation with continued supervision/ monitoring of symptoms until picked up by an authorized adult.
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If our school becomes aware that an individual who has spent time in our building tests positive for COVID-19, administration will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) is available, accessible, and provided for use.

If an employee or student becomes ill while in the building/on grounds, 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 in an effort to protect 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 tending to the suspected infected person, will 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 by remaining 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 will identify persons who may have come in contact with the suspected infected person via contact tracing. *Unless required by the local health authority, the name of the employee should not be provided.*
- Employees that may have been in contact with a suspected employee/student will be asked to conduct self-screening every morning, and based on the results, contact the HR department for instructions.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly disinfected, in addition to all other common surfaces recently touched by the employee or student.
- Anyone who has been in "close contact" with a positive or potentially positive case (within 6 feet, for more than 10 minutes) must be closely monitored for symptoms.

When an individual tests positive for COVID-19, our facility will immediately notify local health officials, staff, and families of a possible or confirmed case while maintaining confidentiality.

Our facility is 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
- Any other information to assist with the determination of next steps.

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

Negative results of an FDA Authorized test for COVID-19 from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart AND resolution of fever, without use of fever reducing medication AND improvement in respiratory symptoms.

Persons should remain on home isolation at least until 10 DAYS have passed since symptoms first appeared AND at least 3 days (72 hours) with no fever, without use of fever-reducing medication AND improvement in respiratory symptoms

Child/Staff member is not to return to school without a doctor's clearance.

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. School employees, students, and parents should practice staying approximately 6 feet away from others and eliminating contact with others on an off the school grounds.

- Social distancing within the classroom was achieved in our building by ensuring students are seated at least 6 feet apart with consideration to 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.
- Traffic Flow – "Distancing reminder stickers" are placed on the floor to mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet.
- Meetings are limited.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

School staff/students are required to wear face coverings when social distancing cannot be maintained.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Students/Staff will wash their hands properly and frequently throughout the school day.

Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Social distancing practices will still be implemented even with the use of gloves and masks.*

## **CLASSROOM AND COMMON SPACES**

St. Ambrose school staff will use specific signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit other classrooms outside of their team or grade level. Employees must 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. Students are required to wear masks or desk sneeze guards where 6-foot distancing is not feasible. Desks should face in the same direction and be spaced apart. Furniture that is intended to accommodate more than one student needs a partitioning system.
- Teachers will change classrooms to deliver instruction, with students remaining seated at their personal desk.
- Touchless hand sanitizer stations are located in hallways and in every classroom, in accordance with CDC guidelines.

**School Entrances, Hallways, and Common Spaces:**

- Face coverings are required to be worn in hallways and restrooms. Stickers on the floor will help ensure that staff and students remain at least 6 feet apart in lines and at other times.
- Interaction of students between drop-off and entrance to school facilities will be minimal.
- Schedule of staggered arrival and drop-off times and locations will be provided to allow for physical distancing.
- Social distancing in hallways and common areas will be enforced.
- Non-essential interactions between students and staff throughout the school day will be minimal.
- Sanitizer stations are provided at school entrances.
- Signage around school buildings to provide hygiene advice and reminders is posted.
- Schedule to increase frequency of cleaning all surfaces.
- Barrier installed on the school office desk.
- Locker access limited to keep traffic in the hallways within social distancing protocols.

**Other Considerations:**

- Supplies are limited to personal student use stored in child's own art box.
- Electronic devices, toys, books, and other games or learning aids will not be shared and will be thoroughly cleaned and disinfected between uses.
- Student belongings will be separated from others and housed in individually labeled containers, cubbies, or receptacles.
- Circulate outdoor air.
- Allow for additional time in lunch and recess periods to ensure adherence to personal sanitation protocols and to allow for staggered hallway transitions.
- Build in the practice of handwashing throughout the day, during transition times.

**FACILITIES CLEANING**

The safety of our employees and students 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

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use and day
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Several times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	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 (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 a 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.

### SIGNAGE

Signage will be placed throughout the offices and school.



### BUS DRIVERS/BUS PROTOCOLS

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

## RESTROOM USAGE DURING THE SCHOOL DAY

Our school will establish maximum the capacity that allows for social distancing. We will post the maximum capacity sign on the door. There will be limited shared use of restrooms. Staff will keep a log of student usage in order to facilitate contact tracing if necessary.

## RECESS, PHYSICAL EDUCATION, AND LOCKERS

- Staggered A/B lunch and recess schedule to ensure adherence to acceptable hallway, playground, and cafeteria distancing.
- Use of cones, flags, tape, or other signs to create boundaries and designate play areas.
- Teachers will ensure that hands are washed immediately after outdoor playtime.
- Staggered use of playground equipment and adhere to frequent disinfecting protocols.
- Completed inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designated zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).

## VISITORS ON CAMPUS

Visitors are not permitted to enter the school building.

Secretary will accept packages or other items in the vestibule of the main entrance. A drop off box at this entrance is designated for packages.

Should student pick-up be necessary, a staff member will escort student to the vestibule.

## CAFETERIA AND MEAL PERIODS

St. Ambrose School will continue to provide students with the opportunity to purchase lunch through our food service provider **Old School Catering**. Lunch service will be staggered by grade level to ensure proper distancing and rotate between "Lunch 1" & "Lunch 2"

Students in "Lunch 1" will eat first and proceed to recess. Students in "Lunch 2" will have recess first, followed by lunch. We will determine grade level lunch sessions based up our final enrollment in each class to ensure even groupings, since we have sufficient cafeteria seating. Students are not required to share lunch tables.

- Staggered times will allow for social distancing, and clean and disinfect between groups. No family style, self-service, and buffet lunches will be offered, lunch will be boxed and prepared by our food service provider.

- Tables/surfaces will be sanitized between each meal service, pursuant to the protocols outlined here by the Environmental Protection Agency (EPA).
- Students will be spaced at least six feet apart in the cafeteria.
- Individuals must wash their hands after removing their gloves or after directly handling used food service items.
- Plated meals will be served individually in pre-packaged containers.
- Students are not permitted to share food.
- Disposable food service items (e.g., utensils, dishes) will be provided.

## **SNACKS AND FOOD DELIVERY**

Snack time is permitted, and students must bring their own snack items and drinks to school. The school will not provide snacks to students until further notice. No food is to be delivered and meals are to be kept at students' assigned spaces.

## **COMMUNICATION WITH FAMILIES**

To stay updated on the most current information:

1. Teachers, students, and parents are to check their email often.
2. We encourage you to visit the school website and Facebook page for updated information
3. Guardians are encouraged to log into PowerSchool Student Information System as well as their child's virtual learning communication platform.
4. We encourage you to listen/read school messages via Honeywell Alert System.

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

Presently, St. Ambrose School is returning to traditional in-person classroom instruction in September 2020; however, should the need to transition to remote learning occur, our school is prepared to provide instruction via a virtual learning platform.

St. Ambrose School also plans to offer our virtual instruction option to families who are currently comforted by distance learning or medically fragile and their physician does not recommend returning to school. These virtual lessons will be conducted from the classroom via webcam during the same time as your child's regularly schedules class sessions.

Should parents opt for the virtual learning option, our school will host a meeting to discuss the expectations that surround the virtual platform, at which time parents will be provided with a form consenting to adhere to these expectations. These expectations include, but are not limited to dress code, student location, expected sign-on time, mature conduct, timely assignment submissions, participation, and lesson clarification.

It is important to note that **families who choose our virtual platform must remain virtual until the end of the marking period, unless there are extenuating circumstances that are discussed with parent, teacher, and administration.**

Students are not permitted to vacillate between in-person and the virtual platform at their

discretion. At the conclusion of each marking period, families can shift to in-person/virtual option should they feel it necessary.

The goal of St. Ambrose School is to design flexible instructional plans that work best in both traditional and remote environments and include:

- The creation of cross-curricular project-based assessments to facilitate more meaningful, interdisciplinary units that can be successfully delivered and completed in-person or remotely.
- Ensuring that all instruction includes modeling of expectations/skill introduction, guided practice, peer discussions/collaborative work, student/teacher goal setting & reflection, rigor/higher-level activities.
- Reviewing and implementing best practices to differentiated accordingly
- Adjusting school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Creation an "early warning system" to identify students who may be exhibiting academic and/or behavioral concerns and provide the opportunity for various intervention strategies.
- Developing a plan for benchmark screening and intervention delivery during in-person and remote learning.

## **CATHOLIC IDENTITY**

The mission of St. Ambrose School is to cultivate confident and reflective life-long learners, whose personal goals and achievements are rooted in a foundation of Catholic doctrine, social self-awareness, and engaging academic experiences. The students of St. Ambrose are inspired to be dynamic members of our community; supporting each other while embracing the challenges of today with a positive and assured mindset.

Our school community prides itself on the ability to integrate our Catholic identity and the guiding principles of our faith all throughout the academic workday. Catholic values are infused across all grade levels and all subject matter through our morning assemblies and prayer service centered around the daily gospel message, religious education classes, "Living the Mission Challenge" and peer interactions. Participation in liturgy and prayer will continue for both traditional in-person and remote settings. Service-learning opportunities will remain a priority in our schools. Our school will continue to celebrate Mass together every Friday. Although social distancing guidelines prevent us from celebrating together as a whole school unit, we will create a rotating schedule of classes to attend Mass in-person to represent our school. Those classes who are not scheduled to attend in-person will view the live-streamed option from their classrooms.

## GRADING AND ATTENDANCE POLICY

Students are expected to complete provided assignments in their entirety and submit on time. The grading and attendance policy is located in the school handbook.

## ONLINE INSTRUCTION

### Lesson-enhancing technology provided by our school

- Document Camera- featuring top down and self-view amplification, adjustable for distance learning and video calling. Available to stream from Skype, Zoom, Google Hangouts, Meet, Microsoft Teams, FaceTime, YouTube Live and Facebook Live. Compatible with Mac, Windows PC, and Chromebook. 3 axis camera head rotation and multi-jointed. Detachable camera head. Compatible with standard tripod mount, live projection, snapshot, and video recording, stop motion animation, time-lapse recording for homework, and add-ons for Google Slides/Docs/Sheets/Forms and Flipgrid. Easy integration with Google Drive and Google Classroom.
- Lapel Microphones/voice amplifiers
- Ceiling mounted projectors that connect to the internet and project onto classroom whiteboards for enhanced skill modeling/instruction.
- Extension for projectors -- using Chromecast & HDMI cords
- IXL.com- Differentiated, skill-based, online-program
- Tynker.com- Enhancing technology curriculum with coding in grades K-8

### Information included in Parent/Student Virtual Learning Contract:

- Parent must ensure a stable home Wi-Fi connection and device. School can provide a device if need be.
- Students must be present for teacher attendance and signed on to homeroom class via Zoom/Google Hangout room for morning assembly by 7:45am.
- Students must be logged-in, on time, to the classes pertaining to their specific grade level, and prepared with all expected materials.
- Attendance will be taken by each departmentalized teacher (grades 4-8) at the start of each period.
- Students must ensure successful log-on of their Google Classroom accounts/Zoom meetings and allow ample time, prior to the lesson, when reaching out to their teacher for log-on help.
- All expectations and deadlines regarding assignment submission are consistent for both in-class and virtual students.
- Students must be visible to the teacher, seated upright at a table, and adhering to dress code policy.
- Students must be free of distractions: (i.e. eating, background noise, toys, pets) while their class is in session.
- Headphones are required
- It is the student's responsibility to contact his/her teacher for any missed assignments when marked absent, and to adhere to all deadlines for assignment submissions.
- Assessments will vary between oral responses, textbook/teacher created questions submissions, ILX program assessments, short answer responses submitted during the class session, essays/reports, and projects.
- Parent must ensure that their child is adhering to these guidelines while based at home.
- Teacher will sustain consistent parent/student communication practices and update grades in PowerSchool on a weekly basis.

## **EXTRA-CURRICULAR ACTIVITIES:**

Extra-curricular activities are currently paused. We will keep you apprised of the most updated information regarding clubs, should we reconvene.

## **BEFORE AND AFTERCARE PROGRAMS:**

- Our school building will open at 6:30am for before care and provide aftercare to students until 6:30pm.
- Child-care will adhere to the same social distancing and sanitation guidelines as our standard school day.
- Once the building is vacated no one may return until school reopens the next day
- Use of school facilities will be restricted.
- Drop-in before/aftercare is not permitted