

SAINT ANNE SCHOOL, SANTA ANA
REOPENING PLANS

HEALTH AND SAFETY

- Have established a COVID Committee made up of the principal, secretary, the designated staff member who will ensure the disinfection of classrooms, the PE teacher, a board member who is a nurse, and an expert on COVID whose son is a COVID doctor in New Jersey

- Have signs requiring face masks to be worn inside the school grounds and make sure that all students wear a cloth face mask and/or a face shield with material attached to the bottom of the shield and tucked into their polo shirts when they arrive to school in the morning

- All staff will have their temperature taken when they sign in at the front office and all **faculty and staff must wear a cloth face mask throughout the day.**

- Only students will be allowed through the gates in the morning and will only enter the gates to school only after their temperature has been taken in their car. If the temperature registers 99 degrees or above, parents will have to take them home.

- Students who enter the gates after having their temperature taken will line up under the tent 6 feet apart with their teacher/teacher aide for morning announcements, prayer and flag salute, then walk to their classrooms for the school day to begin.

- A protocol for students will be gone over the first day of classes and repeated often of using hand sanitizer when they enter the classroom, washing hands after every recess time, and using hand wipes at their desk.

- Students in the RED classes will be with their teacher in the actual classroom when they arrive in the morning, while the BLUE classes will report to either Campbell Center or Cirlio Hall where they will be with a Teacher Aide who is working closely with their teacher.
- All desks will be at least 5-6 feet apart with a desk plastic shield with three sides.
- The two halls will be divided up and will have 6 feet high dividers made of plexiglass and wood between classrooms that will be constructed with metal tubing. Using the metal tubing and plexiglass will not become a financial burden on the school as a generous donor came forward to purchase materials.
- Nothing extra will be in the classroom, there will be no shared library books, no playground equipment, and no shared devices
- Face shields with material attached to the bottom so that it can be tucked in or cloth face masks will be required by each student

INSTRUCTIONAL

- School will be every day, from 8:00 am until 2:30 pm with daycare if parents need it at an extra charge. Classroom doors will open at 7:45 am. The COVID Team will take the temperatures of each child in their cars. If their temperature is 99 degrees or above, the child will be sent home with the parents.
- The school counselor will be asked to give a little time each week to give ideas to help students cope with this COVID crisis. Students will be asked to bring a Yoga Mat so that throughout the day, teachers can have students use it for a reading spot, a place to do stretches and exercises in the classroom.

- Students will eat their lunches on their desks. Classes will take turns after lunch to use the restrooms.
- Grades One through Eight will be taught each day by the teacher, but will only have half of the class at a time. When the teacher is not with one half of the class, they will be with a teacher aide who will work with students on work provided by the teacher and within this time will be at least a 20-30 minute silent reading time.
- Teachers will be ready in the event that we need to transition back to Distance Learning, with one day in between, to make the final preparations for this to happen.

STAFF

- All staff members must have their temperature taken at the front office before going to their classrooms. If a staff member should have a temperature of over 99 degrees or feel that they are not well, they will be asked to go home and a substitute will fill in. **All staff and faculty members MUST wear a cloth face mask at all times when in school.**
- Faculty members will be asked to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19 or Active Screening.

OUTSIDE VISITORS

- Outside visitors will not be allowed into the school without having an important reason, such as picking up a sick child. Rather than coming into the school, they will call the school office.

- No outside lunches will be allowed. Students must bring their own lunch or receive the lunch from our lunch program. We will not allow things to be brought in for birthdays or other celebrations from students homes.
- Food Program Vendors will be allowed to drop off Federal Lunch Program food

HYGIENE PLAN

- Two staff members will be responsible throughout the day to ensure that correct disinfection takes place when students switch from hall to classroom or classroom to hall.
- Teachers and teacher aides will also disinfect or make sure that student desks are disinfected when the new group of students enter their classrooms
- Students must wash their hands after each recess time and must use hand sanitizer as they enter their classrooms
- All water fountains will be covered. Students must bring their own water bottle from home. We will purchase one or two bottle fill up stations for the main building so that students can fill their water bottles if needed.
- We will have 4 outside hand washing stations so that all students will wash their hands after each recess time

PROTECTIVE GEAR

- Everyone entering the school grounds must wear a mask or a face shield that has a cloth attached to the bottom and tucked in their shirt.

- Those dealing with a sick child or involved in the disinfection of bathrooms or classrooms must wear gloves
- We will have an established area away from staff and students for any student who becomes ill during the day. Parents will be expected to pick up the student right away

PHYSICAL DISTANCE PLANNING

- Student desks will be at least 5-6 feet apart and will have a three sided protective shield
- Students will keep all of their belongings in a backpack which will be placed next to their desk, which will include water bottle, snack, and lunch as well as their Chromebook and workbooks.
- There will be signs designating which door to be used to enter and which to leave the classrooms. In the hallways, there will also be signs to show 6 feet apart.

CLEANING AND DISINFECTING

- We will use only prescribed cleaning supplies using the guidelines of the CDC.
- We will have several staff members who will only be disinfecting and cleaning throughout the school day, and classrooms will be fogged at lunch times when students are out for recess, the maintenance man will be cleaning the bathrooms and floors after school hours each day. Classrooms will be fogged once more after school so they are ready for the beginning of school the next morning.

