



St. John the Evangelist Catholic School

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St. John the Evangelist School – Reopening Plan

The goal of St John School is to return to normal school operations to the fullest extent permitted by health and safety regulations set by the State of Ohio, including the Ohio Department of Education and the Ohio Department of Health. St. John School will follow the 3-tier approach designed by the Office of Catholic Schools.

- Tier 1 – Normal Operations – buildings fully opened with in-person instruction
- Tier 2 – Blended Learning – a combination of in-person and distance learning
- Tier 3 – Distance Learning – full remote, on-line instruction with buildings closed.

This plan will focus on describing the guidelines for each tier. It does not indicate that the 2020-21 school year will start in any specific tier. It is simply a document that prepares our school for the possible action in an uncertain time.

Important adjustment: We will move the start date of school to September 8th. We will use the last week of August to meet with the parents and students during scheduled appointments to make everyone familiar with the new computer program we will use entitled Digital Academy. This program will be a linchpin to our school day no matter which tier we are in at a given time. Training on this application as well as other online resources will occur as a family. This program will also allow us to move between tiers of the plan without a large interruption to the education process.

This document is fluid in nature and modifications can and will be made as updates of the pandemic occur.

Tier 1 (Yellow)

At this level and with the proper use of masks, shields, social distancing and very careful sanitizing of hands and all surfaces we would be able to open school in a normal fashion. [There is now a State Mandate that all school children \(Gr. K-12\) will wear masks while at school. St. John will enforce that protocol but will provide mask breaks throughout the school day.](#)

For preschool, there will be slight differences in that we know masks or shields may not be possible. We will have the preschool children enter the school through a different entrance or different time than the other students. We hope the Preschool children will be able to wear a mask from the car to the classroom and vice versa.

For Mass days we will do a reconfigure of the seating in church to keep classes together but social distance between the classes.

The following mitigation policies will also be implemented in the "All In" plan:

- Parents assess student health before school and each child will have their temperature taken by a staff member before entering school. Any child with a temperature above 100 will be sent back home.
- Students/Staff will be required to wear a mask during the school day. [Masks can be any color or design as long as they are appropriate in nature and do not display writing or symbols of a political or controversial nature. St. John will provide all students and staff with two navy blue masks that are to be washed regularly.](#)
- Students will have a school supplied plastic reusable water bottle. It will be sanitized regularly for reuse by the same student the following week.
- There are hand sanitizing stations in hallways, entrances and classrooms.
- Staggered entry and exit times/locations
- Additional cleaning of surfaces.
- The cafeteria socially spaced so that masks may be laid aside to eat. Masks will be worn going to and from the cafeteria. [Other options may include eating at their classroom desks to minimize movement and provide added containment.](#)
- For recess, classes will be zoned in their own area and depending on the activity and social distancing mask breaks will be included.
- Hand washing: while we do not have a large number of sinks in the restrooms, we are looking at renting hand washing stations to be placed, during good weather outside, and near the restrooms to increase hand washing availability.
- Lunch times will be staggered so as to eliminate congregation in the hallways and stairs.
- No visitors or volunteers will be permitted in the building during school hours.
- No shared student supplies
- Lockers only on a one-on-one basis.
- No field trips
- No large group student events
- Students stay in place whenever possible. Teachers will travel

Tier 2 (Orange) a Blended Schedule

- At this level there has been a significant increase in Covid infections. At this point we must strengthen the sanitizing, and social distancing.
- At this point we would move into a split attendance of the students grades 1-6. We know this will place extra stress on the families but it is the best for everyone.
- The school week would be like this: Monday and Tuesday grades 1, 3, and 5 would attend class and on Thursday and Friday grades 2, 4, and 6. We would use Wednesday and the weekend for deep cleaning the school. This schedule is subject to change.
- At the moment we would see the preschool and Kindergarten going all four days. All the actions of the children would be the same as in Tier 1 for their protection and safety.
- When students are **not** in the classroom, they will use Digital Academy for online learning.
- Teachers will utilize a “flipped classroom” approach to teaching when students are not in the building during the blended learning model. Lessons will be recorded and students will be expected to view them and complete assignments.
- Online real time instruction may be available depending on the Digital Academy capabilities. Information regarding this implementation will be given out as the staff progresses in learning its implementation. Lessons will be recorded for viewing.
- When students are in school, they will receive live instruction, meet with all teachers for classes, have small group and one-on-one instruction when needed.
- Students with an IEP or SP will receive the required minutes of instruction both in person and online when necessary. A schedule will be given to parents ahead of time.

The following mitigation policies will also be implemented in the "Blended Learning Plan":

- Parents assess student health before school and each child and a staff member will take their temperature before entering school. Any child with a temperature above 100 will be sent back home.
- Students will have a school supplied plastic reusable water bottle. It will be sanitized over the weekend for reuse by the same student the following week.
- There are hand sanitizing stations in hallways, entrances and classrooms.
- Staggered entry and exit times/locations
- Additional cleaning of surfaces.
- The cafeteria will be socially spaced so that masks may be laid aside to eat. Masks will be worn going to and from the cafeteria. Other options may include

eating at their classroom desks to minimize movement and provide added containment.

- Hand washing: while we do not have a large number of sinks in the restrooms, we are looking at renting hand washing stations to be placed, during good weather outside, and near the restrooms to increase hand washing availability.
- Lunch times will be staggered
- No visitors or volunteers will be permitted in the building during school hours.
- No shared student supplies
- Lockers only on a one-on-one basis.
- No field trips
- No large group student events
- Students stay in place whenever possible. Teachers will travel

Tier 3 Red - Distance Learning

Under this plan the students would receive online learning five days a week. The school will assume this plan only if designated by the governor or diocesan office or if mandatory quarantine times necessitate a move to full online learning.

At this level the children would not be able to attend classes in a group setting. The teachers would be in their classrooms and through the use of cameras and computers would lead the children in their lessons remotely. Each student would have their textbooks and computers to use from the school.

- Teachers will utilize Digital Academy for all direct online learning needs
- Teachers will provide real-time lessons and office hours daily and recorded lessons
- Students will be required to sign onto class lessons and meeting times daily
- **Attendance will be taken**
- All assignments will be completed and/or submitted online through Digital Academy in a timely fashion
- Students will be responsible for assignments in every subject.
- St. John will loan Chromebooks and other devices as needed.
- St. John will work with families who have internet access issues.
- Parents will be responsible for the return of all equipment undamaged

Parent guidelines for assessing student health:

- Parents will take child temperatures prior to the student leaving for school. Temperature will be validated upon entrance.
- Children with a fever of 100.0 or higher cannot report to school

- Parents will assess their child(ren) for symptoms of infection. If a child demonstrates symptoms of the virus, the child should remain home and their pediatrician should be contacted.
 - Fever of 100.0 or higher
 - Cough
 - Headache
 - Sore Throat
 - Shortness of Breath
 - Fatigue
 - Chills or body shakes
 - Loss of taste or smell
 - Unexplained body aches

Monitoring Staff Health

- Upon entering the building, all faculty and staff will complete the COVID – 19 Employee Self-Monitoring Checklist and take their temperature using the Infrared Thermometer.
- Staff must sanitize their hands immediately upon entering the building
- It is critical that staff members continue the practice of consistent hand washing and sanitizing at any time where they may have touched any surface that is suspected to be contaminated.
- Any staff members who exhibit any symptoms of COVID-19, are to stay home until they are free of fever or symptoms (without the use of medication). A healthcare provider’s note to validate that the person is cleared of COVID-19 is required.
- Once in the building, if a staff member shows symptoms of COVID – 19 will be sent home immediately.
- Any staff member experiencing symptoms of illness should follow the “Plan for Illness” steps below.

Plan for Illness:

- School secretary will be the point of contact for communication regarding the illness plan.
- The secretary will use the Covid-19 Tracking Form provided by the diocesan office. The form requests the following information:
 - Date
 - Name of ill staff or student
 - Name of person reporting
 - Stated reason for the report
 - Comments: The secretary will ask ill person if they are experiencing the following symptoms:

1. Cough/difficulty breathing

2. **A fever of 100 degrees or higher**
 3. **Headache**
 4. **Sore throat**
 5. **Chills**
 6. **Muscle aches**
 7. **Body shakes**
 8. **New loss of taste or smell**
 9. **Exposure to person with COVID**
- If the person answers yes to **#1**, OR yes to one or more of symptoms **#2 through 8**, OR yes to **#9** – consider a possible COVID – 19 case and stay home from work/school, and suggest they follow up by calling their healthcare provider. A COVID test is highly recommended. The ill person must stay home for 10 days after the first symptom and be free of fever without fever reducing medication and free of cough or difficulty breathing 3 days before returning, **OR receive confirmation by their healthcare provider of a negative COVID test.**
 - If the person answers yes to only one symptom from items **#3 through #8**, consider staying home from work/school and follow up with the physician.
 - If the person answers yes to only **#2**, they will stay home from work/school and follow up with their physician. They must be free of symptoms 24 hours before returning.
 - If the person answers no to all, they are unlikely to be COVID – 19 and they should report to school when they are feeling well again.
 - **There will be a designated space to be used as a separation room for staff or students who become ill with a potentially communicable disease.**
 - This space will be next to the Principal's office in the foyer.
 - This area is separate from the main building, has a separate entry and will be easily disinfected.
 - Ill person will wear a face covering until picked up
 - Space will be immediately decontaminated once an ill person departs.
 - A school employee will provide monitoring of the students in the separation room.
 - Parents or guardians of a symptomatic student will be notified immediately of their child's status and the student will be picked up as soon as possible.

Covid – 19 Exposure Protocol:

- Isolate and Transport Those Who are Sick
 - If a student, parent, or staff member feels ill with symptoms associated with COVID-19, that person should not come to school, and they should notify school officials that they are sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Immediately separate the sick individual if the person is at school. The person will go to the designated separation area and be overseen by the

- secretary who will contact a family member to come and pick the person up. A face covering must be worn.
- The school nurse will take the person's temperature and make them comfortable. She will also request a report of symptoms and ask the responsible adult to provide feedback to the school of any medical diagnosis.
 - Clean and Disinfect
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection, including storing products securely away from children.
 - Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) .
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
 - Follow **quarantine guidelines** set forth by the health department at the time the case is reported.

Safety Protocols:

- Restrict access to any unnecessary visitors – Use school video and intercom system
- Use designated entrances into the school for students to enter the building at the start of the school day.
- The doors to the school will remain locked at all times after the designated start time of the school day. The only doors available for entry after this time will be the main doors which access will be granted upon approval of the Main Office personnel
- All deliveries will be made outside of the school building and brought in by a member of the staff.
- When applicable, all parent and faculty meetings will be conducted by an internet based program such as Zoom or Google Meet.
- Utilize large outside areas when applicable for students to move around and socialize while maintaining safe, healthy practices.
- Water fountains will be disabled. Students will be provided water bottles by the school.

Daily Sanitation Procedures:

- Lockers and high touch areas will be sanitized frequently throughout the day.
- No drinking fountains will be in use. Every area has a new water cooler for bottle filling.
- Teachers will have students wipe desks and chairs down at the end of day with student safe wipes.
- Restrooms will be sanitized frequently throughout the day. A schedule will be completed and there will be 15 minute intervals when the restrooms are closed for sanitizing.
- Automatic hand sanitizers for all entrances, hallways, classrooms and playground have been installed.

Supplies Necessary to be On-Hand at All Times:

- Face coverings on hand for anyone needing one
- Hand sanitizer stations positioned around school
- Masks and Plastic face shields for staff and students.
- Vinyl covered/fire rated partitions for separation space.
- Infrared thermometers

Entering and Exiting Procedures:

In order to ensure safe distancing, students will enter and exit the building from various entry/exit points and under the supervision of adults.

Arrival

- Students will be released at intervals so that social distancing can be adhered to at all times.
 - All students will wear face coverings upon arrival
 - All students will be reminded to take their time and to keep their distance from the other students arriving ahead and after them.
 - Adults will be spaced along the entrance route to supervise adherence to social distancing expectations.
 - Students are to enter their classroom immediately and go directly to their seat.
- Bus Students
 - A staff person will meet them at the bus to ensure students enter the building adhering to the 6ft. social distancing expectation.
 - All students will be wearing face coverings
 - Students are to enter their classrooms immediately and go directly to their seat.

- Tardy Students
 - The office administrative assistant will be on duty to answer the front door intercom as needed.
 - The School Secretary will ask the adult which student/s is arriving, the reason for the tardy, and if the student is purchasing a hot lunch or packing prior to allowing the student to enter the building.
 - The School Secretary is responsible for filling out the tardy slip and attendance information on Digital Academy.
 - The student will proceed immediately and directly to his/her homeroom.
 - The adult bringing the child to school will not enter the building.
- Early Dismissals
 - Parents must email the School Secretary by 10:00am on the day a child must have an early dismissal.
 - The School Secretary will call the student to the office five minutes prior to the expected early departure.
 - The adult picking up the student will ring the intercom and state that they are picking up the given child. The adult must state their name and the child's name.
 - The School Secretary will then release the child into the care of the adult.
 - A child will ONLY be released to an adult for an early dismissal if a timely email or phone call was sent to the OAA with the child's full name, homeroom, reason for the early dismissal, and the person responsible for picking the child up.
 - The adult will not enter the building.
- Car Line Dismissal
 - Staff members will escort students to the rear parking lot.
 - Pickup Adults will stand by their cars
 - Staff members will dismiss each child individually
 - Students will then walk directly to their designated cars and depart.
- Bus Dismissal
 - Students will walk calmly to the front of the building, maintaining social distancing and a staff member will walk them to the bus.
 - Face coverings will be worn.

Concerns, things we are working to address before school starts:

1. How do we handle each sick child as to isolating until proven safe; same for staff. [Outlines of Scenarios will be given out at Family/Teacher Orientation.](#)
2. If a child or staff member is positive what happens to everyone else in the classroom. How do we test and get rapid results?
3. Adequate substitutes for teachers and staff. [No we do not. If we have more than two teachers out, we will need to close school.](#)

4. Making sure all children have adequate access to the internet if online learning becomes required. [Survey results indicated adequate access with the providing of Chromebooks.](#)
5. Health security for all staff, since most employees have secondary issues that could lead to a higher possibility of infection. [Still a concern.](#)
6. Obtaining protective gear to deal with ill children, as we wait for pick up. [PPE will be available for the staff member.](#)

County Health Department Guidance

Parents:

As things stand the County Health department states that a person with symptoms must consult with their Primary care provider and only with permission from the PC can someone receive a test. Afterward, results could take up to 7 days or more. This makes decision making difficult, as to how to deal with the rest of the class in which the sick student was present. The health department's guidance is that we have to see if anyone was less than 6 feet apart from the student for 15 minutes or more and then proceed on our own best practices.