

*Holy Cross Regional Catholic School*

*701 Locust Street \* Collegeville, PA 19426 \* Ph: 610-489-9434*

*Guidance and Procedures*

*2020-2021*

*August 2020*

## **Wellness Checks**

- Students will receive their Daily Symptoms Screening at home before coming to Holy Cross.
- Parents will consult the “Symptoms Checklist” that has been posted on our Holy Cross website.

## **Transportation**

- Students are required by the transportation companies to wear a mask while riding buses.
- Students arriving by bus will disembark in a single-file line and enter the school building in a single-file line, maintaining appropriate social distancing.
- Students returning home by bus transportation will be required to wear a mask to board buses: single file lines will be enforced with appropriate social distancing.
- Students arriving and departing by car will be guided to move into the building in the same single-file line while wearing a mask.

## **Student Hygiene**

- Students will use hand sanitizer before entering the classroom. Hand sanitizer dispensers have been placed outside every classroom for this purpose.
- Students will also be reminded and guided to clean hands when using the bathroom, after sneezing or coughing, before and after eating, and touching their face. Washing with soap and water for 20 seconds will be expected, and hand sanitizers will be used when soap and water are not immediately available.

## **Wearing of Masks**

- Students are required by the Commonwealth of Pennsylvania to wear a mask. Masks may be removed when students are safely distanced by 6' and when eating
- Students who cannot wear a mask will provide a medical dispensation from his/her physician.
- Desk shields will be on each desk.
- All students must have a mask when in common areas such as hallways where others can be present. The movement of students in hallways is being carefully coordinated and monitored to minimize the possibility of cohorts intersecting with one another.
- Students can wear masks, face shields, or "gators". Any of the face coverings mentioned that are deemed inappropriate will be taken from the child and sent home. A mask will be provided for said student.
- Students can remove masks during recess or outdoor activities where proper social distancing is possible and enforced.
- Students will have frequent "mask breaks" in their cohorts when proper social distancing can be enforced and monitored.
- All teachers, staff and anyone entering the building must wear a face covering while in the building.
- Students will eat lunch in their classrooms. All food items will be individually wrapped and disposable. One grade a day per lunch cycle will eat in the cafeteria with proper social distancing.

## **Recess**

- Students will not be required to wear a mask during recess if they are practicing safe distancing.
- Students will stay within their cohorts during recess.

## **Movement in Common Areas**

- Students will remain in the cohort room whenever possible. Teachers will move into cohorts when necessary. This excludes Honors Math.
- SPECIALS – When the lesson being presented by a Specials teacher is capable of being held in the cohort room, the teacher will move into the cohort room. However, when a lesson is better served being held in the Specials room, it will be held in those rooms. Time will be allotted for cleaning of the room in-between the change of cohorts.

- Students will have numerous visual reminders and signage throughout the building to help reinforce the necessity of good hygiene and the maintaining of social distancing.
- Contact Tracing will be taken to allow for Holy Cross to monitor who has entered a cohort. This will allow Holy Cross to communicate with the Montgomery County Board of Health when needed.
- Students must move in a single-file line at all times.
- School Masses will be divided among grades to minimize social distancing. One grade will attend Mass and the Mass will be live streamed for parents.
- We will not have assemblies or field trips this school year.
- Hydration stations will be in use. Students will not be permitted to use hallway water fountains. Students are encouraged to bring in disposable water bottles.

### **Classroom Sanitizing**

- All desks, chair backs, door handles and any other surface touched by a student or adult will be sanitized before students arrive in class.
- Electrostatic Spraying System will be used each evening following the departure of students. A deep cleaning and sanitizing will also be implemented at the close of school each day. All supplies of cleaning, sanitation and disinfecting materials meet OSHA and CDC criteria.
- Our maintenance staff has been trained on the implementation of disinfecting and sanitizing protocols and procedures and will use the appropriate PPE.
- All door handles and handrails in the building will be sanitized throughout the day by the maintenance team.
- Any classroom being used by students not of the same cohort all day must be disinfected between changes in occupancy.

### **Classroom Furniture and Equipment**

- Desks will be for single use only and will be properly distanced. All desks will face forward in the same direction.
- Student devices in grades 4<sup>th</sup>-8<sup>th</sup> will be issued on a one-to-one basis for single use throughout the school year.
- Student tools and stationery will be for single use only. The practice of shared items is eliminated.
- Items used for play by a cohort in Pre-K and Kindergarten will be organized each day and sanitized and isolated until they can be reintroduced in the classroom.
- It is recognized that there will be great patience needed with the younger children as they become accustomed to this procedure.

## **Non-Essential Visitors to School/Parents Picking Up**

- Visitors to school will be highly restricted. Only parents who have a direct appointment with a teacher may enter the building. All appointments will be conducted after regular school hours. The lunch and recess volunteers will follow all safety regulations as outlined in our safety plan.
- Parents, who need to drop off materials that are clearly labeled, must leave them on the “drop off” cart outside of the main entrance.
- Parents who need to pick up children for an appointment are to pull up in front of school, call the front office and give the reason for the dismissal. A staff member will escort the child to the parent.
- Parents who need to bring a child in late must follow the same procedure for calling the office and informing the staff. A staff member will meet the child at the front of the school.

## **CARES**

- CARES students will be held to the same social distant policy as outlined by the school.
- Students will be provided a snack that is pre-packaged only. Students are free to bring their own snack if parents prefer.
- Parents picking up children from CARES will notify the staff member at the door and the staff member will escort the child outside to the parent.

## **Activities**

- All after school in-person activities are cancelled until further notice. Directives for CYO activities are not permitted at this time and will not be permitted until further clarification is made available.

## **Actions Required for Suspected COVID-19 Case**

- Symptomatic student MUST report immediately to the School Nurse.
- Based on the School Nurse’s assessment, the School Nurse will place the symptomatic student into isolation area.
- Any student placed in the isolation room will be monitored with adult supervision.
- School will notify the parent and require symptomatic student to be picked up as soon as possible.
- Symptomatic staff member will report to the School Nurse immediately.
- All confirmed cases will be reported to the Montgomery County Department of Health.

- Parents/students/employees will be notified if they are considered close contacts and procedures/actions once determined by the Montgomery County Department of Health will be communicated in terms of need to get tested/self-quarantine/isolate and for what length of time.
- Classrooms and other identified areas where potential exposure was likely will be evacuated and disinfected using EPA and COVID-19 products.
- Holy Cross will follow the COVID-19 Exclusion Recommendations as outlined by the Montgomery County Department of Health.

### **Actions Required on Confirmed COVID-19 Cases**

- Confirmed cases of COVID-19 will be reported immediately to the Montgomery County Department of Health.
- The Montgomery County Department of Health will inform the school of all directives and protocols that are to be followed in such cases. (This could include the move to live stream instruction for just the cohort while the rest of the school would continue to have in-class instruction.)
- Each case requires a different directive. The Montgomery County Department of Health will determine the course of action to be taken.