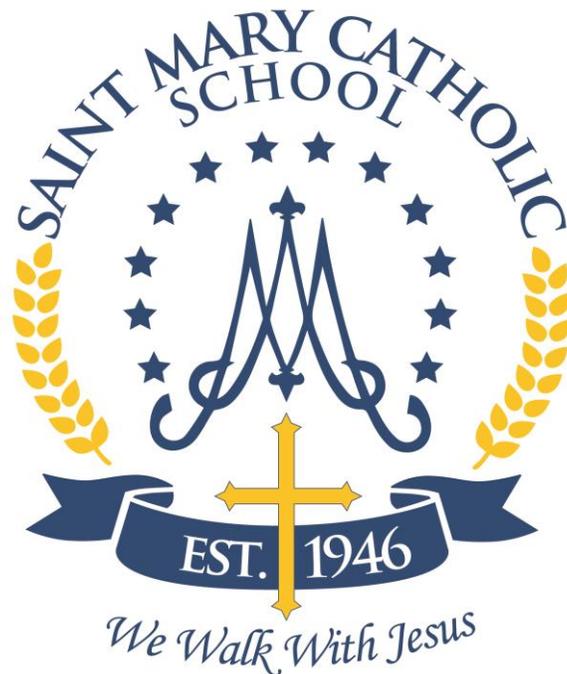


# **SAINT MARY CATHOLIC SCHOOL**

## **RETURN TO CAMPUS PLAN AUGUST 2020**

**IN PARTNERSHIP WITH THE DIOCESE OF PENSACOLA-TALLAHASSEE RTS  
PLAN**



### **Mission Statement**

*Dedicated to Catholic values, Saint Mary Catholic School is a Christ-centered educational community committed to academic excellence, spiritual growth, individual responsibility, and service to others.*

## Introduction

Students thrive in our enriching, faith-filled classrooms. Research has shown the importance of face-to-face instruction for the development of the whole child. We have been diligently preparing for on-campus school operations to resume in August of 2020. Specific decisions and plans regarding on-campus operations will continue to adjust based on current conditions and guidelines.

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), and the Florida Department of Health (DOH). We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA). Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

Our priorities are:

**Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to school. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.

- a. Hygiene: Within classrooms, we will emphasize strong hygienic practice.
- b. Presence: Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school in their cohort for the full day.
- c. Students will be grouped together in their “cohort” and interaction with other student groups will be greatly limited.

**Growth:** Despite limitations, we want our children to continue their academic progress in their studies and in their faith and to live our mission.

Below are our site-based decisions for the Diocese of Pensacola-Tallahassee Return to School Plan.

*This document will be updated regularly. The school principal will share the updated document on the school website and distribute the updated version to parents via the school information system.*

## SECTION I: SCHOOL PROTOCOL

### TEMPERATURE SCREENING & HEALTH PROTOCOL

Saint Mary Catholic School will screen all students upon arrival to campus in the morning. This will happen in Carpool, before students get on the bus, or when they arrive to their class. Students must not have a temperature above 100.4 F per the AAP or they will not be allowed to come to school. Students and staff are screened prior to entrance into buildings.

- Screening includes CDC checklist administration and temperature check.
- Students and staff who answer yes to any questions and/or have an above-normal temperature must return home. Staff should self-check before they come to work.
- Students and staff will sanitize hands as they enter the campus.
- Gloves and face coverings should be worn by staff members conducting screenings.
- Safe distancing should be maintained during drop-off and screening.
- Arrival and Dismissal Procedures

We will stagger arrival and dismissal in order to protect the students from large gatherings. Detailed Arrival and Dismissal procedures will be shared the week before school starts.

Our arrival window will be from **7:45am to 8:15am**. Students may arrive on campus as early as 7:45am and until 8:15am. Students who arrive before 8:15am **will not be marked tardy**. In order to assist in traffic backing up on Robinwood, we will also stagger dismissal from **2:45pm to 3:15pm**.

It is more important than ever that our parents use the Carpool system. In addition to being the safest arrival and dismissal procedure, we know our parents will understand that we cannot have large numbers of people on the campus during arrival and dismissal. K3 and K4 Teachers will be contacting their parents with alternate plans for drop-off for the first two weeks to accommodate parents who wish to walk their child to school.

- **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers must disinfect the buses at a minimum:

1. Right before starting a route to pick up students.
2. Right after the morning and afternoon routes.

Students temperatures will be taken upon entrance to the bus. Students with temperatures over 100.4 F will not be allowed to ride the bus. Bus drivers must not report to work if they suspect they are sick, if they have symptoms such as fever or difficulty breathing, or if they have been in contact with other people who have any confirmed respiratory illness or disease in the last 7 days.

## HEALTH PROTOCOL

Masks will be highly encouraged and recommended, **and mandatory at various times during the day.** Masks are mandatory for employees during Carpool, arrival and dismissal, transitions, in the Office, small group instruction, and any time when social distancing cannot be maintained. When teachers are in their classroom they may take the mask/shield off for instruction **if social distancing is possible.** Students will be required to wear masks on the buses, when attending Mass, and in small group instruction or any situation when social distancing cannot be obtained. We will be constantly reviewing the safety protocols recommended by the Center for Disease Control, American Academy of Pediatrics, the Office for Catholic Schools and our local public school districts, and we will implement social distancing, mask usage, signage, barriers, the use of an isolation room, and/or other safety measures based on the collective information, recommendations, and guidance from these Agencies. Decisions made will err on the side of the health and safety of students, faculty, and staff. **Final decisions on masks will be made closer to the start of school based on local health department recommendations.**

### **If a person is exhibiting symptoms of COVID-19 at school:**

If an employee or student is ill, has a positive COVID-19 test result, or exposure to someone with COVID-19, we will follow the **local health department directives. Positive results will be shared with the local health department, and student privacy preserved.** It is the responsibility of the individual to report a positive test result for COVID-19 to Administration and follow the guidelines provided.

If a student presents with symptoms of COVID-19 during the school day, or has a fever of or greater than 100.4 F, he/she will be moved to an isolation room, have their temperature taken, and may be asked to wear a mask until a parent arrives to take him/her home or to the nearest health center. The Office will call to notify the parent immediately, and the child will **need to be picked up within 60 minutes.** Parents, please update/confirm your emergency call information to assure we know whom to contact in case of illness or an emergency.

The school or center staff member assigned to monitor the isolation room must complete the Suspected COVID-19 Case Form and will notify the Office to call the parent to pick up the child from school.

The staff member attending to the suspected infected person will also wear a protective mask and gloves while working with the ill child.

If a student has to be out for two weeks to quarantine, they will be provided assignments for while they are home. If they are ill, those assignments will need to be adjusted and we will work with the family to get the student caught up.

## **ATHLETICS**

We will continue to comply with all guidelines established by OCHD and FHSAA. This will be updated as we receive more information from the county. The procedures we implemented this summer for our conditioning camps went very smoothly and proved successful. At this time, we are still waiting on updates from the county schools regarding our middle school sports program.

## **VISITOR PROTOCOL**

- To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic. While we love having our parents volunteering and being in our schools, we will not allow any parents or visitors in the building during the school day due to the potential exposure.
- Only visitation by appointment, via the main office, will be allowed until further notice. All visitors/guests on campus will report to the main office and have their temperature checked. Temperature checks and potential exposure to COVID questions will be asked. Visitors may be asked to sign a waiver and follow the mask protocols of the school while being escorted around the campus. Any visitor with recent positive COVID-19 results will only be allowed back on campus with documentation of a negative COVID-19 result.
- If a student forgets their lunch, lunch will be provided by our Cafeteria. Do not bring/deliver food or beverages from outside eating establishments to school.
- If a parent provides snacks for a class, they must be store-purchased and individually store-wrapped and sealed. No homemade snacks may be brought in for students.
- No visitors, parents, or volunteers may enter the front Office without prior appointment or approval.
- For student pick-up, parents will call the front office and their child/children will be brought out to them.
- For students who are Tardy or arriving from an appointment and arrive after 8:15am, they will need to be checked in by their parent/guardian. We have a new check-in system through our Raptor Security System. Parents will be buzzed in to the campus on a one-at-a-time basis by Mrs. Tucker.

## **CLEANING & DISINFECTING**

Saint Mary Catholic School has been purchasing alcohol-based hand sanitizers, cleaning supplies that meet CDC standards, updating air condition filters, and working with our custodial company and new cleaning procedures. Our custodial company has purchased the backpack spray fogger sanitizers for sanitizing the classrooms.

Hand sanitizers have been installed throughout the school and in common areas. Cleaning sprays and wipes bucket systems have been purchased and added to every classroom to clean and disinfect frequently touched objects and surfaces such as desks, handles, and keyboards. The school and center custodial staff will clean all workspaces at their designated cleaning time. Please refer to the chart in the Diocese Plan, which we will follow.

Common areas and high-touch surfaces will be cleaned multiple times throughout the day in accordance with CDC, DHHS, and AAP guidelines.

Teachers will wipe down high-touched areas in between classes with their disinfectant buckets they have been supplied. In classes that see multiple groups of students, such as Art and Computers, keyboards/mice now have protective plastic coverings and will be disinfected between each class. Art Class will rotate supplies, utilize students' own supplies, and clean supplies at the end of the day.

**Water fountains are being fit with bottle fillers and the ones with mouth pieces are being changed. Students should bring their own water bottles to school.**

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

## **MASS, ASSEMBLIES, AND LARGE GATHERING ARRANGEMENTS**

- Mass attendance will be staggered and will be attended by only two grades at a time, except for Middle School in which all three grades will attend. K3, K4, K5 and 1st Grade will not attend Mass at this time. This will be readdressed later in the year. **All students will be required to wear masks to attend church.** Tentative schedule: 2nd Grade attends Mass Tuesday, 3rd and 4th on Wednesday, 6th-8th on Thursday, 5th on Friday.
- Monday Morning Assembly, Pep Rallies, and other large gatherings will not take place the first semester. Faculty Meetings will be held in the Cafe with seats apart by 6 feet, or on video teleconferencing platforms.

## **STRATEGIC SOCIAL DISTANCING AND PROTECTION**

- Our goal is to keep students as much as possible with their individual class throughout the school day. This limits students' contacts and possible exposure.
- We will follow the safety protocols recommended by the Center for Disease Control, American Academy of Pediatrics, the Office for Catholic Schools and our local public school districts, and will implement social distancing, mask usage, signage, barriers, the use of an isolation room, and/or other safety measures based on the collective information, recommendations, and guidance from these Agencies. Decisions made will err on the side of the health and safety of students, faculty, and staff.

- Following CDC and AAP recommendations, we will be placing desks 3 to 6 feet apart, facing one direction. In classrooms with a greater number of students or smaller square footage where we cannot social distance the desks, we have ordered plexiglass protectors for the desks.
- Recess will be scheduled and staggered to keep students with their class.
- We will be limiting the number of students in the Cafeteria for Lunch to keep the capacity to 25% of students in the Cafeteria at one time and allow for social distancing. Students who purchase lunch will eat in the cafeteria, and students who are packing their lunch will eat in the classrooms. Students who pack their lunch will still have the availability to purchase milk, yogurt, etc.
- Extended Care:  
We will observe all protocols put in place for daily school operations. Staff will wear face masks/shields. Students and staff must use personal materials and supplies. Toys will be cleaned at the end of each day and/or rotated out in small groups and shelved for 48 hours. All spaces will be thoroughly cleaned after being utilized for before care.  
Students and staff must wash/sanitize hands before leaving from Classrooms to go to AfterCare. Staff will ensure students are adhering to recommended social distancing measures. If tutoring in a small group, face masks must be worn by students and staff.

### **Clubs and Tutoring**

- All school clubs must follow size limitations and social distancing. If unable to stay 6 ft apart, masks must be worn.
- If tutoring one-on-one or in small groups, our teachers will observe CDC, DHHS, AAP, and state recommendations for social distancing.
- Students and staff must use personal materials and supplies only.
- All spaces will be thoroughly cleaned after being utilized and prior to the next student/group.

### **Traveling**

The Middle School hallways will be labeled with directional arrows. If students travel to a special subject classroom, after their departure the room will have high-touch areas wiped down before the arrival of another class. Middle School students may use their backpack to go to other classes to eliminate visits back to the classroom.

### **Bathrooms**

The middle school bathrooms are in the process of being remodeled and will be finished by the start of school. Handwashing training for staff and students will be required.

We will limit the number of students in the bathroom at one time. Frequent sanitation of bathrooms with attention to high-touch surfaces will be done, and bathroom cleaning schedules have been prepared by our contracted cleaning company.

## **SECTION II: ACADEMIC AND PROGRAMMATIC INFORMATION**

### **ACADEMICS & ELEARNING**

All students will begin the 2020-2021 academic year on campus in August with the expectation that specific health and safety procedures will be implemented and followed. In the event that a student tests COVID-positive or is placed under quarantine but is well enough to participate in lessons, accommodations will be made available to that student to continue their learning from home for the two-week quarantine.

Saint Mary Catholic School is ready and prepared to move to an eLearning instructional model if mandated by the state again. In the event of OCHD, state, and/or federal officials advising a closure or quarantine, students will continue with their teacher on a remote learning model blending daily synchronous instruction with asynchronous instruction. We have strengthened our distance curriculum to include numerous virtual supports and online learning platforms in the eventuality that online learning is necessary. We have purchased dozens of student devices, both iPads and laptops, to assist in all learning at SMCS. Professional development will also be given to teachers to equip them in using technology in new and exciting ways.

Saint Mary Catholic School will work to ensure that classes will be delivered rigorously and consistently, whether on campus or by eLearning. Expectations of students in completing all academic requirements are the same whether classes are delivered on campus or if we have to move to eLearning later in the school year. Special services will be provided to all qualifying students whether the student is attending school or if we move to eLearning.

Our Catholic identity is woven within the lessons that are delivered by our mission-driven teachers. No matter what model of instruction we may find ourselves operating within, we will continue to practice our faith daily. We will gather when feasible with social distancing measures enforced. If virtual learning becomes required, spiritual development will continue to be at the core of our instruction. Knowing the importance of Holy Mass, sacramental preparation, daily prayer and living our faith, together we will continue to walk as disciples of Jesus.

Academic Changes for the First Semester:

- There will be no Band, Choir, or Color Guard for the first semester. We will reassess in December for the second semester.
- Art, Computer Science, Music, Physical Education, Spanish, and Library Skills classes will all be offered with health protocols in place. Our Media Specialist,

Mrs. Neiger, has had professional development on procedures for checking in and out books, and the selection of books, and has these procedures in place.

- We have purchased a new class set of iPads and two new class sets of laptops for our elementary students.

#### Guidance Counseling/Mental Health:

Our school counselor, Mrs. Andrews, has systems in place to address the social-emotional well-being of our students. We have purchased a year license to a telehealth platform in the case of eLearning and/or students are at home quarantined. Mrs. Andrews will assist teachers and parents in identifying students experiencing mental health issues and offer the necessary support and guidance to help them.

#### **E**Learning

In the event of OCHD, state, and/or federal officials advising a closure or quarantine, students will continue with their teacher on a remote learning model blending daily synchronous instruction with asynchronous instruction. *Students will be expected to attend synchronous lessons presented by their teachers during eLearning.* All procedures, teacher and student expectations from our **Instructional Continuity Plan** will be followed.

Saint Mary Catholic School has a long history of providing exceptional Catholic education in a school community that has a culture of family, love of Christ and each other. We look forward to continuing that education in the school year to come. If you have any other questions about the coming school year, we invite you to contact Mrs. Akins. We are so looking forward to the new school year!





