

COVID-19 2021-2022 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 re-opened 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 and students 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 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 (See St. Charles School guidelines below regarding masks).
- Student desks will be set three feet apart when feasible.
- Non-essential visitors will be limited in access to the school.
- Assemblies, field trips, school wide parent meetings and other group meetings will be limited.
- 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 will be educated and reminded of sound hygiene practices.

SCHOOL DAY PROCEDURES

MORNING PROTOCOL

Elementary and Middle School

- Arrival time for K-8 is between 7:30 - 7:45 am
- Teachers will need to arrive and be in the classroom at 7:30 am.
- Parents will drive to backyard
- Students will be dropped off on the grass field. At 7:45 am, students are brought into their classrooms.

Pre-K

- Arrival time for Pre-K at 7:30am.
- Students will be dropped off at westside entrance.
 - o Students will remain in their vehicles until a supervising adult comes to their car.
 - o A teacher will then take them into the building to begin their instructional day.
- Students must wear masks upon leaving their vehicle.

HALLWAY PROTOCOLS

There may 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 are allowed to be un-masked for recess, but students will be expected to maintain safe distancing.

Playground equipment will be a possibility.

Bags of equipment will be given to each class to ensure that everyone has playground equipment.

Middle School will be having an additional morning recess during the day to walk around and socialize with each other while eating a snack outside.

LUNCH PROTOCOLS

At this time, lunch periods will be a rotation in the classroom and in the cafeteria. This will all depend on social distancing and CDC protocols. Students will be required to wash hands before lunch. Students will be on a rotational schedule for lunch eating in the cafeteria and outside.

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 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
- K-3 on school side for pick up
- The rest will be on the field
- Siblings go with their youngest sibling.

AFTERCARE

The Cafeteria will be utilized for aftercare. Students will sit in the cafeteria with two students at each table.

All students who are going to aftercare will remain with their teacher outside until all students have been picked up. Teachers will then walk students to aftercare and follow the aftercare protocols.

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 your child has gone to the isolated nursing station during the day, they will not be allowed to attend aftercare.

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 inside the building except when they eat and during physical activity.
- Students are required to bring at least 3- 5 reusable masks.
- Students must wash each set of masks each week.

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 three feet apart.
- Students will have their own box of supplies for their classroom and art classes.

CLEANING PROTOCOLS

DISENFECTING PROCEDURES

CLASSROOM

Desks

- Twice a day (1 before lunch and 1 at the end of the day).
- If it is occupied by other students, it needs to be disinfected when that student leaves.
- Teachers will be responsible for the cleanliness of student desks.

Classroom Material

- All classroom material must be sprayed or wiped down with a disinfectant after use.
This will vary by teacher.

Doorknobs/ Light Switches/Other Frequently Touch Surfaces

- All frequently touched surfaces will need to be wiped down with disinfectant.

Stairway Banister

- Job for student: give the last student in line a Clorox wipe and they wipe down the banister and throw away at the end of the stairs.

End of the day disinfectant

- Student will hand sanitize
- Students will wash the desks with spray bottle solution
- Doorknobs washed off
- Light switch washed off
- Tablets wiped off
- Classroom material cleaned off.

Teacher end of the day cleaning

- Sweep every day.
- Wet mop every Friday

WATER FOUNTAINS

Water Coolers in place of water fountains

- Clorox wipes or some type of spray to wipe off handle
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BATHROOM

- twice a day
- Limit to the number of stalls
- Limit the number of sinks in use
- Students wear mask.

TESTING PROTOCOLS

TEACHER TESTING

Teachers are required, by law, to be vaccinated. Any teacher that does not show administration proof of vaccination will need to show proof of a negative COVID test weekly.

If, at any time, a teacher (vaccinated or not) is showing COVID-19 symptoms, the teacher will be asked to leave and get tested. The Health Department will be contacted, and teacher will continue to work with the Health Department on return to school.

If a 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 the school building for sanitation.
- 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.

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, parents must wear a mask, regardless of proof of vaccination.

SCHOOL DAY HOURS

7:45- 3:15

TRACKING TARDIES AND EARLY PICK UPS

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.

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.

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 be required to wear a mask.

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 up an appointment.

CHURCH PROTOCOLS**MASS PROTOCOLS**

All students will go to mass on Thursdays at 9am. Students are required to wear a mask and mass uniform (white button-down shirt with a tie). Parents are welcome to sit with their child at mass, but all parents must wear a mask.