

# Levels of Operations for St. Edward's Catholic School in Response to the COVID-19 Virus Spread

## **St. Edward's Catholic School Goals:**

- Health and safety of students and staff
- Bringing our students/families/community closer to God and the teachings of Christ
- Connecting with our students in order to serve them academically, spiritually, emotionally and socially

## **Focus on the three W's:**

- Wash hands
- Watch distance
- Wear a mask (where distance is not possible)

The following documents outline our plan to open St. Edward's Catholic School for the 2020-2021 school year. Thank you for your feedback in the form of emails, personal conversations, etc as we continue to navigate this difficult time. We appreciate the communication between staff and family and know that this is a cornerstone of why you choose St. Edward's Catholic School for your children. Regardless of what precautions we put in place, we know that our students, families and community are affected. We appreciate the understanding and the willingness to be flexible as we try to implement a plan that supports our students' education. It is our hope that we can implement precautions in a way that maximizes student achievement, protects vulnerable students and staff members, and mitigates the spread of COVID-19 within our school buildings.

The protocols outline how our school will operate given the level of COVID-19 spread in our community. While we all desire to return to business as usual, it is important to plan for the different situations we might encounter during the school year. We now have plans in place which will allow us to continue educating our students in four different levels of COVID-19 spread. We will work closely with the South Central Public Health District to determine what the COVID-19 level is in our community using a set of metrics that they are currently developing.

All three levels of Green, Yellow and Orange protocols allow all students to be physically in school at normal times. Red will be a hybrid model of online and small group instruction in the school. Ideally, we would not have to use the Red protocols as they limit the amount of time students are physically at school and we know this type of protocol could disrupt families' work schedules. Because of this, there are relatively strict guidelines in place during Yellow and Orange to help mitigate the spread of COVID-19 and to keep us from needing to move into the Red level.

We will be utilizing Lindsey Caton during this time as a Distance Learning Facilitator. She will be working with staff, students and parents to provide online learning if and/or when it is necessary for short-term or long-term absences. She will work with teachers to be sure that students are provided with the current curriculum so that all students are kept up-to-date with what is being taught in the classroom.

The protocols also outline how St. Edward's Catholic School will handle cleaning protocols, food services precautions, and additional guidance for parents and staff to help keep our schools operational during the pandemic.

### **Green: Traditional Schedule (No Community Spread)**

- Cleaning/disinfection-plan in compliance with SCPHD regulations
- Encourage parents to screen students every morning before attending school and keep symptomatic students home (see Absence Info for details)
- Plan for vulnerable students/staff:
  - Staff: may have opportunities to work online and/or take extra precautions within that teacher's classroom, FLMA will be considered as well
  - Students: Online options--Seesaw for Preschool and PK through 2nd, Google Classrooms for 3rd through 7th
- Protocols for social distancing
  - Maintain social distancing as much as possible:
    - Discuss social distancing with students and teach and reinforce hand hygiene and respiratory etiquette
    - Limit classroom activities that don't allow for 6 feet of distance between students as much as possible
    - Limit/avoid mixing of student groups to reduce potential exposure (see Specific Information for Daily Protocols)
    - Separate desks/tables in the classroom as much as possible
    - Limit/avoid activities with large gatherings where social distancing cannot be maintained
- Sick or symptomatic staff and students will not be allowed at school until return to school status is met. (See St. Ed's Absence Info). Staff/students who are deemed ill during the school day will be allowed to rest in the "health room" until arrangements can be made to get them home
- A specialized delivery plan will be available in the event students remain home for extended periods of time
- Signs will be posted in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures
- Ensure policies and practices don't encourage students/staff to come to school sick

### **Yellow: Modified Traditional (Minimal Community/School Spread)**

- Yellow level will include the same protocol as Green level but with these changes:
  - Face coverings recommended for employees and students in cases where social distancing is not possible
  - Limited visitors/volunteers from non-school related persons-require face covering for all visitors in cases where social distancing cannot be maintained

### **Orange: Modified Traditional (Moderate Community/School Spread)**

- Orange level includes all measures in Yellow level with the following changes:
  - Changes in basic protocols:
    - Lunch schedule--students will eat in classrooms for breakfast and lunch (sack lunches provided)
    - Drop off and pick up--students will be dropped off by parents in the back parking lot, temperature checks will be done on all students and adults entering the building using infrared thermometers; pick up will be outside in the back parking lot--teachers will bring students out to the parking lot to assigned areas and then we will release siblings as parents/drivers arrive

- Library usage--library will be used in small groups (3 or 4 students) with cleaning occurring between each group
- Release times (including passing times) may include use of masks if social distancing cannot be maintained

### **Red: Small Group/distance Learning Hybrid Schedule (Substantial Community/School Spread)**

- Red level will include all the previous measures in Orange level (for groups still on campus) with the following changes:
  - If daycares are still considered as essential under the SCPHD then our preschool/daycare will still continue in session with the following changes:
    - Cold lunch provided by the parent for full day students, morning preschool will be picked up before lunch and afternoon students will be dropped off after lunch
    - Half day AM students will need to be picked up by 11:30 AM and half day PM students cannot be dropped off before 12:30 PM
    - After School care will be provided to preschool students only
  - Students will be completing online work as assigned by teachers.
    - Preschool through 2nd will use Seesaw as their platform.
    - 3rd through 7th will use Google Classroom as their platform.
  - Students, identified by St. Edward's staff, can/will be brought in for learning in small groups and/or individual work:
    - Students will be scheduled so that no interaction will occur between small groups or individuals
    - Masks will be required for all staff and students in the building
    - Cleaning/disinfection will occur between groups or individuals

### **Specific Information for Daily Protocol**

- Drop-off (morning):
  - In Yellow or Orange levels students will wear a mask while entering the building:
    - Students will wear masks while in the cafeteria unless they are eating and be masked as they walk to the classroom--once a student has entered the classroom they can unmask.
  - All students will be dropped off in the back parking lot of the school and will enter the building to go eat breakfast (7:30 AM to 8:15 AM) or go straight to their classroom (8:15 AM or later).
  - Staff members will ask the parent/student how their child is feeling today or if they've checked their temperature. If necessary, staff members will do a quick check (infrared thermometer).
  - Students can eat breakfast while social distancing and may be sent up to their classrooms, by a staff member, if the cafeteria is too full.
  - 8:15 AM students will go to their classrooms--masks will/can be taken off when they are in their classroom(s).
- Pick-up (after school) Yellow and Orange Levels:
  - All students will wear a mask while leaving the building
  - All students, who are being picked up immediately, will be taken to the parking lot and will wait for their rides
  - All students, who are attending after school, will be taken to the cafeteria to wait with Miss Taylor until 3:45 PM

- After School:
  - Parents are asked to fill out our Google Form (use this link to fill out the form: [After School Care at St. Ed's](#)) to let us know when your child will be staying after school on a regular basis. We understand that situations arise on an inconsistent basis in which a parent may need after school care but to ensure enough staff members to cover the after school program, we ask that you give us as much warning as possible.
  - Depending on the number of students at after school, the oldest  $\frac{1}{3}$  of students will be in a classroom with a teacher and will have time to do homework and/or read. The middle  $\frac{1}{3}$  of students will be with Miss Taylor in the basement playing or reading together and the last  $\frac{1}{3}$  will be afforded play time on the playground. Groups will be rotated as determined by Miss Taylor.
  - Student pick up will only be done through the downstairs door going into the cafeteria. Please come through those doors, wait at the entrance and your child(ren) will be brought to you.
- **FIRST DAY OF SCHOOL:**
  - With special recognition of the first day of school, staff members will be in the back parking lot to take pictures with their students in front of our St. EDWARD'S backdrop
  - Supplies can be brought to the back parking lot and dropped off in designated areas on Monday, August 17th and Tuesday, August 18th.
  - Mrs. Hild will do a Facebook Live at 9 AM during the first day of school so that students can say hello to parents and check out their classrooms. You can also ask questions during the Live time and we will answer them!
- Recess time:
  - Middle school students (5th through 7th grades) only have lunch and lunch recess, preschool through 4th grade will have morning/afternoon and lunch recess.
  - Green and Yellow levels will have students on the same floor having the same recess
    - Preschool through 2nd (on the blacktop)
    - 3rd and 4th (at the park)
  - Green and Yellow levels will have the teacher escorting students out of the building with social distancing in place
  - Middle school students will be asked to wear masks during passing times if not able to maintain social distancing
  - Orange level will have teachers taking their students out to the playground on an individual basis--each class will have their own recess at a time that works for their schedule with cleaning measures between each recess
- Lunch schedule:
  - Green and Yellow levels will include two lunch times. PK-2nd for one lunch time, 3rd through 7th for the second lunch time. Students will be social distanced as they go to the cafeteria to sit and eat.
  - Green and Yellow levels please do not send frozen meals or multiple containers that need to be microwaved for your child(ren). Staff will be using microwaves and allowing some use but we need to limit the time in order to make sure all students have time to eat
  - Orange level will have students eating in their classroom. No microwave will be available in the Orange Level.

- Morning and afternoon preschool parents/students will have a separate entrance (glass doors that face the park) and will pick up and drop off students at the doors to and from the care of the teacher
- Morning half day students will be picked up at 11:30 AM and afternoon PM students will be dropped off at 12:30 PM, full day students will have lunch as usual
- Mass:
  - In Green, Yellow, and Orange levels Mass will be held on Wednesdays at 8:45 AM, only students and staff will be attending and social distancing measures will be in place.
  - Later in the year, if we find we can accommodate family and community members then we will make that announcement at that time.

## Student Absence Information at St. Edward's

### Stay at home/send home criteria:

- Students who exhibit the listed symptoms will not be allowed in school. Should the symptoms develop at school, the student will be isolated until he or she can be picked up.
  - Fever--defined as 100.4°
  - A cough or shortness of breath or difficulty breathing
  - Two or more of the following:
    - Chills
    - Repeated shaking with chills
    - Muscle pain
    - Headache
    - sore throat
    - New loss of taste or smell
- Students will not be allowed to return to school until:
  - The student is cleared to return to school by the student's physician, or
  - It has been 10 calendar days since the symptoms first appeared with 72 hours of no fever and/or use of fever reducing medication and 72 hours of symptom improvement.

### Return to school (Staff and Students)--Confirmed Case of COVID-19

- Follow guidance from SCPHD. All surveillance of positive cases or probable cases will be done by the Health Department and they will provide guidance. Presently, the standards for returning are:
  - If student/staff member tested positive or was presumed positive for COVID-19 *and had symptoms*, they can return to school after:
    - It has been 10 days since symptoms first appeared
    - 72 hours with no fever and/or use of fever reducing medication
    - 72 hours of symptom improvement
  - If a student/staff member tested positive for COVID-19 *but did not have symptoms*, they can return to school after:
    - 10 days have passed since the test date
    - No symptoms within those 10 days

- If a student/staff member has had close contact (high exposure) with a person that has COVID-19, they should:
  - Stay home 14 days after the date of the last contact and monitor for symptoms