



Visitation Academy Covid-19 Addendum

2020-2021

**Visitation Academy
222 N. Farview Avenue
Paramus, NJ 07652**

September 2020 (Revised November 18, 2020)

VISITATION ACADEMY HANDBOOK ADDENDUM TO COVID-19 PLAN

2020-2021

Our school plan was designed to keep the safety of our students and staff at the forefront and comply with the Center for Disease Control (CDC), American Academy of Pediatrics (AAP), New Jersey Department of Education (NJDOE) and state and local guidelines.

The following guidelines are based on current information, flexible, and alterable to accommodate newly communicated information from health or state official. They are amendable to specific school guidelines that may need to be changed, age appropriate and practical, and intended to mitigate the risk of contracting or spreading COVID-19.

This booklet will map out our return to school plan and serve as an addendum to our Visitation Academy Parent/Teacher Handbook.

Collectively, our goal is to safely bring Visitation Academy students back to an in-person, remote, or hybrid learning environment and to maximize learning to help them reach their full potential.

MEMORANDUM OF UNDERSTANDING

As per the Archdiocese of Newark Schools Office, a Memorandum of Understanding will be sent to and must be signed by parents. The Memorandum is similar to a covenant between Visitation Academy and parents explaining that the school will do its part and the parents will do their part to mitigate any risks to the health and safety of the Visitation School Community. The Memorandum of Understanding will be sent to families before the opening of school.

It is well known that a combination of practices will reduce the risk of COVID-19 transmission.

It is CRITICAL that we all work together to keep our school healthy and safe and focus on enforcing the practices mentioned below:

1. Frequent hand washing
2. Rigorous hygiene practices in the building/home
3. Use of masks and face coverings
4. Physical distancing
5. Not sharing or touching items that belong to others
6. Reducing interaction between groups
7. Staying HOME when sick
8. Protecting those most vulnerable to the disease
9. Using tracing and testing capabilities

Planning for a “new normal” in education will not always be easy. To have a successful school year, we will have to work together, be flexible read data and new information, and communicate. We believe the actions in our plan are in the best interest of our students, families, faculty and staff, and Community and look forward to serving you.

We ALL play a critical role in supporting the health and safety guidelines of our school.

Please talk about and practice the following at home:

1. Prepare your child for mask wearing. Practice daily. Find fun themed masks or make your own masks adding stickers or drawings on it.
2. Practice safe hand washing techniques with your child. Use soap properly and wash for at least 20 seconds (sing Happy Birthday twice to yourself) wash after touching nose or mouth, sneezing or coughing, and before and after eating.
3. If you cannot wash your hands, use hand sanitizer properly. Apply the product to your hands, rub hands together for 20 seconds, getting in between your fingers and keep rubbing until it begins to dry.
4. Cover your mouth and nose with a tissue when sneezing or coughing. If you sneeze and have nose discharge in your mask, tell your teacher so you can go to the nurse's office to wipe your nose and get a clean mask.
5. Dispose of all tissues or masks in the garbage receptacle.
6. Tell an adult if you feel sick

LABEL ALL OF YOUR CHILDS BELONGINGS!!!

PHASES

Our school community has been working hard to prepare for the 2020-21 school year. The guide below will show you what has been done thus far:

JULY

- Purchased supplies and equipment.
- Met with COVID teacher and parent committee to introduce beginning phase of plans
- Planned learning options with fellow principals. Archdiocese of Newark, and teachers

AUGUST

- Finalized and sent out Opening plan to parents
- Prepared building with thorough cleaning and fogging, prepared school floors, HVAC, and classrooms
- Monitored and modified recommendations from CDC, APA, NJDOE, and local government offices
- Taking ongoing registrations for remote and in-person learning

SEPTEMBER

- Open School
- Determine what restrictions/guidelines need to be altered
- Keep monitoring recommendations and data from CDC, APA, NJDOE, and local government offices

HOME/SCHOOL COMMUNICATION

We will communicate with parents through various platforms throughout the year. It is **IMPERATIVE** that all parents/guardian make sure that your information (email and cell, phone numbers) are current in our school messenger system so that you receive up to date news blasts.

Parents should check:

1. Email
2. School Website
3. Google Classroom for Assignments
4. Teacher Class Pages
5. School Messenger (phone, email, SMS)

VISITORS AND VOLUNTEERS

Visitors and volunteers (class parents) will not be allowed to enter the building until further notice. If you are picking up a sick child, you will have to ring the bell at the front door and follow the instructions given over the intercom.

If your child forgets a lunch or item they need, you will have to ring the bell at the front door to let us know what you are dropping off and then use the elevator door to come upstairs and leave the item labeled on the designated table outside of the church elevator. A staff member will get it and take it to the class.

SOCIAL-EMOTIONAL WELL BEING

The social emotional well-being of our students and staff has been challenged during these uncertain times. We will have a school social worker at school once a week to address and assist with the needs of our students, parents, and staff.

Our teachers will be conducting lessons on social emotional learning.

HEALTH AND SAFETY PROTOCOLS

- ***Employees and students will complete the Daily Home Screening Checklist AT HOME (information will follow and be sent in parent letter at end of August) no earlier than one hour BEFORE LEAVING FOR SCHOOL. Employees will self- temperature check upon arrival at the school building and their information will be recorded.***
- If a student comes to school and school personnel cannot confirm that the parent check was conducted, the parent will be called to pick up their child.
- Students will line up outside designated doors on social distanced spots and have their temperature taken before entry to the building.

- Students or staff with COVID symptoms will be safely and respectfully isolated from others until the nurse picks them up at the door of entrance or classroom and calls parents for pick-up.
- In the event that a student or faculty member tests positive for COVID-19, administration will contact the Paramus Board of Health and follow the contact tracing and quarantine that they recommend. Parents will be notified of their plan.
- Visitation Academy will follow the 14 day quarantine rule for travelers from states identified as at-risk.

We will send home any child that has:

Cough, Shortness of breath/difficulty breathing, Chills, Headache or muscle pains, Vomiting, Sore throat, Loss of taste or smell, Diarrhea, Fever of 101 or higher, known close-contact to a positive, lab-confirmed COVID patient

PROTOCOL FOR SYMPTOMATIC STAFF AND STUDENTS

- If a student or staff member becomes ill during the day, they will immediately be sent to the nurse's office.
- The school nurse will follow current State of New Jersey Communicable Disease guidance for illness reporting through the Paramus Board of Health.
- Students and employees who exhibit symptoms related to COVID -19 will be safely and respectfully isolated from others in the nurse's isolation room until they can be picked up. The individual will remain in the isolation room until they leave the building. The nurse or anyone who comes in contact with the individual will wear a mask and gloves for protection. The nurse will monitor symptoms.
- The nurse and administration will follow-up with the Paramus Board of Health and may be required to identify persons who may have come in contact with the infected person.
- The isolation area of the suspected employee or student's work area will be disinfected and thoroughly cleaned, in addition to all common surfaces that they may have touched.
- All information about a person's suspected illness will be kept confidential.

PROTOCOL FOR STUDENT OR FACULTY TESTING POSITIVE FOR COVID -19

If a student or faculty member tests positive for COVID-19 the school nurse will follow the current State of New Jersey Communicable Disease guidance for illness reporting through the Paramus Board of Health.

Visitation Academy may need to provide the following information:

1. The identity of the person with COVID-19 or probable COVID-19 as well as their address, phone number, email.
2. The date the person was last in the building.
3. The date the person developed symptoms.
4. Types of interactions they had with people and the locations in the building interactions occurred.
5. If other persons in the building have developed symptoms.
6. Any other information to assist the department of planning next steps.

The parents of/or Individuals who may have been in close contact with suspected COVID-19 person will be contacted and may be advised to carry out self-screening and should contact their doctor/pediatrician for further information.

Please visit the CDC website for more information and the most up-to-date definition of close contact.

<https://www.cdc.gov>

REMITTANCE PROCEDURES AFTER RECOVERY FROM COVID-19

- School remittance procedures for students and employees after recovering will be established with conjunction with the school nurse and guidance form the Paramus Board of Health.
- Decisions will be made on the most current CDC recommendations and on a case by case basis based on the health department's recommendations.

Any person returning from school after recovering from COVID-19 MUST speak with the school principal and nurse a day prior to returning to school.

The following REMITTANCE GUIDELINES ARE:

1. Dependent on the individual's exposure to COVID-19
2. A medical clearance note from doctor.
3. A negative COVID-19 test result
4. 10 days after *testing positive* for COVID-19, fever-free for 24 hours and no other symptoms
5. For individuals *exposed* to COVID-19, 14 days after exposure
6. For patients severely ill with COVID, duration of isolation may be up to 20 days after symptom onset. A note from doctor required.

CLEANING PROTOCOL

We will clean the building each evening using CDC approved disinfectants and cleaners and adhere to the most recent cleaning protocols and practices as recommended by the CDC, APA, and Archdiocese of Newark. (EPA Reg. No. 10324-154-32970) (EPA Est. No. 329170-NY-01) Lemon E and Spectrum HBV Hospital Grade Disinfectant

- Filters in the classroom air conditioners will be sanitized.
- Teachers will frequently use sanitizing wipes on desks and common areas in their classroom. This includes sanitizing desks before and after lunch.
- Hand sanitizing stations will be at every building door and classroom entrance.
- All playground equipment used will be wiped down with sanitizing wipes before reusing.
- Classrooms, bathrooms, and common areas will be sprayed with an electrostatic sprayer each evening.

ATTENDANCE

Attendance for remote learning will be determined by online contact for both all remote and afternoon remote students in Google classroom.

If you are absent with an active COVID19 infection, or are told that you may need to quarantine due to a potential COVID19 exposure, you MUST contact the school principal who will make a case by case arrangements for you to learn remotely while home. All other students who are absent with NON- COVID19 related illnesses, or doctor appointments, should obtain their classwork by emailing the teacher or seeing the classwork listed in Google classroom.

Please remember that remote learning is for remote and hybrid students who are previously registered. As designated in the Visitation Academy Handbook and COVID Addendum, students can change form of learning ONLY at the beginning of a new trimester. Notice will go out toward the end of each trimester, asking parents if they desire to make any changes.

FACE COVERINGS

Face masks/coverings for children over 2 years of age MUST be worn at all times except for eating snack and lunch. Parents are to provide appropriate masks for their child. Masks must be labeled with your child's name. All faculty and staff will be required to wear face masks/coverings. All coverings must be school appropriate. They shall not interfere with the school's dress code policy. **The school will provide lanyards for masks to clip onto.**

- If a student or faculty comes to school without a mask, they will be provided with a three-ply paper mask for the day.
- Any request by an individual to be exempt from wearing a face mask must be supported by a note from a doctor.
- Face masks must be worn before entering the building and remain on at exit of the building until the child is off of school grounds. If your child takes a bus, they must follow the bus protocol relating to masks. Parents who come out of their car to pick up their child must wear masks.
- *All cloth masks must be laundered properly EACH EVENING.* Each disposable paper mask must be disposed of at home and replaced each morning.
- Masks are not a toy. If they are mishandled, they can spread germs. This is a serious concern. Students will be shown how to properly wear their masks. Any student that uses his/her mask for something other than its intended use will be sent to the school office. The principal will call the parent and the student will be sent home for the day.
- Masks/coverings that pull down and stay on the neck (gaiters) are not permitted.

UNIFORMS

The uniform expectations are listed in our school handbook. During the 2020-21 school year, students may wear Winter or Spring uniform pieces throughout the entire school year. There will be no dates to change uniform pieces. Visitation Academy polo shorts may be worn all year.

- Gym uniforms may be worn on gym days and every Friday.
- Sneakers may only be worn with the gym uniform.
- Black, rubber tie or buckle shoes must be worn with the school uniform. No sneakers.

REMOTE LEARNING

We offer three learning choices for the 2020-21 school year.

1. Five, full-day remote learning from home
2. Morning in-person/ Afternoon Remote (five days)
3. Five, full day in-person

When a family chooses a learning plan that includes remote learning, they adhere to the following:

1. All remote learning requires a completed and signed permission slip that you request by emailing the school principal.
2. You stay in the remote learning situation and may only switch to five day in- person learning at the beginning of the second trimester. Remote learning will have synchronous and asynchronous learning times.
3. All students are expected to follow the Remote Code of Conduct. They are also expected to follow the Student Code of Conduct in the School Handbook, directions from their teachers and administration, and will be held accountable to the same standards of work as in-person students.
4. Students must be dressed in a school uniform shirt and have no food or drink present while learning, they should be seated at a table or desk during instruction. Sitting on beds in bedrooms will not be permitted.
5. Students will have access to the Google Classroom and Google Meet platform to watch live streamed lessons with their class and will incorporate synchronous and asynchronous learning times.
6. Students will sign into Google Meet (8:30 am) on time each day and be ready to work and fully participate until 2:30 pm. Teachers will check in with remote students before leaving at the end of each day. You should be available until 3:30 pm.
7. Students will not use telephone, music streaming apps, social media apps, or any other electronic devices other than those permitted for remote learning during instruction.
8. If ear buds or earphones are being used, they are for instructional purposes only.

Please remember that remote learning is for remote and hybrid students who are previously registered. As designated in the Visitation Academy Handbook and Covid Addendum, students can change form of learning ONLY at the beginning of a new trimester. Notice will go out toward the end of each trimester, asking parents if they desire to make any changes.

If you are absent with an active covid19 infection, or are told that you may need to quarantine due to a potential Covid exposure, you MUST contact the school principal who will make a case by case arrangements for you to learn remotely while home. All other students who are absent with non-Covid related illnesses, or doctor appointments, should obtain their classwork by emailing the teacher or seeing the classwork listed in Google classroom.

Thank you for your understanding. Please be mindful of your social interactions and recent travel, and observe the mandatory quarantine period if you have been to any of the states listed on the State of NJ: COVID19 website: <https://covid19.nj.gov/forms/nitravel>. Only by working together can we keep everyone safe!

GRADING

Grading policy can be found in the school handbook.

- Teachers will use grade-level assessments, projects, and participation in class to assess students. Assessments for remote learning students will be virtual, formative, and summative through our online platforms. In-person students will be assessed through these methods in the classroom.
- Student progress will be continuously monitored and addressed on a weekly basis.
- Remote students are expected to perform the same quality work as in-person students throughout the course of the school year.
- Parents are expected to check the Power School Grading Portal regularly to see student's progress and view Progress Reports and Report Cards. No paper reports will be sent home.

The school trimester dates are as follows:

Trimester 1-9/8/20-11/29/20

Trimester 2-11/30/20-3/7/20

Trimester 3-3/8/20-6/30/20

Remote students may enter in-person learning at the beginning of the second and third trimesters.

CLUBS/AFTER SCHOOL ACTIVITIES

Large group gatherings on school site before or after school will be prohibited until further notice.

- After school clubs will be evaluated and offered online when possible.
- One on one tutoring may not take place face to face. Any tutoring arrangements must be conducted virtually at a time designated by the teacher.
- No CYO or school sponsored athletics until further notice.
- No field trips will be permitted until further notice. Teachers will look into virtual field trips.

DRILLS

Drills to exit or lock down the building in an emergency will still be conducted. They will be explained and practiced within the classroom setting to avoid cross grouping.

ENTRANCE PROCEDURES

All students will enter the building with masks. Parents must wear masks if you get out of your car to walk children to the door. We are asking parents of older children NOT to get out of your car when you drop off at the curb. **Safety guards will not be helping out with cars.** There will be tape marking social distanced spots at each door for children to stand on. Students will have their temperature checked by school personnel and enter the building to their classrooms.

Hand sanitizer will be available at their classroom door to use before entering. Student's coats and backpack will be put in a labeled bag before hanging in the classroom closet.

Students will enter the building through the following doors and times:

Please have your child ready with their backpack and items so that they can unbuckle and leave the car upon pulling up.

7:55 am- Grades 1 through 3- Drive down the first row of the parking lot down to the mosaic door curb. Form a car line and let children get out at the curb and get on line on the social distanced spots at the mosaic door.

8:05 am-Grades 4 and 5- Drive down the second aisle of the parking lot to the lower lot parking lot. Form a car line at the curb and drop your child off to walk to the preschool lower lot doors.

8:15am-Grades 6 through 8- Drive down the first row of the parking lot and stop at the front blue doors. Make a car line and drop children off at the curb at the blue doors.

8:25 Grades Prek3-K-Drive down the second row to the lower lot doors. Park your car and walk your child to the preschool lower lot doors

WE NEED EVERYONE'S HELP AND PARTICIPATION TO MAKE THIS RUN SMOOTHLY FOR OUR STUDENTS!

CLASSROOMS

The school will practice social distancing in the classroom. Students will not change classes for subjects. Teachers will rotate to classrooms. Class cohorts will remain together and minimal mixing of students will occur.

In addition to this:

- Desks will be turned to face the same direction.
- The teacher desk will be 6 ft. from student desks.
- Shield guards will be placed on each desk
- When possible, windows will be open, classroom doors will be left open, air ionizers/purifiers will be used.

- When possible teachers will conduct class outside when it is seasonally appropriate.
- Students must bring the supplies listed for their grade in a sturdy art/supply box. They may not share objects.
- Teachers will have sanitizer, hand and cleaning wipes, and disinfectant spray for use in their room.
- We will remove toys, items that cannot be sanitized such as stuffed animals, dress up clothes, etc.

HALLWAYS AND COMMON SPACES

- Maintenance staff will clean highly touched surfaces throughout the day (handrails, doorknobs, light switches, etc.)
- To reduce the number of students walking in the hallways, students will exit classrooms for recess and lunch at staggered times.
- Staircases will be labeled down and up.

RESTROOMS

- Only two students allowed in the restroom at one time. Students will turn the card on the door to red if they walk in the restroom to alert that someone is in there. Should a student have to wait to enter the restroom, he/she will wait on a social distancing spot outside the door in the hallway.
- Students must wear face coverings while going to the restroom.
- Urinals will be closed. Students will only use closed stalls.
- Sinks will be divided with plastic sheets for social distancing.

SNACK/LUNCH

- Snack will be held in grades PreK3-3.
- There will be NO sharing of food.
- Students will wash hands and desk will be sanitized before and after eating.
- Students will eat lunch in classrooms at their desk behind plastic shields, six feet apart.
- Lunch can be brought from home or delivered to their classroom by preordering a “Grab and Go” pre-packed lunch from Simply Gourmet foods. (See lunch instructions included in end of this packet) Students are encouraged to bring their own water bottles from home to use throughout the day. We do have no touch filling stations to refill bottles. Water fountain heads will not be used.

RECESS

- Students will go out for recess with their class cohort. There will be no mixing of cohorts during recess.
- Students will remain in designated playground areas and engage in social distanced play.
- All playground equipment will be sanitized after each use.

DISMISSAL

Dismissal will be staggered and students will come out the same doors that they entered in the morning. All parents exiting their cars must wear a mask.

2:40- Grades PreK3-K will dismiss in the lower lot. Parents park in the lower lot to pick up their child. Please return to your car quickly and exit out the Geering Ave parking lot exit.

2:55-Grades 6 through 8-will dismiss out the front blue doors. Parents park in the upper lot and students will come to your car. Please exit quickly out the Farview Avenue exit.

3:05-Grades 4 and 5-will dismiss out the lower lot doors. Parents park in the lower lot. Students will come to your car .Exit out the Geering Avenue exit.

3:10- Grades 1-3- will dismiss out the mosaic doors. Parents park in the upper lot. Parents are asked to come out of your car and pick up students with masks on. Exit out the Farview Avenue exit.

EARLY PICK UP

- Early pick -up not only interrupts a student's learning, it causes undue hardship on our staff. We discourage early pick-up during this time for anything other than **necessary** doctor or dentist appointments.
- If a student needs to leave early, please ring the front door bell and a staff member will bring the student down to the front blue doors to be dismissed. You will sign them out.

BUS PROTOCOLS

Should buses be provided by any town, students will follow the bus protocols outlined by the local district providing the busing. Please contact your local board of education for information.

BEFORE AND AFTERCAREPROGRAM

- Visitation Academy will hold an aftercare program for working parents from **3:00 pm to 6:00 pm**.
- The aftercare program will be held in the gym and cafeteria and will adhere to all social distancing requirements and hygiene protocol.
- **Students MUST be pre-registered to attend the program. NO EXCEPTIONS!** A letter from parent's employer stating the need for childcare must accompany registration.
- There will be no sharing of toys or food. Students bring their own snack. Visitation will provide water bottles.
- Students will be given a bag of fun activities to engage in and may complete homework.
- No Homework Hub will be in session this year. Movies will be available.

CATHOLIC IDENTITY

Through this pandemic and at all times, Visitation Academy is committed to supporting our students' faith formation and development. Students will continue to learn Christian, Gospel values by witness of adults, Sacraments, feast day celebrations, and prayer.

- Students will attend Mass one day a week in small groups that will spread out in the church or we will watch Mass virtually in the classrooms.
- Classes will begin the day with a morning prayer, say grace at lunch, and close the day together in prayer.
- Teachers will highlight liturgical events and feast days.
- Second and Eighth graders will prepare for the Eucharist and Confirmation.

It is anticipated that additional or revised considerations may need to be included throughout the duration of the pandemic.

In the event that school administration needs to quarantine, the designated administration assistants will oversee daily operations:

Grades Prek3-1- Ms. Henderson

Grades 3, 4, 5- Mrs. Trimm

Grades 6, 7, 8- Ms. Brienza