



Faith + Caring + Excellence

# **RETURN-TO-SCHOOL PLAN 2021-2022**

*IN RESPONSE TO COVID-19*

St. Matthias School  
Somerset, NJ

## School Reopening Taskforce

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*Thank you to the task force members in the creation of this document. Their expertise and commitment to Catholic education is commendable.*

## 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 Forward*. 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/k-12-guidance.html>

New Jersey Department of Education:

<https://www.nj.gov/education/roadforward/>

General Guidelines for the Control of Outbreaks in School and Child Care Settings:

[https://www.nj.gov/health/cd/documents/topics/outbreaks/School%20Exclusion%20List\\_9.2018.pdf](https://www.nj.gov/health/cd/documents/topics/outbreaks/School%20Exclusion%20List_9.2018.pdf)

American Academy of Pediatrics:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/>

\*This document may be revised at any time by the Principal or Pastor.

**GUIDING PRINCIPLES**

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

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

**PHASES AND TIMELINES**

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

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

## HEALTH PROTOCOL AND SCREENINGS

Faculty and staff will have their temperature taken daily. Staff must visually check students for symptoms upon arrival every day and temperature will be taken by the homeroom teacher each morning. We will not be using PinPoint this year. Please do not be concerned with the number of absences your child may have this year. They will not count against your child. We want all families to air on the side of caution when sending in your child to school. If they are exhibiting any symptoms, please keep them home.

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 100.4°F
- Known close contact with a person who is lab confirmed to have COVID-19

### Employees:

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

- All teachers, faculty, staff members must wear a face mask for the entire day in which they are interacting with others. The only exception is for health issues which prevent the wearing of a mask. This face mask should be the personal property of the teacher and disposable masks will be made available by the school in emergency situations. **This is for vaccinated and unvaccinated staff.**
- All school personnel will be required to be fully vaccinated by Oct. 18 or undergo regular COVID-19 testing.
- Physical education will be held outside. If there should be inclement weather and during the months of December through March, Health/PE will be taught in the classroom with the gym teacher also pushing into each homeroom/sub-cohort.

- 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 COVID-19, the school, the 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 must wear face coverings; unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Face masks should be worn all day and sent from home. If a student has an issue with their mask during the course of the day a disposable mask will be provided. **This is for both vaccinated and unvaccinated students.**
- Masks with exhalation valves are **NOT** allowed at SMS.
- Students will go from class to class. Desks will be wiped down when the students come in and at the end of each class.
- Students will be 3 feet apart in classrooms and in the cafeteria. Desks and tables will be facing in the same direction.
- Limited group work will take place within the classroom with precautions taken (i.e., barriers).
- PreK naptime will be head to toe, and cots spread out throughout the classroom.
- Any student that needs help tying their shoes are asked to please purchase shoes that do not tie.
- Masks do not need to be worn outside at recess or outside at PE, unless a child wants to wear them.

**Morning Arrival and Dismissal Procedures**

ARRIVAL

- **Grades 1-8:** The driver is to drive to the back of the school and STOP at the second set of cafeteria doors. Turn the car off.
- A teacher will be waiting there to let the child in through the back cafeteria door.
- The Driver is not to get out of the car.

## RETURN TO SCHOOL PLAN

- Please have your children ready to exit the car as soon as you arrive at the cafeteria doors. Remember that there are cars behind you.
- **Pre-K and K children, and siblings:** Students will be dropped off in the front of the school building. The driver is to pull up to the far door, and turn the car off. A teacher will assist with getting your child out of the car.
- There is no parking in any of the lots behind the school and church.
- There is to be NO passing of any other vehicle while children are exiting their cars.
- As soon as each student arrives at his/her classroom, the teacher will greet the child and take their temperature. If the child has a temperature or exhibits any signs of COVID-19, they will be sent to the nurse to be picked up.
- If the student's temperature is below 100.4 degrees the student will be allowed into their classroom.
- Prior to the start of the school day and periodically throughout, the students will be directed to wash their hands. Hand sanitizer is consistently available in each classroom and in all public areas.

### DISMISSAL

#### **WALK LINE**

- The walkers will be dismissed using the front staircase to the main office, escorted by a teacher and safety patrol.
- A crossing guard is on duty at Leupp Lane and JFK Blvd. This line is strictly for walkers only.
- Students who do not walk home will NOT be dismissed from the front of the school.

#### **ASP LINE**

- A safety patrol will accompany students down the center staircase to the cafeteria.

#### **STUDENTS PICKED UP BY CAR** - Teachers will wait until their class is announced.

- Using the center staircase, students will wait for parents or designated adults to come to the coned area at the back of the school by the center cafeteria doors.
- Students will wait for the teacher to dismiss them.
- Parents are to go to their cars with their child immediately. The use of the playground is off limits after school. It will only be used during the school day and for ASP. Likewise, this is NOT the time to have a conversation with your child's teacher. Please schedule an appointment if necessary.

**In the event that we have bus service, these guidelines will be adjusted accordingly.**

## **COHORTS**

In an effort to maintain students having limited contact with other students we will be grouped as cohorts. Cohorts will give us the ability to contact trace more quickly. Additionally, it allows us to contain any potential issues for fewer students and personnel.

A cohort will be made up of the students in particular grade levels. Each grade will also have a sub-cohort which will be the individual homerooms in each grade (i.e., 5A and 5B).

Cohorts in Cafeteria: PreK4 & Kindergarten; Grades 1-3, Grades 4 & 5, Grades 6-8 Each grade level will be separated by at least 6 feet in the cafeteria. Each child will be separated by three feet at each table.

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

- 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.
- Continuous monitoring of symptoms will take place.
- Ill individuals with COVID-19 compatible symptoms who have not been tested or individuals who tested positive for COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms.
- Persons who test positive for COVID-19 but who are asymptomatic should stay home for 10 days from the positive test result.
- An alternate diagnosis (including a positive strep test or influenza swab) without a negative COVID-19 test is not acceptable for individuals who meet COVID-19 exclusion criteria to return to school earlier than the time frames above.
- Follow the 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.

## RETURN TO SCHOOL PLAN

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. The nurse's office will only be used for non-suspected COVID-19 cases. If a student or staff member exhibits COVID-19 symptoms they will be monitored, attended to, and remain in the isolation room which is directly next door to the nurse's office.

Once the employee or student arrives in the isolation room, they will immediately provide them with a mask and gloves. The nurse must call the local health authority and seek advice regarding transportation and location.

- The nurse and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

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

We 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 the next steps.

- In conjunction with the Board of Health and schools' office determination of closures, disinfecting and length of potential closure will be made.

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

In order for a student or faculty member to be allowed to return to the building after having a confirmed case of COVID-19 they should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms.

Persons who test positive for COVID-19 but who are asymptomatic should stay home for 10 days from the positive test result. An alternate diagnosis (including a positive strep test or influenza swab) without a negative COVID-19 test is not acceptable for individuals who meet COVID-19 exclusion criteria to return to school earlier than the timeframes above.

Exposed close contacts who are fully vaccinated and have no COVID-like symptoms:

- Do not need to quarantine, be excluded from school, or be tested following an exposure to someone with suspected or confirmed COVID-19. Should still monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing and inform their health care provider of their vaccination status at the time of presentation to care.

Vaccinated/Unvaccinated Individuals:

- From Road Forward: "Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.(updated 8/21)"

## **PERSONAL HYGIENE AND HEALTH**

**IT IS IMPERATIVE** that any student, faculty, or staff member who is suffering any of the following symptoms need to remain home until these symptoms are gone.

- Any upper respiratory issues
  - Sore throat
  - Fever
  - Nausea
  - Vomiting
  - If you have been in contact with anyone who has been confirmed to have COVID-19
- 
- When calling your child out as being ill or a teacher who calls out sick; it will be necessary for you to tell us specifically what is wrong with them so that we can monitor their cohort and teachers for any similar symptoms.
  - Anyone entering the building must have their temperature taken and if they have a temperature of 100.4° or above for students or 99° for adults, they will be sent home immediately until they are fever-free for 24 hours.
  - All faculty, staff, students, and volunteers who enter the building must wear a mask. Volunteers and other visitors will have limited entrance into the building.
  - All teachers will conduct a hygiene lesson for their first class with all of their students. This will result in students participating in this content several times during the first days of school which we feel is vital to instilling these new norms into their classrooms. Teachers will be given an outline of what has to be covered to ensure our students are all hearing the same message in age-appropriate manners.
  - Hand washing schedules will be part of every students' day.

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. St. Matthias School employees, students, and parents should practice staying approximately 3 feet away from others and eliminating contact with others.

- We will provide for social distancing within the classroom and throughout the facility to the maximum extent practicable. This can be achieved by ensuring students are seated at least 3 feet apart and considering the flow of student traffic around the room.
- If any of our classrooms or other common areas are not able to maintain this physical distance, an additional modification will be made such as having barriers in place between 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 3 feet.
- Windows will be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Water fountains will shut down and be unable to be used until further notice. We are allowing students to bring in their own bottles of water for consumption throughout the day. Water may also be purchased from the cafeteria.
- Each classroom and area of the school has an individual air conditioner which prevents any recirculation to other locations in the school. HEPA filters will be changed with increased frequency.

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

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

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

School staff is required to wear face coverings unless doing so would inhibit the individual's health. Students must wear face coverings; unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. ***This is for both vaccinated and unvaccinated individuals.***

- Mask Guidance from CDC: The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. 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.

The school will have hand sanitizer and soap available but we encourage students to carry their own hand sanitizer as well. We will have masks available for emergency circumstances and we will be using CDC and EPA approved disinfecting for all surfaces within the building.

*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.

St. Matthias staff will use the signage provided to indicate the room for sanitizing and disinfecting. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Teachers will need to conduct a wipe down of touch surfaces in their classroom a minimum of two times per day.

### **Classrooms:**

#### Room Physical Setup

Student and teacher desks will be set up using social distancing protocols and facing all in the same direction. Additionally, the following procedures and items will be put in place:

- Teacher and custodial crews will be using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Windows in the classroom will remain open at all possible times in order to increase airflow within the school, and fans will be on.
- We will allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer in every classroom, in accordance with CDC guidelines.
- Teachers, faculty, staff members, students, and visitors must wear a face mask for the entire day in which they are interacting with others. The only exception is for health issues which prevent the wearing of a mask.
- Student desks/tables will be disinfected at the beginning and end of each class.
- Physical Education will be held outside. If there should be inclement weather and during the months of December through March, Health/PE will be taught in the classroom with the gym teacher also pushing into each homeroom/sub-cohort.

### **Classroom Sanitizing:**

- All touch surfaces inside the classroom including but not limited to desks, tables, shelves, doorknobs must be wiped down using disinfecting wipes or spray solutions by the teacher twice daily. Once mid-morning and once in the early afternoon.

### **Use of Manipulatives/Lab Materials**

- Manipulatives and all lab materials will be wiped down/sprayed with disinfectant after each use.

### **Student Hand Washing**

All classrooms will adhere to a strict handwashing protocol. Handwashing utilizing in classroom hand sanitizer stations (which are filled with the required 60% alcohol hand sanitizer) should occur *minimally* as follows

- Each time a student, teacher, or faculty member enters the classroom.
- Before the class leaves for lunch.
- After returning to the classroom after lunch/recess.
- Once in the morning
- Once in the afternoon
- After the use of the bathroom, hands should be washed for at least 20 seconds with water and soap. Students will be asked to sanitize their hands again upon entering the classroom.
- Anytime a student sneezes or puts their hands near their mouth or nose

Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby, etc.).

Upon entering and exiting the building face masks must be worn by the entire school population. Students will always remain to the right in hallways, staircases and any time there is movement outside the classroom. Additionally, there will be marks indicating three feet of distance in hallways and the cafeteria.

**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**

<b>Category</b>	<b>Area</b>	<b>Frequency</b>
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<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

**For Early Childhood programs, when possible:**

- Keep children three feet apart during nap time (can have cots oriented head to foot), when eating, and doing other activities.
- Limit group learning activities like reading circles.

- Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:
  - at the start of the day when children enter the classroom
  - before snacks and lunch
  - after using the toilet or helping a child use a toilet
  - after sneezing, wiping, and blowing noses
  - after snacks and lunch, particularly if hands are sticky, greasy or soiled
  - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to handwashing 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 as provided by the Diocese of Metuchen.



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

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

## **Recess and Physical Education**

- Classes/cohorts will be staggered for recess time.
- Masks are optional outside during recess.
- Social distancing protocols should be followed between classes / sub-cohorts, while at recess. The groups/cohorts should have at least 3 feet of open space between them. Specific areas will be designated during recess to avoid classes/cohorts mingling.
- Students will wash their hands immediately after outdoor recess.
- Use of the playground equipment is allowed.
- There will be use of equipment during recess and gym; Equipment will be sanitized daily. If the equipment is also needed for physical education, the equipment would need to be disinfected between each use.
- Organized play/activity will be arranged when and if necessary.
- As usual, students are to wear their SMS gym uniform on gym days only.
- Spiritwear sweatshirts may be worn in classrooms when weather gets cooler, since windows will be open.
- All PE classes will take place outdoors unless the weather impedes such activity.
- Specific areas for PE will be established on grass areas and blacktop areas.

During inclement weather, PE classes are to be held in the classrooms and Health/PE will be taught.

## **EXTRACURRICULAR ACTIVITIES**

Clubs and any other after school activities will continue to be evaluated and as of the opening of school will be resumed at the start of October. Sanitizing and other precautions will be taken at each of the activities.

## **VISITORS ON CAMPUS**

Visitors and volunteers within the school building are limited. Visitors must wear masks at all times. This includes those volunteering to help out within classrooms, and the lunch room. It is highly recommended that visitors and volunteers be vaccinated.

## **CAFETERIA AND MEAL PERIOD**

The school will continue to provide students with the opportunity to purchase lunch. Meals will be brought to the PreK3 classroom. All other cohorts will eat in the cafeteria.

- Lunch tickets and cash can be used in the cafeteria.
- NO child will be left without lunch. If a child forgets his/her lunch, that lunch will be charged.
- Students may bring their lunch to school; especially students with food allergies.
- Students must wash their hands before and after eating. Keeping hand sanitizer in a lunch box is recommended.
- All classes and/or cohorts will enter the cafeteria by way of the back staircase.
- When students are called to obtain their lunch, they will stand in line 3 feet apart from each other. No more than 3-4 students are to be in the kitchen at any given time. When exiting the kitchen, students are to remain three feet apart.
- Every student will be assigned a space at a table. Students will be seated on one side of the tables, all facing the same way, and approximately three feet apart. No child is to get out of his/her seat without permission.
- As usual, students will be directed when to clean their space and throw out their trash.

- The class/cohort that will be going outdoors for recess will exit the cafeteria by way of the center doors. Classes/cohorts returning to class will use the center staircase as well.

## **SNACKS**

Bringing refreshments 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.

## **COMMUNICATION WITH FAMILIES**

School Specific: To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often
2. Visit the school website and teachers' individual pages
3. Follow our social media platforms
4. Constant Contact
5. PowerSchool Student Information System
6. Swift K12 Alert System
7. Teachers' Google Classrooms/Seesaw Classrooms

## **VIRTUAL LEARNING GUIDELINES: FROM THE DIOCESE OF METUCHEN**

Some students may need to quarantine due to COVID, potential exposure or being asymptomatic with COVID. These students will complete *asynchronous* learning that occurs virtually online and through prepared resources, but without real-time teacher-led interaction. Students will receive work from their teacher; this work may be modified to meet their needs.

If a whole class needs to be quarantined, then students will be expected to attend their regularly scheduled classes via live streaming.

St. Matthias School's goal is to design a flexible instructional plan that works best in both traditional face to face and remote environments. The following should be considered:

- Teachers will be trained in the use of the necessary hardware.
- Teachers will go through professional development on how to move from surviving online to thriving online.

- Teachers will have training in the use of Google Meets and Google classroom.
- All instructional experiences will include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires the strategic use of synchronous and asynchronous lessons.
- Review and implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Make adjustments to school-based service plans for students to account for accommodations and modifications needed in a remote learning environment.

**Please Note: There is NO virtual option this year. All students will be full-time in the classroom. This virtual option is for the quarantining of full classes ONLY due to COVID.**

## **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 schools.

## **REMOTE LEARNING**

In the event that the school has to close in 2021-2022, we will follow the guidelines that appear in our virtual learning plan for expectations and our schedule.

The school will use Google Classroom and Google Meets and/or Seesaw for all students in preschool through eighth grade. Each teacher will establish their own Classroom and Meet code.

## **ONLINE INSTRUCTION: Whole School Closure or Whole Class Quarantine**

The virtual learning plan that was created last year will continually be updated and reviewed. During the 2021-2022 school year, all teachers 1-8 will follow the daily in-person schedule that has been established. Students will follow their schedules as well. Times will be modified as needed by the administration alone.

All assignments will be collected via Google Classroom/Seesaw. Google Meets/Seesaw is our online component to help deliver daily live instruction from the classroom teacher.

## **BEFORE AND AFTERCARE PROGRAMS**

### BSP/ASP

Students who will be part of this school program will need to adhere to these standards. If they are not able to, they will be unable to participate in BSP or ASP.

### **BEFORE SCHOOL PROGRAM**

- Prior to entering the building students will be met at the door by a member of the BSP staff. Parents should have masks on when dropping students off. Students will have their temperature taken outside the building.
- Students will need to sanitize their hands upon entrance.
- Students will be seated three feet apart and need to remain in their seats until they are sent to their classrooms.

### **AFTER SCHOOL PROGRAM**

- Students will enter ASP and have their temperature checked. Any student with a temperature will not be admitted but will be sent to our quarantine room to await pick up.
- Students will have to sanitize their hands immediately.
- Students will be assigned to tables by age groups and spaced three feet apart.
- Students will need to request the bathroom and the number of students in each restroom will be monitored and each student will be signed in with a timestamp.
- The bathroom surface areas will be wiped down with disinfectant every thirty minutes.
- Students cannot share any food or drink during snack time.
- Students will be allowed homework time. Grades 4- 8 will have use of their chromebooks.
- Staff and students during ASP will wear masks.
- The use of the toys in ASP will be limited due to disinfecting requirements.
- There will be playground time that will follow the guidelines required in gym class or recess.
- Tables and chairs will be wiped down after snack time as they will at the conclusion of the program each evening.
- When arriving to pick up your child(ren) you will need to wear a mask. You will be met at the door, asked to remain outside, your children will be called for, and you will sign them out while waiting for them outside. We ask that you please bring your own pen to do so.