



Re-Opening Plan  
2021-22

The St. Mary's School Re-opening Team has revised our Re-Opening Plan to do our best to create a safe environment for students, employees and families. The guidelines were created based on information from the Madison County Health Department (MCHD), Illinois Department of Public Health (IDPH), Centers for Disease Control and Prevention, (CDC) the Illinois State Board of Education (ISBE), and the Diocese of Springfield.

**While this Reopening Plan is outlined to let parents know what to expect to start the 2021-22 school year, please note that policies and procedures may change as new information becomes available.**

## Layers of Protection

In order to maintain a safe and healthy learning environment for our students, teachers, staff and volunteers, we have identified multiple layers of protection. These steps require family and school support and full participation. The home is the first line of protection.

### Layer #1 - HOME

- Daily screening of your children (temperature test, visual screening, keeping your children home if they are showing symptoms of illness). St. Mary's does not reward perfect attendance.
  - See Appendix "B" for symptom check guidelines
  - Symptoms include: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause.
- If your child is showing any symptoms, all school siblings must be kept home as well.
- Keep all students home if anyone in your household is awaiting the results of COVID-19 test.
- Communication with the school if your child has had close contact with someone who has or could possibly have COVID-19, or of any household positive COVID-19 test result.

### Layer #2 - FACE COVERINGS

- All students and adults in the building are required to wear masks while indoors, regardless of vaccination status.

### Layer #3 - SOCIAL DISTANCING/SANITIZING

- We will maintain safe social distance throughout the day whenever possible.
- Students will be given the opportunity to wash their hands frequently throughout the school day.
- Regular sanitizing of high touch areas will be conducted throughout the day.
- Evening sanitizing of the classrooms will be conducted as necessary.

## Home – School Communication

The School relies on honest communication from parents regarding student symptoms, positive COVID-19 tests in the household, pending COVID-19 tests for anyone in the household, close contact status, quarantine requirements, etc.

Parents/Guardians and Staff should contact the school if

- Anyone in their household or their child’s household has had positive COVID-19 test
- Has had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Has been given any directives to isolate or quarantine from the MCHD or any other medical agency.
- Has been diagnosed with influenza (respiratory flu)
  - St. Mary’s will communicate and work with the MCHD to determine further actions.

## Health Monitoring and Screening

St. Mary’s will not be conducting daily “symptom checks” with the students. This is the responsibility of the parents. The first line of defense is at home, and this is more important than ever to help mitigate the spread of any illnesses. The schools will rely on parents making an honest and accurate assessment of their own children.

All parents should check their child’s temperature prior to sending them to school. If your child has a temperature of 100.4 °Fahrenheit, the child and all of their school siblings should remain home. If your child develops the following symptoms, keep them home from school: a new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause

In both cases, you should contact your child’s primary care provider, and discuss with them the next steps.

# Criteria for illness/symptom exclusion from school

**A student and their siblings** cannot attend school if a child displays:

- a temperature of 100.4°F or higher
- a new onset of moderate to severe headache
- shortness of breath
- a new cough or sore throat
- vomiting or diarrhea
- a new loss of sense of taste or smell
- fatigue from an unknown cause
- muscle or body aches

If they develop any of the above mentioned symptoms while at school, the child and their siblings will be sent home.

To return to school, the child showing symptoms has 3 options:

1. Remain home for 10 calendar days from the day of the first symptom. (student and siblings)
2. Provide a healthcare provider's note documenting an alternative diagnosis or stating there is no clinical suspicion of COVID-19.
3. A negative COVID-19 test result (***NO RESULTS FROM A HOME COVID-19 TEST WILL BE ACCEPTED***)

*In addition to this, students and staff must also be fever free for 24 hours without the use of fever-reducing medications, and other symptoms must have improved before returning to school.*

The above mentioned guidelines are for all staff and students regardless of vaccination status. (MCHD)

## Positive COVID-19 tests

If St. Mary's receives word that there is a positive COVID-19 case from any staff member or student, St. Mary's will work with the Madison County Health Department (MCHD) to determine further actions as needed.

Pertinent information regarding the positive COVID-19 test will be shared with the parents, based on recommendations from MCHD, while also adhering to the person's medical privacy.

If staff or children live in a household where there has been a positive COVID-19 test, staff or children may be required to have an extended quarantine period, past the date that the positive COVID-19 person has been released. This will be based upon the guidance by MCHD.

## Close Contacts/Quarantines

We will continuously use the updated MCHD/IDPH definition of a close contact.

If a student is determined to be a close contact at school, we will follow the guidance of the MCHD or IDPH to determine if a quarantine is necessary and for how long. Vaccination status may have an impact on quarantine determination.

If a student is determined to be a close contact outside from an event outside of the school setting, parents should inform the school and follow the quarantine instructions from the local health authority.

A release from the local health authority will be required prior to returning to school. A phone call will not suffice.

## Minimizing Exposure

We are minimizing the amount of visitors in the school building, therefore visitors are not allowed to come eat lunch with their child in the school. Parents are welcome to sign their kids out for lunch. ***Please communicate this to the school office by 8:00 a.m.***

For the time being, students will not be able to distribute Birthday treats to their classmates.

Please send your child to school with a refillable water bottle. Water fountains will be available to refill bottles as necessary, but not open to direct drinking.

High touch areas, such as doorknobs, railings and bathrooms, will be sanitized on a regular basis.

## Face Coverings

Cloth face coverings will be required for staff, visitors and Pre-K to 8<sup>th</sup> grade students. Face coverings will not be required during recess, lunch or outside PE. Masks should properly fit the children's face to cover both the nose and mouth.

Parents should send multiple face coverings for their children in case the face coverings need to be changed during the day. Face coverings are required to be washed daily.

Teachers at all grade levels will be encouraged to make time for students to get outdoors whenever possible.

Face coverings with images, phrases or words should be school appropriate. If using a cloth mask, please send your child to school with one that has ear loops and not one that needs to be tied. At this time, students cannot use face shields in place of a cloth face covering.

Teachers may need to wear face shields at limited times to implement and maintain proper instruction. For example: phonetics, proper word and letter formation and sound recognition. Teachers will maintain social distance at these times.

Students and staff that are not medically able to wear a face covering must submit appropriate medical documentation to the school.

## Visitors

We enjoy and appreciate our parents and volunteers in our buildings under normal circumstances, however we will be attempting to restrict all adult visitors in our building at this time.

Parents needing to pick up their children during the day are asked to first call the main office and wait for their children to be brought to the door.

## Social Distancing and Spacing

Classrooms have been reorganized to make the best use of the space we have.

The number of students allowed in the restroom at one time will be limited.

## Before Care

Before Care is still available and will be conducted in Suddes Hall. Students will be required to wear masks. Students will be socially distanced and kept apart by grade level. Due to the small number of students in Before Care, more specific details will be worked out between the parents and the Before Care teacher.

## Arrival to School

### Elementary School

- Please view the map in Appendix “A” for reference.
- Masks must be worn upon entering the building.
- School staff will be outside to monitor the drop-off line, but will not be opening doors and making contact with children.
- LANGDON St. hill is reserved parking for parents who need to get out of their car and assist their children getting out of the car. Parents can then walk children up to the school door.

- If your child is able to get out of the car on their own, use the normal drop-off line only, and direct your children to their entrance door.
- Pre-K 3
  - Parents can park on Henry St. and walk their Pre-K 3 children up to the doors.
  - If the Pre-K 3 child has a sibling, that sibling may enter the Elementary School through entrance “D”. Students should ring the buzzer and be admitted into the building.
- Pre-K 4 and Kindergarten
  - Will enter the building through entrance “A” (Suddes Hall)
- 1<sup>st</sup> Grade through 5<sup>th</sup> grade
  - Will enter the building through entrance “B” (middle entrance)
  - The “square” parking lot gate will not be open for children to walk through.

## Middle School

- Students are required to wear a mask upon entry into the building.
- Students enter the building through the regular entrance.

## Lunch

All students will be eating lunch in the cafeteria. 5<sup>th</sup> Grade students will no longer be helping with lunch distribution or cleanup.

## Recess/PE

PE will be conducted outside as much as possible.

Students will be able to socialize and play with students in the other class of the same grade level during recess.

## Library

Until further notice, students will not be going to the school library. Teachers and students will be able to access the online card catalog, reserve books, and the books can be delivered to the student’s room. Students will be able to access books in their classroom libraries.

## Mass

At this point, the all-school Mass on Fridays and Holy Days will be live streamed. Students will observe the Mass from their rooms. After Mass, the Eucharist will be distributed to the students in their rooms.

# Dismissal

Please view the map in Appendix “A” for reference.

We will continue with a staggered schedule to release all students from the buildings. Students have been put into groups and have been assigned to an exit. Siblings will be released at the same time and out of the same exit.

Please view the map to see where parents should wait outside for their children to be dismissed.

Parents will receive an email in the upcoming days to inform them of the time and location of their children’s dismissal.

*We are not able to make constant or continuous changes to your child’s pickup time and location. Once the day, exit and time is set, it will remain that way for the entire school year.*

*Please communicate to whomever is picking up your child the time and location of their scheduled dismissal.*

## Elementary School Dismissal Times

- 2:45 p.m.
- 3:00 p.m.

## Middle School Dismissal Time

- 2:45 – all students
  - Homerooms of Mrs. Phillips, Mrs. Crites and Mrs. Harper will exit through the morning entrance doors.
  - Homerooms of Mrs. Kasting, Mrs. Wittich and Sr. Mary Joseph will exit from the upper doors.

# Aftercare

Aftercare will still be provided from the end of the school day to 6 p.m., and masks must be worn at all times when in the building.

Social distancing will be maintained to the greatest extent possible and we will continue to separate students by grade levels. Pre-K students will be stationed in different locations TBD. There will be less “free time” and no group activities.

All students attending Aftercare should bring their own snack and water bottle.

Adults picking up Aftercare children should come to the middle doors, entrance “B”, and ring the bell to gain entrance. Once inside, please wait and your child will be brought to you. Adults are required to wear a face mask when picking up their children from Aftercare.

## School Transportation

### **General Bus requirements**

Face Masks are required for the entire time on the bus. Students will be assigned a seat and will be separated by grade. Only one child will be in a seat, unless they are siblings. Siblings will be seated in the same seat.

Registration for morning and afternoon bus routes is complete. Bus passes will be issued in the upcoming weeks indicating the route and seat the student has been assigned. Middle School students with Elementary School siblings have first priority in receiving a pass. No Elementary School students will be allowed to ride either of the bus routes.

### **Morning Bus Route**

The morning bus leaves the Elementary School at 7:40 a.m.

### **Afternoon Bus Route**

The first bus leaves the Middle School at 2:35 p.m. and arrives at the Elementary School at approximately 2:45 p.m.

The second bus leaves the Middle School at 2:55 p.m. and arrives at the Elementary School at approximately 3:05 p.m.

**All morning and afternoon bus route riders will be finalized in the upcoming days, and parents will be notified. Online registrations must be complete for your child to have a bus seat. Registration was emailed on 8/9/21.**

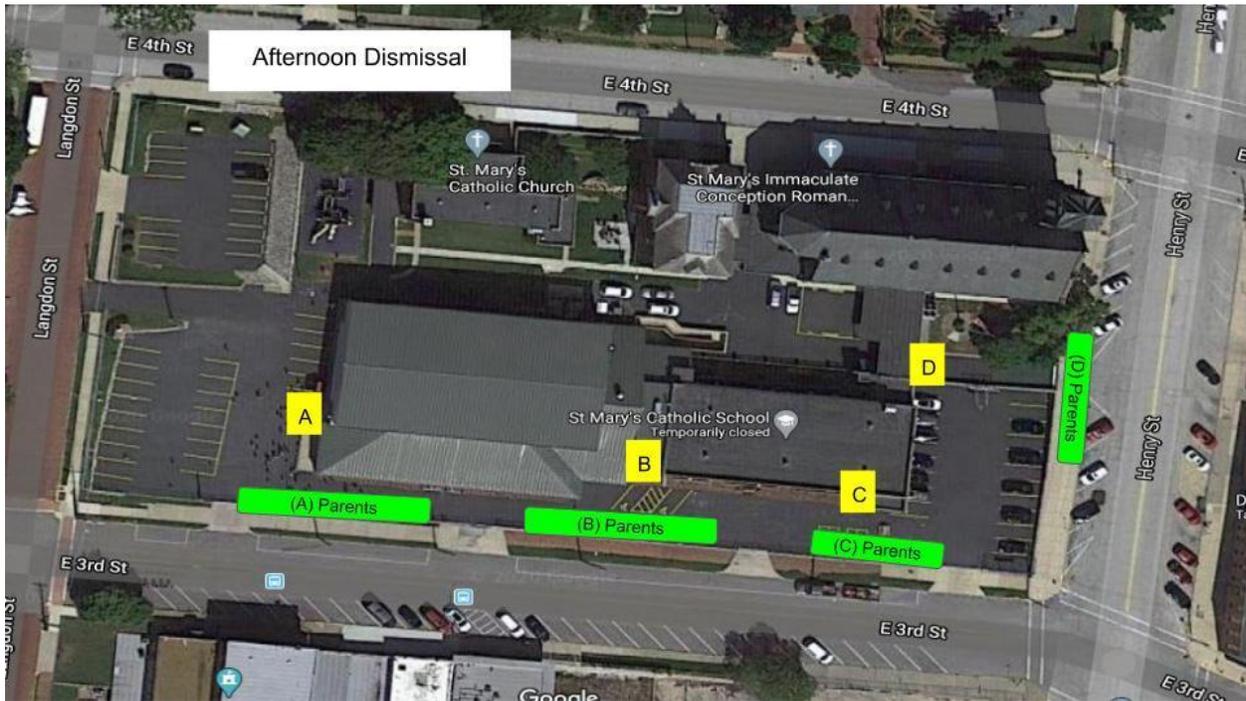
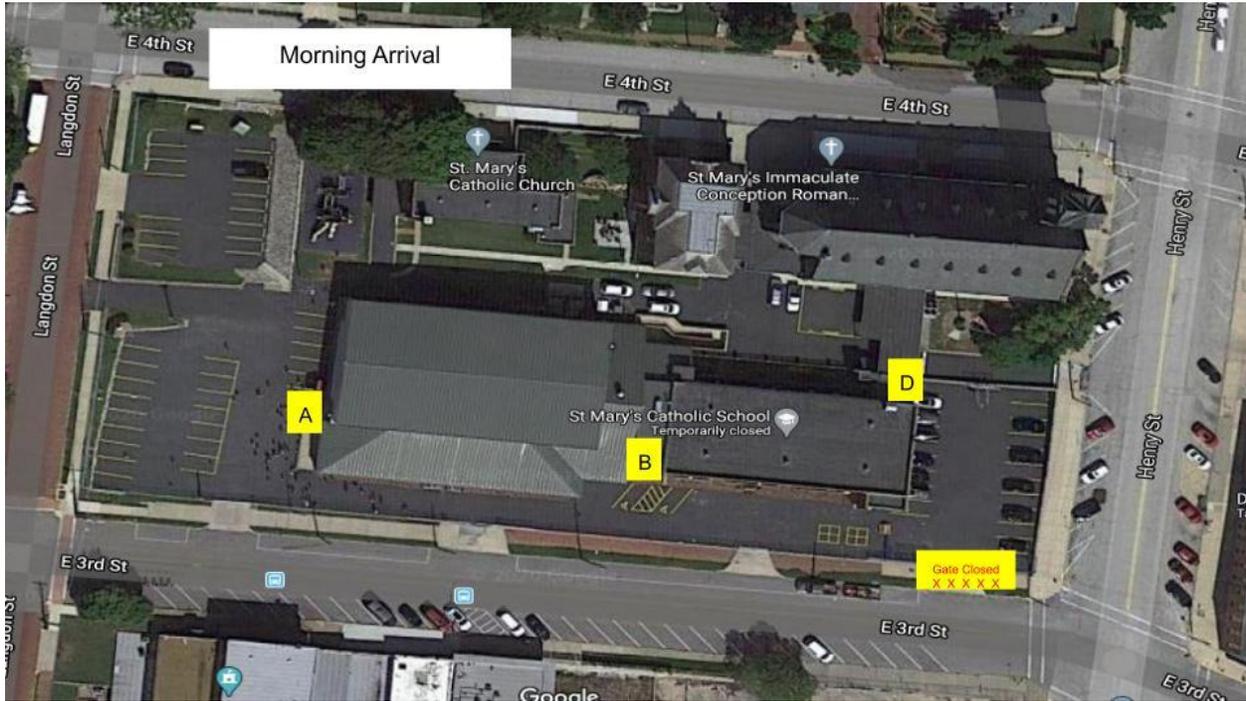
## Remote Instruction

Remote instruction is only available to students who are out of school for an extended period of time due to a positive COVID-19 test or a quarantine.

This is not available for the 10-day exclusion from school for symptoms if a parent chooses not to provide a doctor’s note or negative COVID-19 results for a child’s return to school.

When this situation arises, your child’s teacher will reach out to you with more specific details.

# Appendix A



## Appendix B

If you answer “yes” to any of the following questions, you should keep your child and all siblings at home, inform the school of your child’s absence and reason for their absence, and contact your physician to report the information. Appropriate medical documentation will be required to return to school.

<b><u>Daily Student COVID-19 Symptom Screening</u></b>	<b><u>yes</u></b>	<b><u>no</u></b>
Has your child or anyone in your child’s household had a positive COVID-19 test?		
Has your child had close contact with a person with confirmed COVID-19?		
Has your child been given any directives to isolate or quarantine from Madison County Health Department or any other local or State medical agency?		
Has your child been given any fever-reducing medication (example: Tylenol, Ibuprofen) in the 24 hours prior to the start of school today?		
Has your child shown any of the following symptoms that cannot be attributed to a pre-existing condition? That pre-existing condition must be documented with the school.		
● Fever of at least 100.4 F		
New Onset of:		
● Moderate to severe headache		
● Shortness of Breath or difficulty breathing		
● Cough		
● Sore Throat		
● Muscle or body aches from an unknown cause		
● Loss of taste and smell		
● Fatigue from an unknown cause		
● Congestion or Runny nose		
● Vomiting		
● Diarrhea		

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