

THE ROAD FORWARD

Return to School Plan

Saint Helena School



INTRODUCTION

It is our hope that things will return to normal this coming school year, but we will be guided by science, the Department of Education (NJDOE), and the Department of Health (DOH) We anticipate potential updates prior to the start of the school year, as additional federal recommendations from the Center of Disease and Prevention (CDC) become available.

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

PROTOCOL for EMPLOYEES AND STUDENTS

Upon arrival, staff and students will be required to wear a face mask. Depending upon circumstances, temperatures may be taken outside of the school.

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

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.

Individuals whose status can not be determined as fully vaccinated will be considered not vaccinated.

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

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 staff and students will continue classes on 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 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.

Masks

Wearing masks is an important prevention strategy to help slow the spread of COVID-19, especially when combined with everyday preventive actions and social distancing.

For the beginning of the 2021-2022 school year all staff/students will be required to wear masks.

The following principles apply to the use of masks in schools:

- Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are **not recommended**.
- Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet.
- Disposable face masks should be changed daily or when visibly soiled, damp or damaged.
- Students, teachers, and staff should have access to additional disposable or cloth masks in case a back-up mask is needed (e.g. mask is soiled or lost during the day).
- **Transportation:** Per Order of the CDC, passengers and drivers must wear masks on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in the Order.

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 3 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 3 feet apart and considering the flow of student traffic around the room.
- Taped lines on the floor will remain so that students will be reminded to keep socially distant.
- When weather allows, windows will be opened and fans will be on to allow for greater air circulation.
- Students will be given opportunities throughout the day to use the bathroom and wash their hands while following social distancing rules.
- All water fountains will be disconnected, and staff/students will be required to bring water in a plastic container.

HYGIENE PROTOCOL

- Teachers will teach and reinforce hand washing with soap and water for at least 20 seconds. Hand sanitizer will be available throughout the building for use.
- Hand hygiene should take place:
 - Upon arrival at school.
 - Before and after meals and snacks.
 - After going to the bathroom.
 - After blowing nose, sneezing, or coughing into tissue.
 - When hands are visibly soiled.

TRANSPORTATION

School buses should be considered school property for the purpose of determining the need for prevention strategies. Schools will follow the protocols outlined by the local district providing busing.

- Masks must be worn by all passengers on buses, regardless of vaccination status per CDC's Federal Order.
- If occupancy allows, physical distance between students will be maximized.
- If possible, windows will be opened to increase airflow in buses and other means of transportation.
- Daily, high touch surfaces will be cleaned.

SHARED SUPPLIES AND EQUIPMENT

- Adequate supplies (i.e. classroom supplies, equipment) to minimize having students share their supplies with others will be ensured.
- The use of shared items will be discouraged..

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
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

Hand sanitizing stations will continue to be placed throughout the building.

- In each classroom.
- At entrances and exits of buildings.
- Near lunchrooms and toilets.

RECESS and PHYSICAL EDUCATION

- Staff/students will wash hands immediately after outdoor playtime if they go outdoors.
- Students **may not** bring in their own playground equipment.

CAFETERIA AND MEAL PERIODS

At this time, the school will not provide students with the opportunity to purchase/eat lunch in the cafeteria. Students will eat lunch in the cafeteria at socially distant tables.

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:

1. Teachers, students, and parents need to check their email often.
2. Visit the school website <https://www.sthenaedison.org/>
3. Follow our social media platforms

*Facebook <https://www.facebook.com/St-Helena-School-Edison-NJ-365795827128379>

*Twitter www.twitter@edison_helena

4. SeeSaw PK-2; Google Classroom Grades 3-8
5. PowerSchool Student Information System
6. Honeywell Alert System
7. Teacher eBoards

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.

SCHOOL NURSE

Parents are strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should not attend school. Parents should know about the importance of monitoring symptoms and keeping children home while ill. Parents should provide clear reporting of symptoms and reasons for absences.

Students should not be sent to school when sick. NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school:

- At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR
- At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder. For students with chronic illness, only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.

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, he or she 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 a 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 will 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, immediate notification to local health officials, staff, and families of a possible or confirmed case will be made, while maintaining confidentiality.

The school nurse 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.
- Any other information to assist with the determination of next steps.

Regardless of vaccination status, if a student or staff experiences COVID-compatible symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2.

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.

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.
- Morning Prayer, Rosary Club, and praying the Chaplet of Divine Mercy will continue as a school community and in the classroom.

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 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 prayer services.

Service Learning Opportunities

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

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

At this time there is no information on sports and extracurricular activities. As things come to light we will share that information. In the event that the current health crisis subsides, this will be reconsidered for implementation based on current health guidelines.

Before care and 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.