



**School Re-Opening Plan
2020 – 2021**

Submitted to:

**-The Catholic Schools Office
Dr. David Perda, Superintendent of
Schools
Diocese of Worcester, Massachusetts**

**-Massachusetts Department of
Elementary and Secondary Education**

August 2020

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August 10, 2020

Dear St. Anna School Families:

Today I write to you regarding the reopening plan for the 2020-2021 school year. Over the last several months our community and our nation have been navigating through a time like no other. Our families have had to adjust to many new ways of life, including the way our students received their academic instruction. The summer months have offered a warm sunshine of hope for brighter days ahead. However, planning for the reopening of school this year, was not a task St. Anna School took lightly. Being that there was so much to consider, Father Carlos had put together a reopening committee, comprised of various stakeholders, to begin to analyze the state guidelines and the data from the family survey. This data was used to inform our understanding of the needs and concerns of our families. Data from the survey indicated that no one model would meet the needs of every family.

Our school survey was taken by 120 families; however, there was not full participation on each question. This survey fielded the following key findings:

- Families were overwhelmingly concerned with both the physical (44%) and mental health (50%) of their children during this pandemic.
- When asked which model of Fall 2020 opening families would most prefer for their children, 48% stated they wanted students back in school full-time, 36% stated they would like a hybrid, and 15% stated they would want fully remote learning.
- When asked if school was to open with a fully in person model, would you send your children, 75% stated they would send their children to school with safety precautions, 21% would consider a full remote option offered by St. Anna's, 4% stated they would withdraw their child(ren).

As I have been working with our reopening committee to develop our plans, I have also participated in twice weekly meetings with Dr. Perda and principals across our Diocese. All SAS planning is informed by the multiple documents provided by the Massachusetts Department of Elementary and Secondary Education. The focus of all this information is the development of the best and safest ways to offer education to students in the Commonwealth and in our own school. These documents are available on the DESE website. <https://www.mass.gov/orgs/department-of-elementary-and-secondary-education>

All of the committee's planning has taken into account the context of our school and our location in north central Massachusetts. The transmission rate in the north county is now low and has remained low. Massachusetts continues its aggressive approach to identification of "hot spots" and contact tracing.

Our goal at SAS is a return to **in person learning** because we know that there is no substitute for it. In person learning is also the model being encouraged by the CDC and Governor Baker, if schools can follow the state guidelines. **Our first day of school will be on September 8th for grades K-8 and September 10th for PreK students.** In order for us to be successful to reopen in person, we will need additional days of training with our staff; thus, requiring the delayed start to the school year. The Massachusetts Department of Education did approve delayed openings and a 170-day school year for these reasons.

Even as we plan for an in person return to school, we realize that this pandemic is a fluid situation and therefore we have also developed hybrid and remote models. Teachers will be receiving additional technology training prior to the school year, so that they can be able to shift from model to model as needed. In addition, our hope is that students will be able to engage in the Google Classroom platform within the in person learning, in order to better navigate this technology, if and when, we do have to put into place a hybrid or remote learning model. We may also have families who would opt for their students to learn remotely but still be enrolled at SAS, and we will do our best to accommodate these needs. You will find the details for all three models on the subsequent pages of this document.

I want to reassure all SAS families that as an educator and a parent, I am committed to keeping students' safety at the forefront as we navigate these uncertain times ahead. If after you read through the reopening plans, you have additional questions, please do not hesitate to reach out to me directly. I look forward to our collaboration this school year.

God's Peace and Blessings,

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COVID -19 School Reentry Planning Guidelines for In Person Learning

Goal of this document:

This document is designed to establish procedures for **Saint Anna Catholic School in Leominster, MA** in reconstituting the traditional in person learning. This document will define how the school will operate in compliance with the **State of Massachusetts** reopening guidelines to ensure the following: The safe return of as many students as possible to in-person school setting, to maximize learning and address students' holistic needs, outline building layout, document building sanitization plan. These procedures seek to balance public health concerns while simultaneously upholding the importance of Catholic education and the services the school provides to the community.

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I. Transportation

Plan for busses - As of August 1st, the City of Leominster has not made public their plans for school busing. From the recent school survey data collected regarding utilizing bus transportation it was indicated that only 1 student would like to take the bus both to and from school, and 9 students that would take the bus in a combination of being driven by a parent.

II. Ingress / Egress Procedures

- a. Arrival Procedure- Prior to student and staff arrival they must complete the daily COVID-19 symptom check-list which can be accessed at the following link:
<https://docs.google.com/document/d/1kdBMht9JuKep6eHKKTI-cMEE1bjOfp1244oAPVVPUgc/edit?usp=sharing>

Students and staff will be required to be masked and to have used hand sanitizer prior to entering the building. All entrance doors will be supervised and will be propped open. Staff will direct students to use touch free hand sanitizer or staff will spray students' hands with sanitizer spray before they enter the building.

There will be staff monitoring hallways and classrooms to ensure proper social distancing protocols are being followed. Students will have designated spots for their coats and backpacks, that will be distanced from other students' belongings.

- b. Drop off procedures - The drop off time window will be extended to **30** minutes and will be from 8:00-8:30am. Parents dropping off by cars will drop students off at the main entrance. Students in grades K-3 will enter through the main doors, students in grades 4-8 will enter the doors at the second level, students in Pre-K will be led by a teacher on a designated foot trail path to enter the ECC building.

Parents that choose to park their cars and walk students to the building will be required to have masks on and wait in the designated door line (marked every 6-feet). Students in grades K-3 at the main door line, students in grades 4-8 at the second level line, and students in Pre-K in line in front of the ECC building.

- c. Dismissal Procedures - The dismissal window will also be extended to **30** minutes. Family names that begin with A-L will be asked to pick-up between 3:00-3:15 and family names that begin with M-Z will be asked to pick-up between 3:15-3:30.

Students will be dismissed from their classrooms and will exit the same doors that they used for arrival. Parents picking up in cars will be asked to give their last name to the staff member at the entrance of the school. This staff member will then communicate through a walkie-talkie into the school building, and then that student/family's last name will be announced for dismissal. Parents that choose to park and walk to greet their student(s) will need to wear a mask and communicate to the staff member with the walkie-talkie as well. Parents dismissing on-foot will be asked to wait in the designated door line (marked every 6-feet) for their student(s). If a parent is picking up more than one student, the parent should wait in line outside the main doors and students in that family will meet them outside.

Parents of Full day Pre-K students will be asked to pick up between 3:00-3:15, regardless of their last name. If Pre-K students have siblings in grades K-8, these students would also be picked up between 3:00-3:15. Pre-K students will be lined up on 6-foot apart markings on their foot path trail from the main building to the ECC building during good weather conditions. During poor weather conditions, these students will remain in their building and be announced through the walkie-talkie system.

III. Extended Care

This year, families will need to sign-up in advance for this program to ensure proper staffing and social distancing can be maintained in the appropriate locations

- a. Morning Care- Morning Care will provide parents to have care for their children from 7am-8am. Pending enrollment numbers and grade level of students enrolled will determine the location of the care. Options will be to have three areas in the cafeteria (PreK), (K-3), and (4-8), in order to keep students in the similar pods that they would be

during school hours. If PreK numbers are larger enough, we will have PreK morning care in the ECC building.

Students will be dropped off for morning care at the designated door for Extended Care and have to follow the same procedure as stated above (assessed daily for Covid-19 symptoms, masked when entering the building, and sanitized upon entering the building). There would be a staff member to open the door for these students, check them in and ensure mask and sanitizing occurs. There will also be an additional staff member in the cafeteria to ensure that students followed proper social distancing protocols.

During this time there will be tables that students can sit at that have designated social distanced markings on them. Students enrolled in morning care will have the opportunity to bring small toys from their home to play with as well as have a bin to store them in for daily use. Students will also be provided with coloring sheets and crayons that they can place in their bins and use daily.

At 8:00 students will have to wash and/or sanitize their hands before being escorted to their classrooms. After all students had exited the cafeteria, the area, including handrails and high touch areas, would be sanitized with the disinfectant sprayer by the facilities department.

Afternoon Care

- b. Afternoon Care will begin at 3:30 and remain open until 5:30. Students enrolled in the afternoon care will be the last to exit their classrooms as some of the staff providing extended care programming may be needed for dismissal procedures. Pending enrollment numbers, we plan to continue to keep the students in their pods (PreK, K-3, 4-8) and will either be stationed at the pod floors within the buildings or will be separated out in the cafeteria similar to the Morning Care model.

As students check in with their Afternoon Care teacher, they will have to sanitize their hands. During this time there will be an opportunity for students to go outside with their pod groups. They will have the opportunity to play games on the outdoor space and use the playground equipment according to the social distancing protocols. Similarly, to the Morning Care, students can also sit at designated social distanced marked seats and complete their homework, play with small toys, or color. There will also be an area to sit socially distanced on the floor and speak to peers or watch a movie. Students enrolled in Afternoon Care will also have the opportunity to bring small toys from their home to play with as well as have a bin to store them in for daily use. Students will also be provided with coloring sheets and crayons that they can place in their bins and use daily.

IV. COVID -19 Health and safety compliance

Masks and face coverings

- a. All students in grades 2-8 will be required to wear masks all day with scheduled mask breaks. When students are outside and can be socially distanced properly, students may remove their masks. Students in PreK-1 will be encouraged to wear masks. All students will need a mask in order to enter the main building.

All staff and faculty will use masks all day inside the building. When teachers are outside and can be socially distanced from other students and staff, they may remove their masks. For lessons in which teachers feel they need their mouths to be seen (i.e. phonics), they may choose to wear a clear front mask or teach behind clear face shield 6-10ft from the students. Any visitor with permission to enter the school must use a mask. Masks will be provided when necessary. A signed doctor's note is required for a mask exemption which must state the reason for exemption. Additional unused masks will be made available in the office as well as in the classrooms.

- b. Screening procedures

Prior to student and staff arrival they must complete the daily COVID-19 symptom check-list which can be accessed at the following link:

<https://docs.google.com/document/d/1kdBMht9JuKep6eHKKTI-cMEE1bjOfp1244oAPVVPUgc/edit?usp=sharing>

If a student or staff member is exhibiting symptoms related to COVID-19 the teacher will call the nurse to come to the classroom to escort the student/staff member into the quarantine room and then appropriate persons would be contacted about the patient's status. St. Anna School will be following the recent DESE Protocols (released July 17, 2020) for responding to COVID-19 scenarios in school, on the bus, or in community settings. Link for these protocols can be found here:

<https://drive.google.com/file/d/1yzW17WKkmOTuCchq3spdZkJy6cGB6xDs/view?usp=sharing>

- c. Hand hygiene: Handwashing and Sanitization

Hand sanitizer will be available at each entrance to the building and in each classroom. In each classroom there is a handwashing sink and soap for a sanitization station. Students will use sanitizer upon coming into the building, frequently throughout the day, and each time they leave their classroom.

- d. COVID-19 related isolation space

The current Faculty Lunchroom, next door to the current Copy Room, will become the new Isolation Room. It will contain 2 cots, 2 chairs, a small table/desk and chair for the nurse, minimal shelving and clear plastic covered tall dividers for use between socially

distanced cots and chairs. Only the nurse/healthcare provider who is gowned, masked and gloved will be allowed to enter this room. Door will be closed with a Do Not Enter sign.

V. Building Layout Plans

a. Class enrollment for grades K-8 will not exceed 20/21 students in order to safely position students at least 4.5 ft. from one another, complying with the state's distance recommendations. Students will be assigned to an individual desk or table.

b. Teacher Desks / Designated Classroom area

Teachers' desks will face the student desks. If classroom size permits, common areas such as reading mats can be made available as long as proper social distancing and masks remain in effect.

c. Cubby and Locker Designations

Students will only use their cubby or locker to store their coats and lunches. Students will be monitored when arriving to be socially distant as they place their belongings to be stored. Students will be called to their cubbies or lockers to retrieve their lunches or coats in a rotation to ensure not all students are attaining materials at the same time. (*Videos on this direction as well as other new protocols, will be sent home to families to view prior to the first week of school. *)

d. Teacher Rotation Schedule

TBD

e. Management of classroom supplies

Students will have their own set of supplies at their desks or work area. There will be no communal use of classroom materials that would be used more than once (i.e. writing utensils, glue, crayons etc.)

f. Ventilation

Each classroom has several working windows that will be open as often as weather permits. Each classroom also will have a working air conditioning unit. There will be several outdoor spaces available for teachers to take their classes.

VI. Nurses Office

The following will be the new configuration of the nurse's office:

Triage Room

The current Copy room will become a Triage room. It will be minimally furnished with shelving, a desk, and 3 socially distanced chairs. All students/persons referred or brought to the office will

arrive at the Triage room where a no contact temperature and brief history will be taken. Based on the result (temperature of 100.4 degrees or above, or temperature below 100.4 degrees) the student will be sent straight ahead to the treatment room (current Nurse's Office) or next door to the Isolation Room (current Faculty break/lunch room).

Treatment Room:

All injuries, non-febrile headaches, stomachaches, anxiety, medications, nosebleeds, insect bites, rashes, asthma episodes, etc. Students will be further assessed once in the treatment room. Minimal changes will be needed to provide enough space to socially distance a cot, 2 chairs, and the nurse's chair and desk. Students who take daily meds or have inhalers for personal use will also check in through the Triage Room and proceed directly to the Treatment Room where all medications are safely stored.

Isolation Room

The current Faculty Lunchroom, next door to the current Copy Room, will become the new Isolation Room. It will contain 2 cots, 2 chairs, a small table/desk, a chair for the nurse, minimal shelving, and clear plastic covered tall dividers for use between socially distanced cots and chairs. Only the nurse who is gowned, masked and gloved will be allowed to enter this room. Door will be closed with a Do Not Enter sign.

Note: we will have phones and/or walkie-talkies in all classrooms so that all teachers may communicate directly with the Nurse's Office. If the teacher has a student who is ill, they will contact the nurse who will go to the classroom and escort the student who is masked to the office. There will also be a phone and/or walkie talkie in the Isolation Room. When a parent arrives to pick up a sick child, the nurse will escort the child from the Isolation Room to the front door where the parent will be waiting outside.

VII. Personal Protective Equipment (PPE)

Describe how PPE will be used at the school

Students	Masks Gloves only when necessary
Faculty	Masks Gloves only when necessary Face Shields only when necessary
Staff	Masks

	Gloves only when necessary Face Shields only when necessary
Visitors	Masks Visitors will be limited

VIII. Disinfections / Sanitization

- a. Describe disinfection protocols for the facility and frequency of cleaning

Classrooms	Classroom desks will be wiped down with soap and water after snack and lunch. Classrooms will be thoroughly sanitized after school with the disinfectant sprayer by the facilities department.	after snack (if applicable), after lunch, after school (3 times daily)
Restrooms	Restrooms will be limited to half capacity and will be sanitized during the day with the disinfectant sprayer by the facilities department. They will also be thoroughly cleaned at the end of the school day.	frequently throughout the day
Touchpoint surfaces	Touch point surfaces such as doors will be sanitized during the day and afterschool with the disinfectant sprayer by the facilities department.	frequently throughout the day

b. Classroom supplies

Students are required to provide their own supplies. The supply listed is handed out prior to the school year and supplies per grade can be ordered online.

Computers will be loaned to each student in K-8. Each student is responsible for the care of their computer throughout the school day, including the sanitizing of it at the end of each day with a wipe or spray provided by the school. Computers are to remain in school unless otherwise directed by faculty and staff.

IX. Common Areas

Common areas such as the Art room, Music room, and Cafeteria will not be used for classes. Gym will take place outside when weather permits. When weather conditions do not allow for outside practice, a health class will be conducted in the classroom. The Gym may be used for classes if an activity can be socially distanced while wearing masks safely. When it is used, the gym doors must be sanitized after each use.

X. Cafeteria / Lunch Procedures and Food Allergies

Students will eat lunch in their classrooms at their designated desk area. In classes where the student total is more than 10, half of the students will be eating at a time, while the other half is at recess. Outdoor lunches will also be encouraged. No peanuts or tree nuts allowed in classrooms to protect students with peanut/tree nut allergies. There will be no sharing of food. Students will wash their hands before and after eating, dispose of their trash, and wash their desks.

Students with severe food allergies to other foods besides peanut/tree nuts (like dairy, eggs, legumes, bananas, mustard etc..) should be given careful consideration when eating in the class as these foods are common.

SAS is still deciding on whether there will be a school lunch program available this year.

XI. Specials

Specials will be held in the classrooms or outdoors having the Specialist teacher coming into the classroom. There will be no singing or playing of wind instruments in Music- rhythmic games, music appreciation, and theory will be taught instead.

XII. Masses | Assemblies

It is our hope to still be able to attend Mass with our students. We will work on a schedule with our pastor to allow for students to attend Mass at least once a month on a rotating basis.

XIII. National Junior Honor Society Meetings

TBD

XIV. After School Activities

TBD

XV. Student Mixing

Students will remain within their grade-level pods (Pre-K, K-3, 4-8) throughout the school day. Students will be primarily with their specific grade level, but may be mixed with the other grades within their pods for recess and/or Extended Care.

XVI. Visitor Policy

Visitors will be kept to a minimum. When it is necessary to have a visitor in the building, they will need to answer the Covid-19 screening questions, sanitize their hands prior to entry, and be wearing a mask.

XVII. Additional Comments

Detailed descriptions and videos will be provided to families prior to the first day of school in order to review safety procedures for arrival/dismissal as well as the new safety changes to the classrooms and buildings.

It is important that the school and families work together to ensure proper procedures are being followed.

Content: COVID -19 School Reentry Planning Guidelines for Virtual Education

Goal of this document:

This document is designed to establish procedures for **Saint Anna Catholic School in Leominster, MA** in implementing a **Virtual Educational Plan for Remote Learning**.

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- b. Training
- c. Supplies and Resources
- d. Textbooks
- e. Manipulatives
- f. Conduct and Discipline

III. Parents

- a. Training
- b. Teacher conferences

I. Teachers

- a. Curriculum- The curriculum in remote learning will remain the same for remote learning as it would be for in person learning. Classroom teachers will be asked to provide recorded or live lessons twice a day for Reading/ELA and Math. For Science, Social Studies, and Religion a recorded or live lesson will be required at minimum once a week and additional resources will be able to be accessed on the teacher's Google Classroom page. Specialists will be required to have a live or recorded lesson once a week and to post/share it into each classroom page.

- b. Training- Teachers will receive a week of training in order to understand how to operate and manage a Google Classroom page, record or stream lessons, provide resources, and conduct live meets. This training will be conducted through the Google academy, the technology department, and the administration. This training will occur prior to the start of the 2020 school year.
- c. Staff Meetings- Staff meetings will occur once per week in a fully remote model and be conducted on a Google Meet or Zoom platform.
- d. Daily Expectations-Teachers will be expected to post and/or host the live or recorded lessons by 11am. A weekly overview for students will be posted each week by Monday morning at 8am.
- e. Supplies and Resources- Teachers will be supplied with a device to record and/or stream lessons and meet with students virtually (in both fully remote and in-person models). A list of web-based resources specific to their grade levels and content areas will be provided during their training week.
- f. Virtual Conduct- Teachers will act in the same professional manner on a virtual platform as they are expected to within an in-person model. Teachers will be required to read a disclaimer to students/parents prior to live and/or recorded lessons, in order for them not to repost the content on another platform such as YouTube.

II. Students

- a. Curriculum- The curriculum in remote learning will remain the same for remote learning as it would be for in person learning. Classroom teachers will be asked to provide recorded or live lessons twice a day for Reading/ELA and Math. For Science, Social Studies, and Religion a recorded or live lesson will be required minimally once a week and additional resources will be able to be accessed on the teacher's Google Classroom page. Specialists will be required to have a live or recorded lesson once a week and to post/share it into each classroom page.
- b. Training- Students that do return to in person learning will be actively learning the remote learning methods each day, in order to prepare for the possibility of a mandated remote learning model. As needed, teachers will make short videos for students who choose to begin the school year remotely to explain how to access Google Classroom and the resources.

- c. Supplies and Resources-Students K-8 will have access to a Chrome book for remote learning. Resources will continuously be provided through the Google Classroom page.
- d. Textbooks- Textbooks have been ordered and will be provided to students whether they are attending in person or remotely.
- e. Manipulatives-If specific hands-on manipulatives are needed for student learning at home, teachers will direct parents as to how to best access these.
- f. Conduct and Discipline- Students are expected to conduct themselves in a similar manner in remote learning as they would in the classroom. If a discipline issue occurs, teachers will contact the principal and she will intervene.

III. Parents

- a. Training- Training will be available for parents on how to access their student's Google Classroom page and the resources. This training can be done by ways of a Google Meet.
- b. Teacher Conferences- Teachers will make scheduled conferences with parents at least every 6 weeks to report on progress. Parents and teachers can always ask to meet more often or as a need arises.

Content: COVID -19 School Reentry Planning Guidelines for Hybrid Education

Goal of this document:

This document is designed to establish procedures for **Saint Anna Catholic School in Leominster, MA** in implementing a **hybrid educational plan**.

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- II. Classroom Size**
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I. Schedule

Students will be placed into two cohorts, dividing each classroom as evenly as possible. SAS will do its best to provide families with multiple students to be in the same cohort for ease of scheduling, if that is something in the parent's interest. Cohort A of students will report to school on Tuesday and Thursday. Cohort B will report to school on Wednesday and Friday. All students will be remote on Monday.

When students are not in, in person learning, they will be completing assignments remotely on Google Classroom. In this model, classroom teachers may hold two Google Classrooms, one for each cohort of students within the class.

II. Classroom Size

Each classroom will house approximately half of its class for in person learning and remote learning.

III. In Person Procedures

Procedures for in person learning will follow all of the same protocols found in the above "in person" learning model.

IV. Remote Procedure

Procedures for remote learning will follow the same protocols found in the above "remote" learning model.