



Re-opening Plan 2020-2021

Updated: October 5, 2020



As the 2020-2021 school year approaches, we face many new challenges and uncertainties. During this time, all of us must strive to be adaptable, become more patient with each other, and think about education in different ways. We at Christ the King School, are fully committed to providing the safest possible environment for our students, faculty and staff. Members of the CKS family including parents, administrators, faculty members and teachers formed our Safe School Reopening Task Force, and have been working diligently since early June to devise a plan for in person learning to begin again at Christ the King. Guidelines from the State of Vermont's Agency of Education ([A Strong and Healthy Start](#)), the American Academy of Pediatrics ([COVID-19 Planning Considerations](#)), the [Centers for Disease Control and Prevention](#), and the Roman Catholic Diocese of Burlington ([United in Faith, Returning with C.A.R.E.\(Communities & Academics Re-imagined Effectively\)](#)) were utilized by the task force to pave the way back to in-person instruction. Although the following plan will change our school in many ways, our mission remains stronger than ever, and together we will weather this storm.

Our Mission

The mission of Christ the King School is to provide an excellent education in a Catholic community of love and care; to foster respect for self and others; and to nourish a life-long devotion to God and the teachings of Jesus Christ.

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The School Day

Arrival & Dismissal

All people who enter the building for any reason must undergo a health screening and wear a facial covering

Students and family members waiting to enter the school must wear a facial covering and practice physical distancing

Procedure for Arrival:

Christ the King will be implementing a staggered arrival/dismissal procedure to start and end the school day. A virtual sign-up form will be provided to families, asking their time preference. The options for drop off/pick up times are 7:35am/2:45pm (group 1), 7:45am/2:50pm (group 2) and 7:55am/2:55pm (group 3). Each group will arrive and be dismissed together, at the same time everyday through their designated door.

Three entrances/exits will be utilized for arrival and dismissal: the front lobby entrance, the side door of the church facing the teachers parking lot, and the back door next to the early ed playground. Students (with the exception of early ed) will say goodbye to their parent or caregiver before entering the building. A staff member will be available to assist any student who needs help finding their classroom. We ask that the drop off person exit the area after saying goodbye, and people not congregate outside the school.

Entrance/Exit door assignments and parent parking by grade:

Early Ed and *2nd Grade (and their siblings if they prefer):

Families with students in early ed and second grade will park in the back parking lot and walk their child/children to the back door across from the early ed

playground. Please enter the parking lot on Locust Street at the turn closest to the school and exit via the back of the parking lot. After completing the daily health screening, students will go directly to their classroom. **ONE** designated drop off person, will have the option of walking their early ed student to the classroom door after completing a health screening. The drop off person may help the child in early ed bring their belongings to the cubbies in the hallway, and say goodbye at the door of the classroom. **Family members/caregivers will not be permitted inside the classrooms unless they have a pre-scheduled appointment.** Siblings of students in early ed and second grade may use the back parking lot door entrance if it is more convenient. However, siblings of early ed students and 2nd graders must say goodbye to their parents at the door of the building, and walk directly to their classroom, they may not accompany their family members to the early ed hallway.

*2nd grade is now located in the music room which is able to be accessed via a door adjacent to this entrance area

Kindergarten, 1st, 3rd and 4th Grade:

Families with students in grades K, 1, 3 and 4 will park in the upper parking lot on the blacktop next to the main playground. Please enter the parking lot from Locust Street. **ONE** adult may choose to walk the student to the lobby door and say goodbye before the student enters the building. An adult is not required to accompany the student to the door. Please exit the parking lot using the drive closest to Monsignor's house.

5th-8th Grade:

Families with students in grades 5-8 will pull up to the curb on Locust Street and drop off in front of the school/church. Students will use the side door of the church that faces the teachers' parking lot. **ONE** adult may accompany the student to the door, but is not required to do so.

*****If you leave prior to the daily health screening, you must be able to return to school immediately if the student you dropped off is unable to attend school due to sickness.*****

Procedure for Dismissal:

****If you choose to walk to the door for pick up, you must wear a facial covering and practice physical distancing****

Students will exit the building through the same door they entered in the morning. Parents/caregivers should park in the same area as they do for morning drop off. Students will be dismissed by group number (group 1 at 2:45pm; group 2 at 2:50pm; group 3 at 2:55pm). The person picking up must arrive at their designated time, and leave the area as soon as the student is with them. No one will be permitted to congregate anywhere on school grounds after dismissal.

If you are picking up a student in early ed, you must walk to the student's assigned door to greet them. The pick up person for students in grades K-4 has the option of walking to the door to greet them, or the student will be allowed to walk to their car as long as the pick up person is able to make visual contact with the dismissal person at the door. Students in grades 5-8 will be dismissed at their designated time and are not required to have their pick up person verified by the dismissal person at the door.

Late Drop Off/Early Pick Up Procedure

If you need to drop off a student after 8am, you must go to the front lobby entrance, use the intercom to alert someone in the office that you have arrived, and wait in the vestibule or outside until a faculty member can come and administer the daily health screening. If you arrive prior to 8am, but outside of your assigned drop off time, you should proceed to your assigned door.

If you need to pick up a student early, please communicate that to the front office prior to arriving at school. Once at school, proceed to the front lobby entrance

and use the intercom to alert the office you have arrived. Please wait for the student you are picking up in the vestibule or outside. Students with mid day appointments should be picked up and dropped off at the front lobby entrance, following the same procedure.

****Please make every effort to arrive/depart on time according to your assigned group and respect the time of other families.****

Classroom Time & Space

All classrooms will be set up according to physical distancing guidelines put forth by the State of Vermont. Classes will be kept together in cohorts as much as possible. Rugs, stuffed animals, fabric furniture, pillows and other difficult to clean items have been removed from classrooms.

Changes to early education classrooms

Our three early ed classrooms will look similar to how they have in the past. Additional “stations” have been set up so children can play together in small groups. These groups will be organized and changed periodically at the discretion of the teachers. All previously shared materials such as scissors, writing materials, etc will be organized into student specific bins. Any materials that are shared will be cleaned and disinfected according to State guidelines.

Changes to Kindergarten-5th grade classrooms

Students in grade K-5 will have individual desks, spaced according to State guidelines. All previously shared materials such as scissors, writing materials, etc will be organized into student specific bins. Any materials that are shared will be cleaned and disinfected according to State guidelines.

Due to its size, the 2nd grade class will now be located in the music room, where they will have room to be spaced apart according to State guidelines. This class will also have access to their own bathroom located in the classroom.

Changes to 6th-8th grade classrooms

All students will have individual desks in their classrooms, except when they have science, which requires shared tables for lab work. Plexiglass dividers have been installed in the science room to create barriers between students when physical distancing is not adequate. Previously shared materials will be assigned to individual students as much as possible. When materials are shared they will be cleaned and disinfected according to State guidelines.

Students will stay in their home room for the majority of the day and teachers will be moving to them to avoid large groups of students in the hallways.

Lockers will not be used at the beginning of the school year. Students will keep their belongings with them during the day in their homeroom class. Each student will have room next to their desk for their belongings.

Due to its size, the 6th grade will be split into two groups to allow for physical distancing. Both of the sixth grade rooms are located on the third floor with the other middle school grades. More information regarding how this class will be organized will be provided by the 6th grade home room teachers.

Specialty Classes: Art, French, Library, Music and Physical Education

All grades will have specialty classes in their homeroom. Specials teachers will travel to each classroom to avoid large groups of students in the hallways. Shared materials will be individualized as much as possible. When materials must be shared, they will be cleaned and disinfected according to state guidelines.

Weather permitting, physical education (P.E) will be held outside. During inclement weather P.E. will take place in the classroom. The gym is not able to be used for P.E. during phase 2 of the school's reopening. Students will be permitted to remove their masks during outdoor P.E. classes if they can maintain social distance guidelines or if they are engaged in strenuous physical activity. Students may always choose to wear their mask if they do not want to remove it.

Mass

During the initial phase of the reopening of school, one grade at a time will attend Mass in the Church. Students not in attendance, will participate in learning activities related to Mass in their classrooms. Decisions about if and how communion could be given safely continue to be discussed. More information will be shared regarding communion.

Snacks and Lunch

Students will have a snack and lunch in their classroom **or in the gym if available**. During the initial phase of reopening, the “hot lunch” option will consist of a brown bag lunch. Students who chose to purchase lunch will have it delivered to their classroom. When possible students will have lunch outside.

Restrooms

Each “wing” of the school will be given a designated bathroom in an attempt to limit the amount of close contacts students have during the day. A student may use any bathroom in case of emergency. A bathroom schedule will be determined by the classroom teacher to limit the number of students using the bathroom at the same time. Again, in case of emergency students will not be denied access to the bathroom. Restrooms will be cleaned and disinfected per state guidelines.

Recess & Outdoor Time

Outdoor hand sanitizing stations will be accessible to all students and faculty members. Students will be taken outdoors as much as possible during the school day, to provide breaks from the classroom setting. Plans are being developed to allow for outdoor education when appropriate.

Recess times will be staggered and classes will be kept with their cohorts as much as possible. Students will be allowed to use the playground and other outdoor play equipment during recess. Any shared sports/play items will be cleaned and disinfected according to state guidelines.

Students will be allowed to remove their masks during outdoor recess if they can maintain physical distancing requirements, or if they are engaged in strenuous exercise. Students may always choose to wear their mask if they do not want to remove it.

During inclement weather, students will have physical education and/or recess in the gym if it is available. The gym will only be used by one class cohort at a time.

Health and Wellness

Facial covering policy (per State guidelines)

All staff and students are required to wear facial coverings while in the building, as well as outside where physical distancing cannot be maintained. Adults doing drop-off and pick-up must wear facial coverings if they are unable to physically distance themselves from others.

Parents will be responsible for providing clean, dry face masks for each child at CKS everyday. Your child's homeroom teacher will communicate how many masks to send each day. Students will need 2 small bags for transporting masks to and from school. One bag will be labeled "clean" and the other "dirty". At the end of the day, dirty masks will be sent home, and must be washed before they are used again. Every student will also need to have a **minimum of three** backup masks that are kept at school and only used if all of the clean masks brought from home become soiled (similar to back up clothing younger kids keep at school). Disposable face masks will be available for emergency situations, but should not be relied on regularly. Instructions for making, wearing and washing facial coverings can be found on the [Centers for Disease Control and Prevention](#) website. There will not be a uniform mask for students. Any color or style of mask

may be worn as long as it meets the CDC requirements, and does not have any inappropriate words or images as part of the design.

The following stipulations are for students, as well as staff, where applicable:

- Facial coverings are developmentally appropriate when children can properly put on, take off, and not touch or suck on the covering.
- Students who have a medical or behavioral reason for not wearing a facial covering should not be required to wear one. These decisions should be made in partnership with the health care provider and school nurse.
- Students/staff should not wear facial coverings while sleeping, eating or when engaging in vigorous activity.
- Facial coverings with ties are not recommended for young children as they pose a risk of choking or strangulation.
- Facial coverings may be removed during outdoor activities where students and staff can maintain physical distancing and have ready access to put them back as needed when activity stops.
- Staff may take off their facial covering in select circumstances when physical distancing cannot be maintained, such as when a parent/caregiver is hearing impaired and reads lips to communicate. It is also recommended to use facial coverings with clear plastic windows to support communication when there is ongoing contact with individuals who are hearing impaired.

The use of clear facial shields, in addition to a facial covering is allowed for adults and students. In some circumstances, teachers will be allowed to wear a facial shield without a mask. For example, if a teacher is speaking in front of the class and is 6 or more feet from students, the teacher may choose to wear a face

shield without a mask. A face shield should extend below the chin and to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

We realize this policy is a big change for children and staff members at CKS. Although it will take some getting used to, we are committed to providing a safe environment so that we can continue to offer in person learning. Teachers and staff members will work with all children as they acclimate to wearing a facial covering at school. Early Ed students require special consideration regarding age and child development, teachers and staff will work closely with this group to help them transition to wearing masks for extended periods of time.

Daily health screening

Every person who enters the school building must participate in a health screening. The health screening at CKS will consist of 2 questions and a temperature check (see protocol below). Students will be asked the following questions (parent or caregiver may answer for young children):

1. Have you been in close contact with a person who has COVID-19?
2. Do you feel unwell with any symptoms concerning for COVID-19? (Examples include: cough, fever greater than or equal to 100.4F, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell)

Students who answer either of the above questions affirmatively or have a temperature greater or equal to 100.4°F must be returned to their parent/caregiver as soon as possible.

Temperature check protocol: Temperature checks will occur upon entrance and near sink/hand sanitizer station. A non-contact thermometer will be used to measure each person's temperature. The person conducting the health screening will be wearing a facial covering, eye protection and a single pair of disposable gloves. If the health screening person touches a student, gloves will be removed, hand hygiene will be performed and new gloves will be donned.

Hand hygiene

All students, staff and contracted service providers will engage in hand hygiene at the following times (per State guidelines):

- Arrival to the facility
- After staff breaks
- Before and after preparing food or drinks
- Before and after eating
- Before and after handling food or feeding students
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- Before and after handling facial coverings/face shields
- After handling animals or cleaning up animal waste
- After playing outdoors
- Before and after playing with sand and sensory play
- After handling garbage
- Before and after cleaning
- Before switching rooms or locations

In addition to bathrooms and sinks in classrooms, hand sanitizing stations will be accessible throughout the school and on both playgrounds.

When to stay home from school: Exclusion/Inclusion Policies for sickness and travel (per the State guidelines)

Christ the King School will coordinate decision-making around a student's care, with the family, school nurse and the family's healthcare provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.

Students who arrive from out-of-state must follow the Agency of Commerce and Community Development (ACCD) and Vermont Department of Health guidelines around quarantine before returning to school, which includes travel out-of-state at any point during the school year. More information is available on the [Vermont Department of Health's COVID-19 travel site](#).

Students and staff will be excluded from in-person school activities, if they:

- Show symptoms of COVID-19, such as a cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell
- Have been in close contact with someone with COVID-19 in the last 14 days
- Have a fever (temperature equal to or higher than 100.4°F)
- Have a significant new rash particularly when other symptoms are present
- Have large amounts of nasal discharge in the absence of allergy diagnosis
- **Have traveled to an area outside of Vermont that requires quarantine**

Healthy students and staff with the following symptoms/conditions are not excluded from in person school activities:

- Allergy symptoms (with no fever) that cause coughing and clear runny nose may stay if they have medically diagnosed allergies and follow medical treatment plans.

- Well-controlled asthma that causes intermittent coughing, shortness of breath or other symptoms consistent with asthma
- ONE episode of vomiting that can be attributed to something other than illness (eg motion sickness, medication side effect)

Protocol when a student or staff member becomes sick at school

If any of the above mentioned signs and symptoms concerning for COVID-19 begin while at school, the student (or staff member) must be sent home as soon as possible. A sick person will be kept separate from well students. Staff contact with a sick person will be limited as much as reasonably possible, while ensuring the safety and supervision of the sick student(s) until they leave.

There will be a designated isolation room, separate from the nurse's office, where sick people will be cared for until they are able to be picked up. The person caring for individuals with COVID-19 symptoms will be required to wear full personal protection equipment (PPE) including, mask, face shield, gown and gloves. Per the State's guidelines the isolation room will be structured with a door and allow for ventilation to the outside.

Returning to school after being sick

The Vermont Department of Health has updated the requirements for returning to school after illness as of September 14th, 2020. The updated guidance states that:

If a student or staff member has any of the combination of symptoms described below, they must contact their medical doctor to determine if a COVID-19 test is indicated.

- A fever greater than 100.4F and ONE of the following symptoms (cough, runny nose, shortness of breath, sore throat, nausea, vomiting, diarrhea, muscle aches, headache, fatigue, and/or loss of taste or smell)
- Cough WITHOUT fever

- Shortness of breath or difficulty breathing WITHOUT fever
- Loss of taste or smell WITHOUT fever
- Fever alone that persists for >24 hours or
- Any combination (2 or more) of sore throat, nausea, vomiting, diarrhea, muscle aches, headache, fatigue and/or runny nose

If a COVID-19 test is indicated, the student must quarantine at home until results are received. If a student or family chooses not to undergo COVID-19 testing and does not receive an alternative diagnosis from a physician, then they must stay home from school for until 10 days have passed since symptoms first appeared.

Students and staff who exhibit ONE of the following symptoms may return to school 24 hours after symptoms resolve.

- Fever lasting <24 hours that resolves without fever reducing medications such as acetaminophen (Tylenol) or ibuprofen (Advil)
- Sore throat with no other symptoms
- Runny nose with no other symptoms
- Muscle aches with no other symptoms
- Fatigue with no other symptoms
- Nausea with no other symptoms
- TWO or less episodes of vomiting in 24 hours with no other symptoms
- THREE or less episodes of diarrhea in 8 hours with no other symptoms

Students are not required to have a doctor's note to return to school, unless the school nurse requests it, however you may be required to contact your doctor before your child returns to school, depending on symptoms.

Students are not required to have a negative COVID-19 test prior to returning to school. The decision to have a student tested to COVID-19 will be made together with the student's family, their healthcare provider and the school nurse.

Additional guidance is expected from the Vermont Department of Health in regard to returning to school after sickness.

Protocol for positive COVID-19 cases at school (per State guidelines)

If COVID-19 is confirmed in a student or staff member CKS will:

- Communicate with staff and parents/caregivers with general information about the situation, while maintaining strict confidentiality
- Close off areas used by a sick person for 24 hours before cleaning to allow droplets to settle and not use these areas until after cleaning and disinfecting has been completed
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment used by the ill person(s), focusing especially on frequently touched surfaces.
- Participate in contact tracing as requested by the Vermont Department of Health.

Decisions about school closure will be made based on guidance from the Agency of Education. Anyone diagnosed with COVID-19 should self-isolate according to [guidelines](#) set forth by the Vermont Department of Health. If a staff person or student has been identified as a close contact to someone who is diagnosed with COVID-19, they will be contacted directly by the Vermont Department of Health, and asked to quarantine. Please refer to the [Vermont Department of Health's website](#) for what it means to be in close contact and for [instructions for isolation, quarantine and self-observation](#).

Building Maintenance

Cleaning and disinfecting

Christ the King School will engage in frequent, thorough cleaning each day. All staff will be trained in proper cleaning and disinfecting. At a minimum, common spaces and frequently touched surfaces and doors will be cleaned and disinfected at the beginning, middle and end of each day. CKS will continue to follow regulations regarding cleaning, sanitizing and disinfecting. In addition to this, all pillows, stuffed animals, dress up clothing, rugs, soft toys and non-essential furniture have been removed from classrooms. Students will not engage in cleaning or disinfecting the school beyond the typical expectation of cleaning up after meals, play time, art time etc.

Per State guidelines the following products may be used at CKS for disinfecting:

- Diluted household bleach solutions
- Alcohol solutions with at least 70% alcohol
- Most common EPA-registered household disinfectants
- See List N: [Disinfectants for use against SARS-CoV-2](#) (Environmental Protection Agency)

Building improvements

- All classrooms and hallways have been cleaned and waxed.
- The lobby area carpet has been replaced with linoleum flooring to achieve more thorough cleaning of the area.
- HVAC grant through Efficiency Vermont has been applied for.
- Signs have been posted around the school providing information on how to stop the spread of COVID-19: hand washing, facial coverings, physical distancing.
- Plexiglass has been installed on the front office window to provide a barrier when physical distancing is not possible.

Water fountains

Only the touch-free water filling portion of the water fountains will remain open to students and staff. The drinking fountain portion of the water fountains will be closed.

Students must bring their own water bottles to fill during the day or bring water from home. If a student forgets his/her personal water bottle, a disposable water bottle will be provided, however families should not rely on school provided water bottles regularly.

Fire and A.L.I.C.E drills

All safety drills will be conducted per State guidelines. Physical distancing will be implemented when possible.

Communication & School Events

Teacher conferences

All Parent/Teacher conferences or other meetings must be held virtually until further notice. Please email your child's teacher to request a meeting.

Visitor, volunteers & field trips

No outside visitors and volunteers will be allowed except for employees or contracted service providers for the purpose of special education or required support services, as authorized by the school or district.

No field trips will be scheduled until further notice.

PTO

The school's Parent Teacher Organization (PTO) will meet remotely. More information about the PTO will be provided prior to the start of the school year.

The After School program

The After School Program will be held in the gym for grades K-8 and in the preschool room for early education students. After school will continue to run on a daily basis from 2:45-5:30. There will be increased hand washing and sanitizing and attendance will be tracked.

Similar to pick up from the regular school day, parents/caregivers picking up students from the after school program will not be permitted in the building. The person picking up from after school will go to the front office/lobby door and ring the bell to alert the front office you have arrived. You may wait in the vestibule or outside and the student you are picking up will be brought out to you. Facial coverings and physical distancing are required when picking up students.

Distance Learning

Some students may need to begin distance learning while their classmates attend class in person. This may be because of extended illness, voluntary or mandatory quarantine, or other extended absences. We require families who plan to travel out of state during the school year to communicate with school administration. If the area to which you are traveling is an area that Vermont requires quarantine upon your return, your child can continue learning from home. Students who are absent will be responsible for completing school assignments across all disciplines. Students who will be absent in excess of fifteen consecutive days will require a plan to ensure continuity of learning. Although the teachers' primary focus will remain with the children present in the classroom, students will receive academic support to the teachers' best ability. At this time, we are not able to offer a remote learning option while school is open for in-person learning.

The Safe School Reopening Committee

As we all are aware, the situation and guidelines are changing frequently. Because of this our guidelines are also subject to change. The staff and faculty at Christ the King will do our very best to communicate changes with you as soon as possible. We as parents and educators will all be challenged to re-imagine our approach to education and the traditional daily schedule. We are equally

challenged to be kind, patient and understanding with each other during this global pandemic. All of us at CKS are committed to the safety and well-being of your sons and daughters. Nonetheless, we will get through this together as a community rooted in faith.

The following is an excerpt from the forthcoming document "United in Faith, Returning with C.A.R.E. (Communities & Academics Reimagined Effectively):

"The Roman Catholic Diocese of Burlington and her schools realize that no plan will mitigate every possible eventuality. We do not make a claim to provide germ/virus free campuses and we cannot deny the possibility of infection being transmitted within our schools. This possibility is present whenever two or more are gathered. We believe, however, that with proper planning and dedicated adherence to that plan, we can provide a spiritually rich, academically sound learning environment that is infused with practical and sustainable health and safety measures."

This reopening guide would not have been possible without the hard work of our Reopening Planning Committee. The committee has worked tirelessly since the [Safety and Health Guidance](#) for Vermont Schools was released on June 17, 2020. Many thanks to all of those who worked so hard to create this plan for keeping our students safe.

Let us reflect upon the recent prayer Pope Francis wrote for the end of the COVID-19 pandemic:

*O Mary,
You shine continuously on our journey
as a sign of salvation and hope.
We entrust ourselves to you, Health of the Sick,
who, at the foot of the cross,
were united with Jesus' suffering,
and persevered in your faith.*

