



St. Mary Magdalen School Handbook Addendum 2020-2021

July 31, 2020

Dear Parents and Families,

We are excited to announce that we are returning to Sharpley Road! We are grateful for your patience and understanding as we work to ensure a safe and caring atmosphere for your child/ren. Our community's needs and the safety of our students and teachers remained at the forefront of every step during the planning process. We also know that the complexity of what our world is enduring calls us to remain open and adaptable.

Following guidance from the Diocese, Governor's Office, AAP, and CDC (see "Resources"), St. Mary Magdalen will reopen in person beginning on September 1, 2020. Students in Pre-K, Kindergarten, and 1st Grade will return to the classroom full-time. Students in Grades 2-8 will return to school utilizing a hybrid alternating weekly schedule (one week in the building, one week working independently from home) and will report to school during alternating "A" or "B" weeks. The schedule for this will be shared in the upcoming week. During the weeks when students are not physically present in the building, they will be engaged in remote asynchronous learning assignments. This alternating schedule will be in place until October 16, 2020 and will be reevaluated at that time. This is established for the Diocese of Wilmington. More information will be communicated regarding the virtual experience closer to the start of school to give our teachers time to prepare and engage in professional development.

The following procedures will be implemented during in-person learning weeks to mitigate the spread of any illnesses in our reopening plan for 2020-2021. As with all schedules for this year, this addendum is subject to change at any time and will be communicated through the proper channels. It is our sincere hope that the requirements we are implementing in the Fall will eventually be lifted as the year progresses. The most important safeguard we can take to prevent the spread of illness is to keep students home when they are sick. This helps to protect our whole school community.

Please carefully read through these changes to school procedures for the upcoming school year. While we recognize that school will look very different from years past, we are grateful for the opportunity to be with our students and learn together in person. We will ask that all families acknowledge that you have read and understand these changes to our handbook and policies moving forward. When comparing to previous years, these changes take precedence. We will continue to communicate with you as restrictions are able to be lifted.

Sincerely,

St. Mary Magdalen Faculty and Staff

Arrival

- Parents will be asked to complete the following [short screening questionnaire](#) for their children each morning before dropping their children off at school. This form does not need to be submitted to the school but rather should guide families in determining whether attendance is appropriate.
 - Parents are to check students' temperatures at home every morning. Students with temperatures 100.4 or higher are to stay home and consider coronavirus testing if no other explanation is available.
 - Parents are required to ask their children or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives will require the parent to keep the student home from school.
 - Parents will need to communicate to the teacher and the school nurse when a child is ill and the reason(s) for the illness.
- Upon entering the building, students will proceed immediately to their classrooms upon arrival rather than waiting in the hallways to limit congregation.
- Younger students and new families will be accompanied by faculty to ensure their comfortability coming into the school.
- Printing in the library will be closed in the morning to prevent congregation. Students may still visit for short periods to return or check out books.
- Parents may not enter St. Mary Magdalen during arrival or dismissal.
- Late Arrivals/Early Dismissals
 - Parents should not enter the building when dropping off a late arrival (they may walk students up to the door while maintaining social distance from any other families).
 - Parents may enter the gym lobby to pick up a child for an early dismissal with a mask on. Sick children will be walked down to the gym lobby.

Personal Protective Equipment (PPE)

- Masks and Face Shields
 - **All students (Pre-K-8th) will be required to wear masks during arrival and dismissal and while moving through the hallways.**
 - **Students in Grades 3-8 will be required to wear masks at all times in the building.**
 - **Masks are recommended for students in Pre-K through Grade 2. Parents of students in Grades Pre-K-2 who would like their child to wear a mask each day should send a note to their child's homeroom teacher expressing this wish.**
 - We recommend that parents send students with a plastic bag to place their mask in when not in use (recess, etc.).

- Masks should securely fasten to the face (for example, no T-shirts/bandanas) and should be appropriate for school.
- Students will not be required to wear masks while eating or outside.
- Teachers will wear face shields when not in close contact with students (ie. at the front of a classroom) and will wear both masks and face shields when at distance less than three feet working with a student (ie. working in a small group). Teachers may also choose to wear masks for the duration of the day regardless of distance from students.
- All adults who enter the building must wear a mask.
- The nurse will wear a mask when children are in her office.
- Maintenance will wear a mask when disinfecting/sanitizing items.
- Gloves
 - Gloves are not necessary for student use. The emphasis should instead be placed on appropriate hand washing techniques.
 - Maintenance staff will wear gloves when cleaning, and the nurse will continue to wear gloves when placing a bandaid, touching fluids, etc.

Building Visitors

- Visitors may not enter the building during drop-off and pick-up.
- All visits to St. Mary Magdalen must be scheduled in advance.
- All visitors must wear masks and complete a [health questionnaire](#) upon arrival. **This form is required to be submitted to the school.**
- Whenever possible, conferences will take place remotely.
- Volunteers for classrooms, class parties, library, etc. will not be permitted in the building to begin the school year 2020-2021. Parents may continue to volunteer as lunch monitors.
- Parents who choose to send in birthday treats should send in items that are individually wrapped or non-edible (stickers, pencils, etc.).

Hygiene

- Handwashing
 - The nurse will visit each classroom in the first weeks of school to demonstrate appropriate hand washing techniques.
 - Teachers will provide opportunities for hand washing throughout the day.
 - Students will wash their hands before and after lunch.
 - Please reinforce good hand washing practices at home.
- Each classroom and high traffic areas will have a sanitizing station. Students should sanitize their hands any time they enter or exit the classroom including:
 - Recess times

- Special
- Lunch
- Bathroom break
- Any hallway movement
- Hand sanitizer is considered to be a “medication.” Any parent who does not want their child to use hand sanitizer must provide a note in writing to the school nurse.
- Hand sanitizing stations will be installed throughout the building and students will have access to them throughout the day. Parents are welcome to send students with hand sanitizer to use but it must be fragrance free and meet CDC recommendations.

Classroom Spaces

- Desks will be spaced at least 3 feet apart in the Pre-K through 1st Grade classrooms and will be 6 feet apart in the Grade 2-8 classrooms following the Diocesan plan. Surfaces will be kept clean for regular disinfection.
- Students will have assigned times to visit cubbies and lockers to prevent congregation.
- Students will use individual supplies whenever possible. When using community supplies, they will be disinfected regularly.
- To minimize hallway crowding, teachers will switch classes instead of students whenever possible.
- Windows in classrooms will be kept open during the day and cracked overnight to ensure proper ventilation. Fans will be kept on as often as possible.
- Technology will be wiped down between each use.

Common Spaces

- Hallways
 - Hallway walking is not a serious risk of the spread of illness because there isn’t much contact time. Hallway congregating should be avoided. To reduce traffic jams:
 - Lines will be created to distance students during hallway walking.
 - Classes should stay as far to the right side of the hallway as possible when walking.
 - Students should not touch each other or a teacher as they pass each other in the hallways.
 - To keep viral transmission down, students should speak as softly as possible in the hallway. Loud voices should be reserved for outside.
- Bathrooms
 - The amount of students permitted to be in the bathroom will not exceed the number of sinks in the bathroom. Bathroom breaks will be staggered to prevent overcrowding.
- Water Fountains

- Students will not be permitted to use the bottom half of the water fountain but rather the top “bottle filler” part only. Please send your child to school with a filled water bottle in the morning to reduce trips to the water fountain.
- Specials Classrooms
 - Gym, art, and library will use their classroom spaces utilizing the protocols for distancing in classrooms.
 - Students will sanitize their hands upon entering and exiting each classroom.
 - Art equipment will be sanitized after each use.
 - Technology will take place in the classrooms in grades K-5.
 - Music and Spanish will continue to take place in the classrooms.
 - Music lessons will not include singing to begin with to mitigate the spread of illness.
- Main Entrance
 - To prevent crowding in the gym lobby area, teachers will bring students in and out of the school building during recess and dismissal times utilizing several doors throughout the building.

Lunch

- Classrooms
 - To eliminate large groups congregating in Church Hall, students will begin the year eating lunch in the classrooms.
 - Students must stay at their assigned seats due to the nature of transmitting germs while eating. They will remove masks to eat lunch or snack.
 - Students or lunch monitors (depending on the age group) will wipe down their desks before recess.
- Hot Lunch
 - We are still exploring lunch options, such as grab-and-go style boxed lunches, with our catering company Lintons.

Recess/Playground

- Recess is incredibly important to the wellbeing of our students. Students will go outside to play as often as possible.
- Students will wear masks in the hallways and take them off while outside at recess. Parents are encouraged to send students with a bag labeled with their name to hold their masks while outside.
- Students will not be limited in choices of play equipment (other than by age/safety).
- The number of students on the playground/blacktop area will be limited at any given time.
- Cleanliness
 - Students will sanitize their hands before and after recess.

- Recess equipment will be cleaned after each recess.
- Recess Games
 - Students will be encouraged to play games that align with social distancing practices.
 - Recess touch that will not be permitted: tag games, holding hands, hugging, dogpiling, tackling.
 - Basketball and football will not be permitted as the students are unable to maintain a safe distance.

Dismissal

- Parents will not be allowed in the building during dismissal.
- Carline
 - **Please should not congregate near the gym lobby or outside any of the school buildings at dismissal.**
 - We are developing a plan for grade designated pick up areas for parents to walk to and pick up their child/ren.
 - Teachers and staff will ensure children are safely picked up by a parent or whomever else is approved.
 - Parents with children in Pre-K and Kindergarten are encouraged to take advantage of early carline.
- Walkers will maintain social distancing when walking through the hallways.
- Extended Care
 - Students will be spaced out at tables with 2 seats between each child to provide 6 foot spacing while students eat during snack time.
 - There will be limited capacity given social distancing restrictions.
 - The sign-out sheet will be outside. Parents will not be permitted to enter the Church Hall.
 - The front doors will be kept open for ventilation with 2 staff placed at the doorways
 - Games and toys will be disinfected daily.
 - High touch surfaces will be cleaned and disinfected daily.

School Events

- Assemblies
 - No large assemblies will take place in Fall 2020.
- Mass
 - The Opening Mass for both groups will be limited to students and staff only and will take place outside with appropriate distancing.
 - Students will attend mass monthly with their classes in small groups.
- Field Trips

- Per Diocesan policy, field trips will not take place in Fall 2020.
- Extracurriculars
 - All after-school extracurriculars will be cancelled for Fall 2020 and the use of school facilities after school will be restricted.
- Athletics
 - All inquiries regarding athletics should be directed to Catholic Youth Ministry or the St. Mary Magdalen Athletic Association. Athletics are not under the auspices of St. Mary Magdalen School.
- Special Events
 - Large events scheduled in Fall 2020 will be cancelled or postponed until Spring 2021 on a case by case basis. Decisions will be communicated to families as they are made.
 - Back to School Nights will take place virtually.

Uniforms

- During weeks when students are present in the school building, they may wear either their regular uniform or their gym uniform to mitigate parent uniform costs during this time of hybrid learning.
- Students should still wear their gym uniforms on gym day.
- Parents will be given sufficient notification before this policy expires.

Health

- Sick Procedures
 - **Students who are sent home with a fever will be asked to return only after they are 24 hours fever free without using fever-reducing medications.**
 - **Students who are sent home from school due to illness must be picked up within 60 minutes of calling home.** Parents who place our community in jeopardy with a delay will be subject to a \$25 late fee.
 - Students who present with multiple Covid-like symptoms and any siblings will be sent home.
- Covid-19 Event
 - In the event of a confirmed case of coronavirus in our building, the Delaware Department of Health liaison will be notified immediately.
 - SMM will follow the instructions set forth by the Delaware Department of Health.
 - This may include a closure of school for thorough cleaning and disinfection of all surfaces and rooms.

- Students will be instructed on what may be needed to take home, including consumable books and any textbook that doesn't have an online component.
- Teachers and students should prepare for an extended closure if deemed necessary.

Cleaning

- SMM has invested in BioProtect to provide regular treatment of surfaces to prevent the growth and spread of viruses and bacteria. Surfaces will be treated every 6 weeks with BioProtect in addition to evening disinfection.
- High-touch surfaces (railings, door handles, etc.) will be cleaned and disinfected multiple times a day by our maintenance staff.
- The playground will be disinfected daily.
- Toys and communal art supplies in classrooms will be disinfected daily.
- Students and teachers will clean desks at the end of each day. Students will clean desks when changing classes if applicable.
- The building and grounds (including the Church Hall) will be thoroughly cleaned and disinfected each evening.

Resources

American Academy of Pediatrics Guidance for School Reentry, June 2020:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>.

BioProtect Cleaning, June 2020: <https://www.actioncleanup.com/training-videos/covid-19-cleanups>.

BioProtect Testing Data, June 2020:

<https://gvn.org/two-centers-of-excellence-of-the-global-virus-network-independently-verify-an-anti-microbial-technology-that-kills-sars-cov-2-on-surfaces-for-more-than-six-weeks/>.

CDC Considerations for Schools: Operating Schools During Covid 19, May 2020:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

Forward in Faith: Diocese of Wilmington Start of School Plan, July 2020:

<https://cdowschools.org/2020-2021/GR/Pandemic/SOSFINAL073120.pdf>.

Karten, M. Handwashing: Why It's So Important, September 2018:

<https://kidshealth.org/en/parents/hand-washing.html?ref=search>.

Returning to School: Planning a Safe, Efficient, and Equitable Return to School for Students and Staff, July 2020:

https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/599/ddoe_returningtoschool_guidance_final.pdf.

The Hospital for Sick Children (Toronto, CA), Covid 19: Guidance for School Reopening, July 2020:

<https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf>.