



# St. Aloysius COVID-19 Reopening Procedures

St. Aloysius School

July 20, 2020

|  |          |
|--|----------|
| <b>St. Aloysius COVID-19 Reopening Procedures</b>      | <b>1</b> |
| Class Size   | 3        |
| Classroom Layout                                       | 3        |
| Cafeteria  | 4        |
| Temperature Checks                                     | 4        |
| Masks  | 4        |
| Illnesses  | 4        |
| Students Illness                                       | 4        |
| Students or Staff Member Testing Positive for COVID-19 | 5        |
| Cleaning Procedures                                    | 5        |
| Ventilation  | 5        |
| Handwashing Stations                                   | 6        |
| Drinking Fountains                                     | 6        |
| Restrooms  | 6        |
| Other  | 6        |
| School Day Activities                                  | 7        |
| Campus Arrival   | 7        |
| Recess   | 7        |
| Lunch  | 7        |
| Dismissal  | 8        |

## Class Size

St. Aloysius has a student population of 157. The class size distribution is as follows.

| <b>Grade / Class</b> | <b>Class Size</b> | <b>Number of Staff Assigned to Class</b> |
|----------------------|-------------------|--|
| Jr. Kindergarten     | 12                | 2  |
| Kindergarten         | 20                | 2  |
| 1st Grade A          | 11                | 1  |
| 1st Grade B          | 11                | 1  |
| 2nd Grade            | 19                | 2  |
| 3rd Grade            | 18                | 2  |
| 4th Grade            | 19                | 1  |
| 5th Grade            | 12                | 1  |
| 6th Grade            | 11                | 1  |
| 7th Grade            | 12                | 1  |
| 8th Grade            | 14                | 1  |

## Classroom Layout

- Student desks will be socially distanced in their classrooms. The desks will be 6 feet apart, with all students sitting in rows facing the front of the classroom.
- The teachers will have a desk in the classroom that will have a plexiglass shield around it to allow for socially distancing when the students need to approach the desk.
- Classroom supplies (such as crayons, markers, pencils, Chromebooks, textbooks) will not be shared. Each student will have their own supplies.
- Students will remain in their classrooms. In middle school, teachers will rotate classrooms for subject matter instruction.
- Each student will have their own desk.
- Google Classroom will be used in Grades 3 to 8 to submit classwork and homework and complete exams to cut down on the handling of papers.
- Staff members handling student papers will wear gloves and wash their hands before and after the handling of papers.

## Cafeteria

- Hot lunch will be provided for those students who pre-pay
- The cafeteria workers will wear masks and gloves at all times during the preparation and serving of the food.
- All non-disposable food service items will be handled with gloves and washed with dish soap and hot water in a dishwasher.
- Cafeteria workers will wash their hands after removing their gloves or after directly handling used food service items.

## Temperature Checks

- All employees will have to complete a COVID-19 Health Questionnaire before the start of their shift. Their temperature will be checked and recorded daily. Any staff member with a temperature of 100 degrees or higher will be sent home immediately.
- All students will have their temperature checked daily by members of the staff before entering the campus. If a student has a temperature of 100 degrees or higher the students will be sent home immediately.
- Students in grades 1 to 8 will have masks on while their temperature is taken.
- Staff taking temperatures will wear masks and face shields.
- No parent can come onto campus unless their temperature is taken as well. Visitors on campus will not be allowed without prior permission.

## Masks

- Students in Grades 1 to 8 will be required to wear masks that cover their nose and mouth.
- Students in Junior Kindergarten and Kindergarten will have face shields.
- All staff members must wear masks while they are on campus.
- Extra masks will be available in the office if a student does not come to school with a mask or theirs breaks throughout the day.
- Any student refusing to wear a mask will be sent home immediately.

## Illnesses

### Students Illness

- Any student who appears to not feel well throughout the day, will be sent to the office to have their temperature checked.
- There is a separate closed off area in the office for those students to go.

- If a student has a temperature greater than 100 degrees, the student will be sent home immediately.
- A student must be fever free for 24 hours without medicine before returning to school. A doctor's note will also be required to clear the student to come back to school.

## Students or Staff Member Testing Positive for COVID-19

- Arrangements will be made for staff to be tested on a regular basis to ensure that no one tests positive.
- If a student or staff member tests positive, they cannot return to school for a minimum of 14 days and they test negative for COVID-19.
- If a student or staff member tests positive for COVID-19, any parents of children who may have come in contact with that person will be notified.
- If a student or staff member tests positive for COVID-19, any staff who may have come in contact with that person will be notified.
- The areas of potential contact of the positive staff or student will be sanitized.
- If 5% of the school tests positive for COVID-19, the school would go to Distance Learning for 10-14 days while the school is deep cleaned.

## Cleaning Procedures

- The classrooms will be cleaned on a regular basis using sanitizer approved by the CDC.
- Bathrooms will be sanitized before and after recesses and lunches. They will be thoroughly cleaned at the end of the day.
- Staff will clean highly touched surfaces (such as door handles, cabinets, light switches) throughout the day.
- All classrooms will be sanitized at the end of each day using a commercial fogger and sanitizer.
- All Chromebooks will be sanitized daily using wipes approved for use with technology.
- Each classroom will have a spray bottle of sanitizer that staff will use to sanitize when the students are out of the classroom
- One staff member will be assigned to check on the inventory of cleaning supplies and will place an order as soon as the cleaning supplies are running low.

## Ventilation

- Doors and windows will be opened as much as possible unless it poses a safety or health risk to the students.
- Needlepoint Bipolar Ionization (NPBI) units are installed throughout the school. These units use cold plasma technology to create oxygen ions that are released into the air supply. These ions safely and effectively kill pathogens (mold, bacteria and viruses) and attach to airborne particles to make them easier for an HVAC system to filter.

## Handwashing Stations

- Students will wash their hands on a regular basis. Most classrooms are equipped with a hand washing station. Each of these classrooms will be equipped with soap and paper towels from a dispenser.
- All classrooms will be equipped with hand sanitizer for students to use in between washing of their hands.

## Drinking Fountains

- All community drinking fountains will be closed and water turned off.
- Students will bring their own water bottles from home.
- Students will not be allowed to refill their water bottles.
- We will have available disposable water bottles for students who forget to bring their own or who run out of water during the day.

## Restrooms

- Only 2 students will be allowed inside each bathroom at a time. There are 2 sinks in each bathroom.
- Students will be provided with a pass that they must hang on the door before entering the bathroom.
- If there are 2 passes on the bathroom already, students will stand on the socially distance markers that are placed outside the bathroom.
- If there are no more socially distanced markers available, the student will return to their classroom and the teacher will send them at a later time.

## Other

- Students cannot answer the classroom phone or use the office phone.
- All extra curricular activities will be placed on hold (such as sports and music)
- No student will be sent to the office to deliver notes etc.
- The Library will not be available for students to check out books.
- There will be no assemblies. All awards and prayer services will be held virtually using WebEx.

## School Day Activities

### Campus Arrival

- Students in grades 1-8 must wear a mask when arriving to school.
- Students in Jr. K and Kindergarten will enter campus at a different entry location.
- All students will line up for temperature testing
- Students will immediately go to their classroom and sit at their desk.
- If students need to use the restroom before the start of class, they are to get a bathroom pass from their teacher. Only 2 students will be allowed in each bathroom at a time.

### Recess

- Students can only play with students in their same grade level.
- Each grade will have their own play area at recess.
- Only 2 grades will be out at recess at a time, one on the blacktop and the other on the sports field. The play areas are separated by a fence.
- There will be a 15 minute break in between grades to come out to recess to allow for sanitizing of equipment.
- Students in grades 1-8 will have to wear masks during recess.
- Aides monitoring recess will have to wear masks.
- Each grade will be given an assigned time before recess to use the restrooms, following the guidelines stated above for restrooms.
- If a student needs to use the restroom during recess, they must get a pass from the staff member in charge of their recess.
- Students will eat their snacks in their classrooms at their desk before the start of recess.
- Students must bring their own snacks from home.
- Students will line up on the socially distanced circles that are placed on the blacktop before returning to class. Students will be lined up in the order that they are seated in the classroom to prevent students from getting too close to another student.
- Teachers will bring the students into the classroom, with the students lined up following socially distancing guidelines.

### Lunch

- All students are instructed to wash their hands with soap and water before and after they eat lunch.
- Lunch will be eaten in the classroom at the student's desk.
- All cafeteria lunch orders will be delivered to the classrooms. Each meal is individually plated.

## Dismissal

- All teachers wearing a mask will walk with their students also wearing masks in grades 1-8 to the pick up location next to the cafeteria.
- Each grade will have their own line up spot in the grass area in between the cafeteria and the church to wait on. The students will stay in their lines socially distanced.
- Any parent coming to pick up their child must wear a mask.