

# St. Francis Xavier Elementary School

## Return to Learn (RtL) Plan

### Area: Health and Safety

The Health and Safety portion of the Return to Learn Plan enables St. Francis Xavier Elementary School to:

- Consider the health and safety needs of teachers, staff, students, and families.
- Work in concert with their emergency, crisis, and safety plans to provide for the health and safety of teachers, staff, students and families.
- Do careful planning in order to create the safest environment possible in the hybrid and on-site learning models.

\*\*It is advised that the BLT team takes the [RtL Health and Safety Module: District Leadership Teams](#) available on AEA Learning Online prior to completing this portion of the RtL plan.

\*\*Please note that PPE needs and requirements are largely unknown at this time. It is appropriate to think through multiple options, but not know exactly what will be needed for next school year. The examples given below are to indicate that thought process, not a mandate or suggestion of the PPE that will be needed.

## A-1 Ensure there are adequate health resources and support throughout the school. (p. 13-14)

*How will we identify needs in the area of Health and Safety?*

Group	Data Collection / Survey Tool	Lead Person/Team
Schoolwide	<a href="#">Health and Safety Tool for District Leadership Teams</a>	BLT
Teachers	Resource and Needs Survey: Health and Safety (DE) Mitigation Survey (DE)	Principal RtL Team
Staff	Resource and Needs Survey: Health and Safety (DE) Mitigation Survey (DE)	Principal

Students	Resource and Needs Survey: Health and Safety (DE) Mitigation Survey (DE)	Principal
Families	Resource and Needs Survey: Health and Safety (DE) Mitigation Survey (DE)	Principal

*How will we identify school and community capacity to support identified needs in the area of Health and Safety?*

Group	Identified Need	School and community capacity/resources	Lead Person/Team
Teachers	General Education  PPE Use  Mitigation Strategies	<a href="#">Online Mitigation Strategies Module: Teachers and Staff</a>	Mrs. Bagge, School Nurse  Mrs. Helle, School Secretary
Staff	General Education  PPE Use  Mitigation Strategies	<a href="#">Online Mitigation Strategies Module: Teachers and Staff</a>	Mrs. Bagge, School Nurse  Mrs. Helle, School Secretary
Students	PPE Use  Mitigation Strategies	Use of resources available from Online Mitigation Strategies Modules, CDC, IDPH, DE, and Dubuque County Health Department	Classroom Teachers
Families	PPE Use  Mitigation Strategies	Use of resources available from Online Mitigation Strategies Modules, CDC, IDPH, DE, and Dubuque County Health Department	Principal School Nurse

## A-2. Ensure workplace safety if staff must enter school grounds during Remote Learning conditions. (p. 14)

*List essential staff that may need to work on school grounds during Remote Learning conditions.*

Staff Name	Staff Role	Location in School Building	Extra Materials Needed
Mr. Smith	Principal	School office	PPE / Sign In/Check Out Sheet

Mrs. White	Business Manager	School Office	PPE / Sign In/Check Out Sheet
Mrs. Rubel	Technology Coordinator	Entire Building	PPE / Sign In/Check Out Sheet
Mr. Deutmeyer	Maintenance	Entire site	PPE / Sign In/Check Out Sheet
Xavier Custodians Staff	Custodians	Entire Site	PPE / Sign In/Check Out Sheet
Mrs. Helle and Mrs. Lueck	Secretary	School Office	PPE / Sign In/Check Out Sheet
Teaching Staff	Teaching Staff	Allowed to come to rooms and school office as needed with permission of maintenance and administration	PPE / Sign In/Check Out Sheet

*Create a plan for essential staff working on school grounds during Remote Learning conditions.*

Strategy	How implemented?	Lead Person/Team
<a href="#">Mayo Self Checker</a> (Online or in Poster Form)	Staff are asked to utilize the Mayo Self Checker before entering the building.	Mr. Smith, Principal
Temperature Check	A thermometer provided by the school will be available at designated entrances. Staff will take their temperature upon arrival. Staff with a temperature over 100.3 are not allowed to enter the building.	Mr. Smith, Principal
PPE Availability	Hand sanitizer and masks will be available or staff will be allowed to bring their own mask.	Mrs. Schwendinger, cleaner Mrs. White, Business Manager
Sneeze Guard	A sneeze guard will be placed in appropriate places in the lunchroom serving area.	Mr. Deutmeyer, Maintenance

**A-3. Ensure the school health office has what it needs to support optimal student care. (p. 14-15)**

*How will we adapt our Health Office?:*

Health Office	What needs to be done?	Who will do the	Deadline for
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Need		work?	completion
Space for healthy students (routine needs, medication, diabetic checks, asthma management, first aid, etc)	Locked cabinet space will be made available in the office work room for storage of student medications and medical supplies. Medications will be dispensed in the school office/work room.	Mr. Deutmeyer	August 15, 2020
Space for students/staff who are ill or need evaluated for possible infection	We will use Room 106, the health office, for students/staff who are ill or need evaluation for possible infection. We will utilize curtains to divide the space.	Mr. Deutmeyer, Maintenance Mrs. Bagge, School Nurse Mrs. Smith, Principal	August 15, 2020
Proper Ventilation	We will assess for proper ventilation on a regular basis.	Mr. Deutmeyer, Maintenance and HVAC company if necessary	August 1, 2020
Plan for foot traffic and assessing students and staff that enter health office	We will create a plan for what happens when students come to the school/health office and are sick. They need to be assessed so we know in which space they should be taken.	Mrs. Helle and Mrs. Lueck, Secretary Mrs. Bagge, School Nurse	August 1, 2020
Plan for cleaning and sanitizing after each student/staff member leaves the health office	Health office will be cleaned after each student/staff member leaves.	Mrs. Schwendinger, Cleaner Mrs. Bagge, School Nurse Mrs. Helle and Mrs. Lueck, Secretary	August 15, 2020

## A-4. Ensure custodial staff are supported to ensure optimal environmental cleaning. (p. 15)

*Determine custodial staffing needs. (\*\*Considerations: Local vocational rehab, parish custodian, increasing hours of current employees, re-deploying staff to assist in cleaning)*

Custodial Staff needed	FT / PT	Need to hire?	Budget impact	Timeline	Finance/Board approval
Daytime Maintenance	FT	No, Mr. Deutmeyer will continue in this role.	N/A	N/A	N/A

Daytime Cleaning	PT	No, current staff will continue in this role.	N/A	N/A	N/A
Night Cleaning	FT	No, current staff will continue in this role.	N/A	N/A	N/A

*Determine PPE needs for custodial staff.*

PPE Needed	Who will order and direct use?
Masks	Principal, Nurse, Office Staff
Gloves	Principal, Nurse, Office Staff
Face Shield	Principal, Nurse, Office Staff
Gowns	Principal, Nurse, Office Staff

*Determine professional development needs for custodial staff.*

PD needed	When delivered?	Who ensures the PD need is met?
<a href="#">How to Clean for COVID-19</a>	July 27, 2020	Principal
Use of Cleaning Materials	July 27, 2020	Principal
<a href="#">CDC How to don and doff PPE</a>	July 27, 2020	Principal

- A-5. Plan for appropriate building-wide social distancing as needed.
- B-1. Support appropriate general mitigation strategies across delivery models.
- B-2. Plan for appropriate use/handling of materials.
- B-3. Establish in-school organizational structures that support effective mitigation strategies. (p. 15-16)

*What are our student PPE needs?*

PPE Need	How provided?	Lead
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		Person/Team
Access to sinks	Grade level units will develop a plan for regular use of restroom sinks.	Classroom Teachers
Hand Sanitizer	School will supply for each classroom and other high volume areas  Hand sanitizer will be available at each school entrance	Principal
Access to kleenex	Included on School Supply List and school will provide more if needed	Principal  Cleaning Staff
Face Masks	Students will supply their own masks. The school will have a supply available for families who wish to have their child wear a mask, but are unable to obtain one.	Principal

*What will be our student mitigation efforts and education?*

Effort	Resources and Support	Implementation	When Delivered?	Lead Person/Team
Increased Handwashing (PreK-2)	<a href="#">CDC Handwashing</a> <a href="#">Penguin Cover Your Cough</a> <a href="#">Odd Squad Stay Away from Germs</a> <a href="#">Covibook (multiple languages)</a>	Develop a K-2 plan to educate students, monitor handwashing, and reteach as necessary. Consider availability of handwashing facilities, number of students using a facility, and access to hand sanitizer.	Daily (or more often as needed) the first week of school. Once a week reminders for the next month. Reteaching as necessary.	Classroom Teachers
Increased Handwashing (3-6)	<a href="#">CDC Handwashing</a> <a href="#">Mystery Science- 5 ways to fight germs</a> <a href="#">Activities to support good hygiene</a> <a href="#">Covibook (multiple languages)</a>	Develop a 3-6 plan to educate students, monitor handwashing, and reteach as necessary. Consider availability of handwashing facilities, number of students using a facility, and access to hand sanitizer.	Daily (or more often as needed) the first week of school. Once a week reminders for the next month. Reteaching as necessary.	Classroom Teachers
Cover the Cough	<a href="#">Cover Your Cough Video</a>	Develop a plan to educate students in covering their coughs correctly.	Daily (or more often as needed) the first week of school. Once a week reminders for the next month. Reteaching as necessary.	Classroom Teachers

Social Distancing (PreK-2))	<a href="#">Health and Safety Tool</a>	Utilize <a href="#">health and safety tool</a> (p. 6, 8, 9) to create a plan for social distancing in all school locations.	Daily (or more often as needed) the first week of school. Once a week reminders for the next month. Reteaching as necessary.	Classroom Teachers/ Principal
Social Distancing (3-6)	<a href="#">Health and Safety Tool</a>	Utilize <a href="#">health and safety tool</a> (p. 6, 8, 9) to create a plan for social distancing in all school locations.	Daily (or more often as needed) the first week of school. Once a week reminders for the next month. Reteaching as necessary.	Classroom Teachers/ Principal
Face Masks	<a href="#">CDC How to don and doff PPE</a>	Allow students to wear masks. Teach about how to wear masks, not sharing masks, and washing masks regularly. Social distancing still needed with a mask.	Daily (or more often as needed) the first week of school. Once a week reminders for the next month. Reteaching as necessary.	Principal Classroom Teachers

*What are our staff PPE needs?*

PPE Need	How provided?	Lead Person/Team
Access to sinks	Staff will increase their handwashing (during breaks and other opportunities)	Classroom Teachers
Hand Sanitizer	Hand sanitizer will be available for each staff member in their work area. The school will provide this hand sanitizer.	Cleaning Staff/Office Staff, Maintenance
Access to kleenex	Included on School Supply List and school will supply extra as needed	Cleaning Staff/Principal
Face Masks	Staff will supply their own masks. The school will have a supply available to staff who wish to wear a mask, but are unable to obtain one.	Principal

*What will be our staff mitigation efforts and education?*

Effort	Resources and Support	Implementation	When Delivered?	Lead Person/Team
Increased Handwashing	<a href="#">CDC Handwashing</a> <a href="#">6 Steps to Prevent COVID</a>	Staff will develop a plan to increase their handwashing (during breaks and other opportunities)	Inservice Week	Principal

Cover the Cough	<a href="#">Cover Your Cough Video</a>	Develop a plan to educate staff in covering their coughs correctly.	Inservice Week	Principal
Social Distancing	<a href="#">Health and Safety Tool</a>	Utilize <a href="#">health and safety tool</a> (p. 6, 8, 9) to create a plan for social distancing in all school locations, including the staff restroom, lounge, and office.	Inservice Week	Principal RtL Team
Face Masks	<a href="#">CDC How to don and doff PPE</a>	Allow staff to wear masks. Teach about how to wear masks, not sharing masks, and washing masks regularly. Social distancing still needed with masks.	Inservice week	Principal RtL Team

## C-1. Plan for the general health and safety of teachers, staff, and students. (p. 17)

*What will be our school's protocol for students and staff when a COVID-19 diagnosis is made?*

1. The school is notified of a positive COVID-19 diagnosis.
2. The school will contact the Dubuque County Health Department for next steps.
3. The school administrator will notify the Office of Catholic Schools.
4. The school will clean and disinfect the school as directed by the Dubuque County Health Department.
5. The school will notify individuals and families as directed by the Dubuque County Health Department.
6. The school will take any other steps directed by the Dubuque County Health Department, including closure.

*How will we ensure privacy and confidentiality is maintained?*

Our school will clearly communicate our privacy plan to staff and families. Upon receiving word of a positive COVID-19 diagnosis, St. Francis Xavier Elementary School will contact the Dubuque Health Department and the Office of Catholic Schools. The school will follow the guidance of the Dubuque County Health Department regarding cleaning, notification, and possible closure. The individual names of those with a positive COVID-19 diagnosis will not be shared unless directed by the Dubuque County Health Department as part of the notification process.

If St. Francis Xavier Staff become aware of names of those with a positive COVID-19 diagnosis, they will not share that information with anyone except school administrators.



## C-2. Ensure the health and safety of teachers and staff. (p. 17)

*What is our plan for staff that are considered “high risk” or immunocompromised?*

Staff that are considered “high risk” or immunocompromised should contact their health care provider with any concerns. If there are limitations or special needs, the staff member should contact Mr. Smith, Principal. Mr. Smith will work with the Office of Catholic Schools and the Archdiocesan Human Resources as needed to discuss options and protocol.

*How will we utilize flexible sick leave and supportive policies and practices to ensure teachers/staff are enabled to remain at home when sick?*

Staff should use sick leave as normal. St. Francis Xavier Elementary will work to cultivate compassion and encourage staff to remain home when ill.

Consideration will be given to adapting sick leave policies in the areas of:

- ability to work from home without taking sick leave if able to complete tasks
- ability to work from home without taking sick leave if required to quarantine, but not exhibiting symptoms or ill
- use of a sick leave bank
- offering additional paid sick leave if a doctor mandates a medical leave

St. Francis Xavier Elementary will work with the Office of Catholic Schools and Archdiocesan Human Resources on any questions or concerns about adapting sick leave policies.

*What is our process to send staff home as soon as possible if they arrive sick or become sick?*

St. Francis Xavier Elementary will follow our current policy for sending staff home that are sick or have a temperature of 100.3 or above. We will reiterate our sick policy during inservice prior to the start of the school year.

If a staff member suspects they are ill, they should come immediately to the health office. The health office will screen and monitor the staff member as they would normally.

During inservice, staff will develop a coverage plan to quickly adapt if a staff member needs to leave school. Mr. Smith, Principal, will assist with creating coverage plans as needed and will approve final plans.

## C-3. Plan for the health and safety of students. (p. 17-18)

*What is our plan for students that are considered “high risk” or immunocompromised?*

St. Francis Xavier Administration will identify students in this category. Families will be contacted and referred to their health care provider to make a plan for their level of on-site engagement. The family should share the information from the health care provider with the school. Appropriate steps will be taken to keep the student safe. All adults that work with the student will be notified of the plan.

If students are considered “high risk” or immunocompromised, they may take advantage of the hybrid delivery model. This includes students with family members in the “high risk” or immunocompromised category.

*What is our process to send students home as soon as possible if they arrive sick or become sick?*

St. Francis Xavier Elementary will follow our current policy for sending students home that are sick or have a temperature of 100.3 or above. We will reiterate our sick policy in multiple family communications prior to the start of the school year. Families will be expected to pick up the child as soon as possible.

If a teacher or staff member suspects a child is ill, the child will be sent to the health office. The health office will screen and monitor the child as they would normally.

*Who will monitor the number and reason for student absences?*

School Secretary and school counselor will monitor absences as normal. She will follow any reporting requirements set forth by the Dubuque County Health Department, Iowa Public Health Department, or other official entity.

*Who will reach out to families when absences are two or more days in a row or are chronic to determine the reason for absences and family support needed?*

Mrs. Lueck, School Secretary, will reach out to families of absent students as normal. She will communicate conversations to Mr. Smith, Principal, and the classroom teachers as needed. Mr. Smith will determine and direct family support opportunities, if needed.

*What adaptations and changes are needed in our Food Service Program to ensure safety of students and staff?*

Mrs. Snyder, Food Service Director, will continue to monitor guidance and directives from the Federal Hot Lunch Program and Iowa Department of Public Health.

Students may not be able to eat in the cafeteria. The location of lunch will be determined prior to on-site learning. Cleaning protocols to be done between the serving of student groups will be created. Single use dishes and silverware may be used to mitigate COVID-19 concerns.

**St. Francis Xavier Elementary School**  
**Return to Learn (RtL) Plan**

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