

# **COVID-19 2020-2021 SCHOOL PROCEDURES**



**ST. CHARLES**  
Catholic School

## **Archdiocesan Policies and Procedures**

After careful reflection and review of the Center for Disease Control (CDC) and American Academy of Pediatrics (AAP) guidelines, the Catholic Schools of the Archdiocese of Santa Fe will re-open on August 17, 2020 with complete student enrollment at full schedule. We realize that our school policies must be flexible and nimble in responding to new information and our strategies can be revised and adapted depending on the level of viral transmission in the school and community. Please note that these mandates are for Catholic Schools only and do not cover Religious Education programs or other parish groups.

### **Preparation Phase**

- All buildings must be cleaned and disinfected
- All air and water systems must be checked for proper operation
- Additional hand washing stations and/or hand sanitizing stations must be installed
- All water fountains must be disabled except those with water bottle capabilities

### **Health Issues**

- All employees must stay home if sick
- All employees and students must stay home if they have been in contact with someone who has contracted COVID -19 and follow New Mexico Department of Health directives.
- All schools will follow the New Mexico Department of Health in the event that a student or staff member contracts COVID -19

### **Archdiocesan wide Protocols**

- All schools will develop strategies for temperature and health information to be monitored for all employees, students and visitors to the building.
- All employees, students, and visitors to the building will be required to wear an age appropriate face covering upon entering and moving throughout the building
- Student mask guidance will follow AAP guidelines and may be relaxed when students are six feet apart or more (See St. Charles School guidelines below regarding masks.)
- Student desks will be set six feet apart when feasible and face the same direction. When desks are between three and six feet apart, students must wear face coverings and be asymptomatic. If desks cannot be at least three feet apart then they will not be used
- For classrooms with tables, physical barriers will be used
- Limit non-essential visitors
- Assemblies, field trips, school wide parent meetings and other group meetings will not be allowed
- Ensure that students have their own supplies and discourage sharing of items
- Provide a dedicated space for students and staff who become ill during school hours
- Regularly touched areas or items will be sanitized properly and often
- Students should be educated and reminded of sound hygiene practices

## SCHOOL DAY PROCEDURES

### MORNING PROTOCOL

#### Elementary and Middle School

- Arrival time for K-8 at 7:45 am.
- Gates for the backyard will open at 7:30 am.
- Teachers will need to arrive and be in the classroom at 7:30 am.
  - o Teachers will have their temperature check upon arrival to school. 5
- Students will drive to backyard
- Students will have their temperature taken upon arrival at school.
  - o When approached by a supervising adult, students must put on mask. Students will exit their vehicles and get their temperature checked, recorded, and will be interviewed about symptoms.
  - o Their temperature will be recorded for contact tracing purposes.
  - o If student comes with a temperature, parents will be asked to park and wait for five minutes for students to be retested and will be interviewed about symptoms.
  - o Upon entering the building students will sanitize their hands.
  - o Students will enter through outside east doors. Middle school will enter through bottom outside doors and elementary students will walk upstairs and will go to their classroom.

#### Pre-K

- Arrival time for Pre-K at 7:30am.
- Students will be dropped off at front westside entrance.
- Students will have their temperature taken upon arrival at school.
  - o When approached by a supervising adult, students must put on mask. Students will exit their vehicles and get their temperature checked, recorded, and will be interviewed about symptoms. (A waiver will be given out to parents to give permission for supervising teacher to sign them in.)
  - o If student comes with a temperature, parents will be asked to park and wait for five minutes for students to be retested and will be interviewed about symptoms.
  - o Once student temperature is check students will stand on a designated mark to get into the building. Students will sanitize their hands upon entering the school building.
  - o A teacher will then take them into the building to begin their instructional day.

### HALLWAY PROTOCOLS

There will be guiding marks within the hallway. Students will use visual aids to show where students need to stand while they are in the hallway to ensure proper safe distancing.

## **RECESS**

Students that are playing on the field and basketball will be allowed to un-masked for recess, but students will be expected to maintain safe 6 ft of social distancing.

If playing on the playground equipment, student must be masked. Classes will be given a specific area to play on each day. Bags of equipment will be given to each class to ensure that everyone has playground equipment. There will be no organized games.

Pre K playground students will remained mask.

K and 1<sup>st</sup>- 9:30-10:00 (rotating on field, basketball court, or playground)

Middle School- 9:45-10:00 on track

2-5<sup>th</sup>- 10:00-10:30 (rotating on field, basketball court, or playground)

Teachers will be on duty with each student's class for duty purposes. These protocols will be subject to change after Labor Day.

Middle School will be having a recess during the day to walk around a socialize with each other while masked.

## **LUNCH PROTOCOLS**

At this time, lunch periods will be on a rotation. Students will be required to wash hands before lunch. Students will be on a rotational schedule for lunch eating in the cafeteria and outside with 6ft of social distancing.

Pre-K will eat in the cafeteria close to 11 pm.

Other classes will start with lunches eat in classroom or outside picnic.

There will be assigned seating for specific grade levels. If students are ordering lunch, students will be receiving a hot lunch or bagged lunch.

## **END OF DAY DISMISSAL**

Students will sanitize hands upon leaving. Please follow cleaning protocols listed below for classroom clean-up.

### Pre- K

- Dismissal will start at 3:05 pm
- Pre-K students will ensure sign out of students.
- Pre-K will wait on designated marks in the front of the school.
- Students will be loaded into the parents care by teacher.

### Elementary and Middle School

- Dismissal will start at 3:15 pm
- Siblings of Pre-K be dismissed at 2:57 to go wait outside the Pre-K room.
- K-2 on school side for pick up
- The rest will be on the field (socially distant for their parent to pick them up)
- Siblings go with their youngest sibling.

\*Please be patient, last minute adjustments may need to be made to this protocol.

## **AFTERCARE**

The Cafeteria will be utilized for aftercare. Students will sit in grade level pods.

All students who are going to aftercare will remain with their teacher outside until all students have been picked up. Teachers will line up students by grade level in the designated area to be check into after care. then walk students to aftercare and follow the aftercare protocols.

Pre-K students will stay with their teacher until 3:15. Then brought to after care to be supervised until 3:30 pm.

### **Aftercare Protocols**

- 3:30-4:00- Students remain outside in their designated play for outdoor time. During this time please come thru the east side gate to pick up your student.
- 4:00-4:30- Homework to be completed in cafeteria on designated tables. Parents will need to ring the west end doorbell to enter. Students will then be dismissed at the door.
- 4:15- Snack
- 4:30-5:30- Homework or aftercare activity.
- All students must be picked up by 5:30.
- If you students have gone to the isolated nursing station during the day, they will not be allowed to attend aftercare.

Students should plan to bring their own material to occupy their own materials to occupy their time after homework is completed. students will not be allowed to share their play materials.

## **TEMPERATURE CHECKS**

Temperature checks will be done upon arrival to start the school day. Student temperature checks will be recorded for contact tracing purposes. In the afternoon students will also have their temperature checked. If students have a high temperature during the day, students will be sent to the isolated nursing room for parents to be called and picked up immediately, no more than 45 minutes.

## **NURSING STATION**

Students showing symptoms will be isolated into a specific room in the school. Students will then be required to be picked up immediately, no more than 45 minutes. Students and parents will have to follow CDC protocols regarding further testing.

## **MASKS**

- Students will need to have Christ- Like appropriate masks
- Students are required to wear masks at all times except when they eat and during physical activity.
- Students are required to bring at least 3- 5 reusable masks beginning the first day of school.
- Students must wash each set of masks each week.
- Teachers will educate students on proper mask care following the CDC guidelines
  - o <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

## **WATER BOTTLES**

- All students must bring their own water bottle from home with their name on the bottle to fill throughout the day.

## **SOCIAL DISTANCING/ LEARNING SPACE**

- Student desks will be six feet apart.
- For classrooms with tables, physical barriers between students will be used.
- Students will have their own box of supplies for their classroom and art classes.

## **REMOTE LEARNING PLAN**

- School-wide remote learning days may be utilized to mitigate the spread of COVID-19, as directed by state and local authorities.
- Should a family have a concern of infection due to health restrictions, the school is offering an opportunity for students to learn in a remote setting and protocols are listed below. For instructional consistency the current remote learning schedule is set up for 3 week at a time.

Teachers may need to adjust or reformat live stream lessons/assignments as needed. We appreciate everyone's support and understanding.

## **Google Meet Protocols**

1. Students should be logged in at 7:50 am to get set up and trouble shoot if necessary.
2. Parents must notify the teacher ahead of time if the student will be absent during live stream lessons because daily attendance will be recorded.
3. Students must wear uniforms during designated live stream lesson times.
4. Students should have their camera and microphones on during the designated live stream lesson times. Students will be muted unless they are speaking and participating in the class. Student must always be visible to the teacher.
5. Students must be sitting at a desk with all their essential tools for class.
6. Students should have a quiet, supervised place to attend live stream lessons. This space should be free of distractions (pets, TV, other electronics not necessary for the live stream lessons) and students should behave as they would if they were in class so as not to take away from the learning of any other students.
7. Teachers will utilize Google Classroom to post activities, assignments, homework for in-class and online students.
8. Students should be focused on the live stream lesson and refrain from exploring the internet unless internet research is required by the teacher to complete an assignment during the live stream lesson.
9. Students will follow the teacher's instructions about how to participate in this online experience.
10. Teachers will inform students of what specific subject areas will be lived streamed for their class based on their class schedule.
11. There are recommended time limits for age appropriate, on-line, remote learning.

\*\* Based off of Illinois State Board of Education “Remote Learning Recommendations” and Miami-Dade County Schools “Distance Learning Plan.”

\*\* Recommended practice Time allow daily provisions for students to practice objective learned online. Students may engage in dependent or independent practice activities. For example. Reading, working on assignment creating a project, doing homework, completing math work, physical exercising, etc.

<b>Grade</b>	<b>Minimum Online Time per Day</b>	<b>Recommended Practice Time Offline.</b>
Pre K 3-4	60 minutes per day	20-30 minutes per day
Kinder	90 minutes per day	30 minutes per day
1 <sup>st</sup> and 2 <sup>nd</sup>	90 minutes per day	1 <sup>st</sup> grade: 45- 60 minutes per day 2 <sup>nd</sup> grade- 60-90 minutes per day.
3 <sup>rd</sup> - 5 <sup>th</sup>	120 minutes per day	3 <sup>rd</sup> grade: 60-90 minutes per day 4 <sup>th</sup> grade: 90-120 minutes per day 5 <sup>th</sup> grade: 90-120 minutes per day
6 <sup>th</sup> - 8 <sup>th</sup>	45 minutes per class per day	90-120 minutes per day

12. Families may pick up a packet as needed that corresponds to the lessons being taught during that week. Packet pick ups and drop off will be on Thursday.
13. Families can schedule time to talk with teacher individually for clarification. Teachers may also schedule times to meet with students for assessments.

## **TESTING PROTOCOLS**

### **TEACHER TESTING**

If, at any time, a teacher is showing COVID-19 symptoms, teacher will not be in the classroom. The Health Department will be contacted, and teacher will continue to work with the Health Department on return to school.

If teacher gets sick during the school day, teacher will be asked to go home, and students will be removed from the classroom for a deep cleaning for 30 minutes. The school will follow CDC/DOH guideline for contacting families.

### **STUDENT TESTING**

Students with high temperature or who are showing symptoms of COVID-19 must be removed from the classroom. Deep cleaning of classroom will happen. The school will follow CDC/DOH guideline for contacting families.

Sick students will go to a quarantine nursing station to wait for parent pick up and parents will be notified to pick their child. Students must be picked up immediately, no later than 45 minutes.

### **CLASSROOM AND SCHOOL CLOSURES**

Families, faculty and staff will abide by the health department protocols should there be a positive COVID-19 result in the school building. The Archdiocese of Santa Fe and local/state health agencies will be notified. The school will follow the current protocol requirements. These protocols include:

- A potential closure of school building for sanitation.
- A period of remote learning to allow for quarantine.
- Communication of current health department policies for prevention of the spread of COVID-19.

We will follow all CDC/Archdiocesan recommendations for classroom and school closures.

## **CHURCH PROTOCOLS**

Students will go on separate days for Mass and follow current Archdiocesan rules and regulations for Mass.

2<sup>nd</sup>- 5<sup>th</sup> –Wednesday @ 9 am

6<sup>th</sup>- 8<sup>th</sup> – Thursday @ 9 am



## FRONT OFFICE AND PRINCIPAL PROTOCOLS

### OFFICE PROTOCOLS

Parents will not be allowed in the school building during the school day without prior approval. If for some reason parents need to come into the school, temperature checks will be given to all entering the building.

### SCHOOL DAY HOURS

7:45- 3:15

### Early Pick Up of Students

- If parents are picking up students early, they must notify the office 2 hours before arrival.
- If prior notice is not possible please call the office, 505-243-5788, ASAP so student can be ready upon parent arrival.
- Student will be ready in the office and ready to go at the time of arrival, if notice has been given.
- Front office staff will escort student to vehicle with dismissal sheet to sign.

### Doctor's Appointment

- 12 hours' notice to front office about a doctor's appointment.
- Student will be ready in the office and ready to go at the time of arrival, if notice has been given.
- Front office staff will escort student to vehicle with dismissal sheet to sign.

### Child is Sick Pick Up

- Parents will be notified and will have to pick up child within 30-40 minutes.
- Student will be ready in the quarantine nursing station and ready to go at the time of arrival.
- Front office staff will escort student to vehicle with dismissal sheet to sign.

### ITEM DROP OFF/BIRTHDAYS

If parents are bringing birthday treats for student's classroom, parents should notify the classroom teacher. If parents want to be present, they will have to get their temperature checked when they check in at the office.

If parents are dropping off student items or lunches, they will bring them to the front office and the front office staff will deliver to students.

### FINANCE OR PRINCIPAL

If a parent needs to talk with the Finance Office or the Principal, they should call and make an appointment in advance. Due to our children's health and safety walk in appointments will be discouraged.

### MEETINGS WITH TEACHERS

Teachers are working with students the entire school day, so if parents want to meet with teachers, they should message the teacher ahead of time to set an appointment.