



2021-2022 Opening Plan

- Students will enter through the #2 Door.
- There will be staircases for students going up and for students going down.
- Students will be in cohorts
 - PK – 2nd
 - 3rd – 5th
 - 6th – 8th
- Clubs like Robotics and student council can operate because of the cohorts.
- Due to the fluid nature of the pandemic, this plan is subject to change to protect our students, teachers and families.

SOCIAL DISTANCING

- Social distancing is an effective way to prevent potential infection. St. James School employees, students, parents, and visitors will practice staying approximately 3 feet away from others and eliminating contact with others.
- Students will have limited movement around the room.
- Social distancing guidance will be enforced and support 3-feet around each student desk.
- Additional modifications include turning desks to face the same direction, or having students sit on only one side of the table while spaced apart.
- Signage:
 - Physical Guides will be located throughout the school to remind students of social distancing and hygiene/handwashing procedures.
 - Staircases will be designated UP or DOWN for students to use when traveling from one floor to another.
 - When weather conditions permit, windows will be opened to allow for greater air circulation.
- When weather conditions permit, students will be taken outdoors for class and recess. As per CDC guidelines, Non-essential/informal meetings and visiting should be avoided as much as possible, until further notice.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Masks are required at all times for students and employees. Students will have the opportunity to have mask breaks at specific times during the day (when social distancing).
- Hand sanitizer stations will be available around the school.
- In addition to using PPE, students will be reminded to:
 - Wash hands often with soap and water for at least 20 seconds.

- Bring 2 face masks to school (One to wear a mask upon entering the building and throughout most of the day, and an extra mask in a zip lock bag to store in a cubby.)
- Use hand sanitizer with at least 60% alcohol several times during the day.
- Avoid touching their eyes, nose, and mouth.
- Cover their mouth and nose with a tissue, or use the inside of your elbow, when they cough or sneeze

CLASSROOM AND COMMON SPACES

- All teachers are asked not to visit classrooms not in their cohorts other than the grade levels that they teach.
- Students will remain in their homeroom class, and the subject teacher will travel to them in grades K - 5. Middle School will trade classes.
- Teachers will disinfect their own personal workspace (desk, computer, etc.) throughout the day, giving special attention to commonly touched surfaces.
- A specific schedule will be made available to each class to limit the number of students in the hallway at a given time.

CLASSROOMS

- Classrooms will be cleaned and sanitized daily by the custodial and maintenance staff.
- Students will be directed under the supervision of their teacher to keep their personal space (including desks, stationary items, etc.) clean.
- Hand sanitizer will be provided in every classroom, in accordance with CDC guidelines.
- Teachers will limit use of supplies and equipment to individual students/one group of children at a time and clean **and disinfect between use.**
- Each student will be assigned their own electronic devices, so they will not be shared.

SCHOOL ENTRANCES, HALLWAYS, AND COMMON SPACES

- Face coverings will be required for individuals in line waiting to enter or exit a building.
- St. James School will limit contact with peers and adults.
- The number of non-essential interactions between students and staff throughout the school day will be minimized.
- All frequently used surfaces (including doors, doorknobs and handrails) will be cleaned regularly throughout the school day.
- A schedule that limits access to cubbies, to keep traffic in the hallways within social distancing protocols will be followed.
- When needed, students will be called to the office on an individual basis.
- Water Fountains will remain closed. Students are encouraged to bring reusable water bottles to school. Teachers will have a supply of water in the classroom should a child need.

- Classes will follow a schedule for students to use the restroom on a regular basis. (In addition, of course students will be permitted to use the restroom individually if necessary.)
- Partitions/dividers will be used in the office.

RESTROOM USAGE DURING THE SCHOOL DAY

- Classes will be assigned a specific bathroom and time schedule to use the restroom.
- St. James School will post the maximum capacity sign on the door.
- There will be limited shared use of restrooms.
- Students will maintain social distancing when using the restroom. (Students will follow a room schedule limiting the number of students using the restroom at one time.)

CAFETERIA AND MEAL PERIODS

- St. James School will not provide a lunch service this year due to a decline in interest from students.
- All students will eat lunch in their classrooms or in McCorristin Hall.
- Students are expected to bring their lunch with them in the morning in disposable containers, if possible. No food may be dropped off at the office during the school day.
- Student's desks or tables will be washed and sanitized before and after lunch.
 - For Grades Pre-K - 2nd
 - Desks or tables will be washed and sanitized before snack time.
 - Students will be allowed to have a morning snack in the lower grades.

COMMUNICATION WITH FAMILIES

- Communication to all school families will continue to be sent regularly and any updates related to Coronavirus will be sent when necessary.
- To stay updated on the most current information, families are encouraged to:
 1. Check their email often.
 2. Visit the school website and the teacher's classroom website (SJ-school.org → Academics)
 3. Check PowerSchool and student's Google Classroom.
 4. Communicate any questions or concerns with the student's teacher and/or the administration.
 5. Keep your phone numbers and your email address current
 6. Update with school any changes in address and phone numbers Remember to sign up on our website for email blasts. Go to: SJ-School.org Click on the parents tab Click on Family email Enter information and submit.

VISITORS

- Visitors are not permitted in the school building at this time.
- Items that need to be brought to the school (packages, students' supplies, correspondence, etc.) will be dropped off with a member of the office staff by ringing the bell at the main entrance.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- St. James School will adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- The use of technology and online resources will be maximized if some extracurricular activities are held.
- Large family gatherings may be held virtually, instead of in person (ie. New Family Orientation, Back to School Night, etc.)
- A cleaning/disinfecting schedule may not allow for in-person gatherings outside regular school hours.
- School Clubs are permitted keeping students in their cohorts.
- Before and After Care programs are permitted and will be available at this time following social distancing and cleaning guidelines.
- Once the building is vacated (specific hours will be noted) no one may return until school reopens the next day.

VIRTUAL LEARNING

- There will be no virtual learning this year, unless the entire class is quarantined.
- Teachers will post assignments for individual students who need to quarantine. There will be no live meetings during individual quarantine. The first day of their quarantine, the parent needs to notify the nurse and the school office for the student's assignments. Parents should call the office to pick up books at the end of the day.

TRAVEL RESTRICTIONS

- TRAVEL QUARANTINE - out of state
 - Quarantine for 7 days without symptoms
 - NO TEST NEEDED if you quarantine for 7 days (ONLY IF YOU HAVE NO SYMPTOMS)
 - If you were positive for Covid within the last 3 months or fully vaccinated (last shot 2 weeks ago) prior to travel you do not have to Quarantine upon return.

QUARANTINE

- EXPOSURE IN THE BUILDING (CLASS) (individual)
 - Quarantine class and teachers in the class for 10 days
 - Quarantine siblings of students and staff for 10 days as well
 - Negative test 48 hours prior to return to class, if not vaccinated.
 - If any student or staff were positive 3 months prior to the exposure or fully vaccinated you do not need to Quarantine.

- EXPOSURE OUTSIDE (FAMILY)
 - Quarantine exposed student only not class for 10 days.
 - Negative test 48 hours prior to return.
 - If you are vaccinated no need for quarantine. But MUST wear mask for 10 days.

- POSITIVE TEST (STUDENT OR STAFF MEMBER)
 - Quarantine as stated in EXPOSURE IN BUILDING
 - Quarantine ALL contacted staff (if not vaccinated) as well including siblings
 - Negative test 48 hours prior to return