



# Blessed Savior Catholic School

## COVID

### Re-Entry Plan

Revised: 8/13/2020

**East Campus: 5140 N. 55th Street  
Milwaukee WI 53218**

**West Campus: 8545 W. Villard Avenue  
Milwaukee, WI 53225**

**South Campus: 4059 N. 64th Street  
Milwaukee, WI 53216**

We followed the guidance of the American Academy of Pediatrics, the Center for Disease Control and Prevention and the Milwaukee Health Department in the development of this plan. Plan components are subject to change at any time. This includes restricting or expanding procedures for the safety of facility users.

### **HEALTH GUIDELINES**

The Centers for Disease Control and Prevention offer recommendations on how members of the public can limit the spread of the coronavirus.

- Anyone sick or showing symptoms of being sick should stay home.
- Maintaining distance of at least 6 feet from other adults, and from students when feasible
- Covering coughs and sneezes with a tissue or inside of the elbow, throwing the tissue away, and then washing hands.
- Wash your hands with soap and water for at least 20 seconds, or use an EPA approved alcohol-based hand sanitizer that contains at least 60% alcohol.
- Wear a cloth face covering that covers your nose and mouth at all times.

### **POLICIES AND PROCEDURES**

#### **Students and Staff Entering the Building**

Immediately as a student or staff member enters the building, regardless of the time, they will be met by a staff member, sanitize their hands, and temperature taken. Students posing a raised temperature will be sent to the waiting room for further monitoring and questioning.

#### **Before School Care**

West: N/A

South: N/A

East: Students will enter through their designated door, upon arrival their temperatures will be taken, and students will socially distance in the daycare classroom. Students will then be escorted at 7:15a.m. to receive their “grab/go” breakfast and enter their grade level classrooms afterwards.

#### **Arrival & Dismissal**

The building will be locked until 7:00a.m. As students enter the building in their designated entrance, they will immediately have their temperature taken. Students will proceed to pick up their “grab and go” breakfast and report immediately to their

respective classroom. Teacher hours will be adjusted to 7:00a.m. to accommodate students arriving and reporting to their respective classrooms.

### **Late Arrivals**

Students who arrive late will enter through the main doors only, have their temperature checked, and report directly to the office.

### **Monitoring and Data Collection**

Administrative assistants will contact all students absent from school and collect data on absenteeism. This information will be given to the principal on a daily basis.

### **Dismissal Daycare Van**

Students will report to their designated van dismissal door at 2:30p.m. and/or will dismiss at 2:45p.m. as normal, dependent on the respective campus.

No other transportation is provided (ex: busing)

### **Dismissal Cars & Walkers**

The procedures for students leaving via car or walking will remain the same with the expectation that students exit the building at 2:45p.m.

Parents must remain in their car at the time of dismissal. A staggered dismissal will be implemented. Smaller students will be escorted to their parents' car for safety by support staff.

### **After School Care**

Students will be escorted to a designated room/area after dismissal. These rooms will be disinfected prior to usage.

### **Face Mask Protocol**

All students and staff will be required to wear a mask in the building. Masks may be removed while eating breakfast or lunch.

Face shields will be supplied to teachers who choose to wear them with their masks. Students may wear face shields in addition to their Masks but the school will not supply them.

### **Classrooms**

All classes will be equipped with EPA approved cleaning supplies, paper towels, spray surface disinfectant, and a hand sanitizer station.

Teachers will create and implement sanitizing procedures for any shared supplies, calculators, manipulatives, etc... Desks will be sanitized with support from the students if switching classrooms.

Students will remain in their classroom unless they need to use the bathroom or go outside for recess.

Students will not share their own classroom supplies like pencils, pens, notebooks, etc...

Students will receive assigned seats in their respective classrooms on the first day of school.

Classes will be divided into cohort groups of 10-12 students. (see square footage chart per classroom) If a classroom has two cohort groups, one cohort will remain in the classroom where the other cohort will be taken into another designated area in the school supported by a school aide. The teacher will switch between the cohorts.

Classroom sizes:

Location	Square Footage per classroom	Building Square Footage
West	960 sq. ft.	27,000 sq. ft.
East	800 sq. ft.	69,900 sq. ft.
South	900 sq. ft.	47,000 sq. ft.

Teachers will set up classroom spacing and arrangement of desks for maximum distance. Desks will be facing the front of the room.

There will be designated teacher-only spaces in the classrooms.

Windows will remain open during the day in order to increase the amount of fresh air in classrooms.

There will be an increase in use of outdoor space for various classes and activities as weather allows.

Unused rooms/areas will be used for small group instruction per social distancing guidelines.

**Art**

The Art teacher will supply instruction within the grade level classrooms (Art on a Cart).

**PE**

Classes will be held outside as much as possible. When inside, social distancing will be considered. If class size is too big for social distancing, classes will be split into cohorts.

**Office**

Physical barriers such as sneeze guards and partitions to ensure social distancing will be installed.

**Lunch**

Schedules will be adjusted to accommodate more lunch periods and fewer students per period. Tables will be taped to mark appropriate spacing while seated. Once the students are done eating, they will proceed directly outside. Following each lunch period, staff will sanitize all tables and seats. There will be a need to increase staff in the cafeteria.

All students will sanitize their hands before eating lunch. Lunch will be served on disposable, individual trays or bag lunches. After the students have finished, they will dispose of their trays, sanitize their hands, and proceed directly outside for recess.

Lunchroom/Cafeteria Dimensions:

Location	Square Footage per classroom
West Campus	4352 sq. ft.
South Campus	5440 sq. ft.
East Campus	6400 sq. ft.

**Recess**

Students will remain in cohorts and assigned an area on the playground. Alternatively, teachers will develop a recess schedule to limit the number of students on the playground at one time during other times of the day.

**Visitor Policy**

Non-essential visitors and volunteers will not be allowed to enter the building.

Parents/guardians may only enter a school building in the event of an emergency.

Visitors are expected to self-screen for symptoms.

Those with any symptoms are not permitted to enter a school building.

All visitors must wear a face mask.

### **Water**

Students will arrive at school with their own water bottles. Students will receive a disposable water bottle if needed and will be provided with a sanitary water filling area to refill their bottles.

### **Field Trips**

There will be no outside field trips this year.

### **Sports and Recreation**

All fall sports have been canceled per the Archdiocese of Milwaukee.

### **Sick Students**

When a staff member recognizes a student is not feeling well, that staff member will notify the office and send the student to the “waiting room” (comparable to an isolation area) so that the students can be screened for COVID. See below for procedures.

### **Staff Member with Symptoms, Exposure to a Positive Test, or Tests Positive**

If an employee appears to have symptoms of COVID-19 or informs the school that they have been exposed to a positive COVID-19 individual, the employee should be sent home immediately until the employee provides proof of a negative COVID-19 test result; or 14 days have passed and the employee has been fever-free for three (3) days without the use of fever-reducing medication and otherwise symptom-free of COVID-19. The employee will receive their regular pay compensation for the leave of absence which will not count against the employees’ sick leave days.

If an employee tests positive for COVID-19, the employee shall not enter the work environment until 14 days have passed and the employee has been fever-free for three (3) days without the use of fever-reducing medication and otherwise symptom-free of COVID-19. The employee will receive their regular pay compensation for the leave of absence which will not count against the employees’ sick leave days.

If a teacher or a direct teacher’s aide tests positive for COVID-19, the students shall not enter school for 7 days. If no symptoms develop or they have received a negative COVID-19 test, the students may return to school.

### **Student Exposure to a Positive Test or Tests Positive**

If a student has symptoms of COVID-19, they should not come to school until the symptoms no longer exist.

If a student appears to have symptoms of COVID-19 while in school, staff will ask them to leave the classroom immediately, contact the office, and notify the parent to pick them up if necessary. They should not attend school until the symptoms no longer exist.

If the student tests positive for COVID-19, they shall not attend school until they provide proof of a negative COVID-19 test or 14 days have passed and the student has been fever-free for three (3) days without the use of fever-reducing medication and otherwise symptom-free of COVID-19.

### **Notification Process to Staff and Parents**

If a positive case has occurred within a campus, the principal will notify all staff, parents, and students.

Language for notification letter:

*A student in the (insert grade class) has tested positive for COVID-19. The student has been instructed to stay home and will not return to school until they provide proof of a negative COVID-19 test result; or 14 days have passed and the individual has been fever-free for three (3) days without the use of fever-reducing medications and other wise symptom-free of COVID-19.*

### **ACCOMODATIONS**

High risk staff will be given the accommodation to work remotely due to the high risk of COVID-19 to themselves or a high-risk family member.

High risk students will be given the option to virtually learn the entire school year.

### **FACILITIES AND SUPPLIES**

#### **Head of Maintenance**

With input from the individual building maintenance staff, head of maintenance will ensure adequate supplies of EPA approved supplies such as: alcohol-based hand sanitizer disinfectants, tissues, disinfectant wipes, no touch trash bins, and acceptable face coverings.

All classes will be equipped with EPA approved cleaning supplies, paper towels, spray surface disinfectant, and a hand sanitizer station.

A schedule for increased routine cleaning and disinfecting with maintenance staff has been created which includes areas such as: communal spaces (bathrooms, cafeteria, etc...) shared objects (gym and recess equipment)

Staff will follow the mandates and protocols from Catholic Mutual of ensuring safe and correct use and storage of cleaners and disinfectants. A log will be kept in the office for monitoring.

Windows will remain open during the day in order to increase the amount of fresh air in classrooms.

Provide physical barriers such as sneeze guards and partitions in areas where it is difficult for individuals to maintain 6 feet apart (school office)

Provide visual reminders such as social distancing stickers, hand washing posters

### **COMMUNICATION AND MESSAGING**

Post signs in high visible areas to promote everyday protective measures such as: entrances, classrooms, cafeteria, etc.....

Develop a plan to include messages about behaviors that prevent the spread of COVID-19 in our weekly newsletter, website, social media, and family emails.

Notify all staff and family of who to contact with questions related to COVID-19

Sample for notification letter:

*A student in the (insert grade class) has tested positive for COVID-19. The student has been instructed to stay home and will not return to school until they provide proof of a negative COVID-19 test result; or 14 days have passed and the individual has been fever-free for three (3) days without the use of fever-reducing medications and other wise.*

### **EDUCATION AND TRAINING**

All staff will be trained on the safety protocols which include staying home if they have COVID-19 symptoms, have been diagnosed with COVID-19, are waiting for test results, have been exposed to someone with symptoms or a confirmed or suspected case and when it is safe to return to work.

Educate staff on flexible work and leave policies that encourage sick staff members to stay at home with our fear of job loss or other consequences.

Reinforce with staff handwashing with soap and water for at least 20 seconds, social distancing and the use of face covering.

Ensure that appropriate visuals for distancing, handwashing and preventative measures are placed throughout the school.

A cleaning schedule was created for communal spaces (bathrooms, lunchroom)

### **Academic Structure**

Blessed Savior Catholic School will provide parents the opportunity to select the method of instruction for their student. The following options will be available:

1. Virtual Learning
2. In-Person Instruction
3. Hybrid Model (Virtual Learning and In-Person Instruction)

This plan is flexible by trimesters. Every trimester, families will be given the choice for their child to be in school or to start virtual learning.

- In-Person Instruction: Students will be in school 5 days a week. (According to Phase 4.1, Each Campus will be allowed 50% capacity.
- Virtual Learning: Will include live and recorded lessons with assignments

Upon approval, there will be three phase students in-person;

Phases 1 Grades K4 – 2<sup>nd</sup> with virtual learning accommodation for parents

Phases 2 Grades 3 – 5 with virtual learning accommodation for parents

Phases 3 All student upon Milwaukee reaching Phase 5

Numbers of in- person student K4 – 2<sup>nd</sup> grade classroom could change if parents decided to continue virtual learning.