



St. James Catholic School

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Dear St. James families,

We are so excited school is almost here! We are busily preparing for the safety and well-being of your children, and have many updates to share with you. Some information is still incomplete, so please bear with us as we ensure we are giving you the most updated policies and procedures in a timely manner.

For those of you who don't know us, we are Jennifer Velez and Jennifer Spencer. Jen Velez is our health coordinator and is who you will usually run into at the front desk or answering the phone. Jen Spencer is our school counselor and works with faculty, students, and families with mental and behavioral health concerns. We are part of the health and safety team at St. James School. Here is an overview of the safety plan thus far:

Important Safety Policies and Procedures

- Masks are required on campus. No exceptions. The good news is that any kind of paper or cloth mask is acceptable. You may use face shields, but these are in addition to using cloth masks.
- Classrooms, the gym, and the rest of campus are being marked to remind students to use social/physical distancing guidelines.
- Classroom teachers will help remind students to wash hands frequently and thoroughly, and to use hand sanitizer when necessary.
- Cleaning and sanitizing will be done frequently each day by the classroom teachers, and by a professional cleaning crew at the end of each school day.
- Staff will check each child's temperature daily when you arrive at school, and you will be asked several health and safety questions. The information we are using from the CDC is updated at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Please plan to keep your child home if s/he or anyone in the family is exhibiting signs of illness. Teachers are making plans to have children move seamlessly between online and in-person learning, so children will not fall behind if they have to stay at home.
- A child must be fever free for 24 hours without the use of medication before returning to school. This is an additional safety measure that is a supplement to our COVID-19 procedures.
- Visitors and volunteers are temporarily suspended from campus. Guests are welcome only in the front desk area.
- We have identified and are completing the set up of an isolation room/ infirmary for ill students who are waiting to be picked-up from campus.

Archdiocese of San Antonio COVID-19 Protocols for 2020-2021 School Year

Attached please find the latest information from the Archdiocese regarding procedures we will follow if individuals who have been on campus are infected with and/or suspected to have been exposed to COVID-19. We will be going over these procedures in videos we will post online before September 8.

Counseling Services Update

If you anticipate your child needing counseling or other support this school year, please email Mrs. Spencer to start the process for completing the necessary consent paperwork. Mrs. Spencer will be offering in person services on campus and is excited to also offer online services this fall. Please visit <https://www.facebook.com/jenspencercounselor> for regular updates and tips!

Ways You Can Help Now

- Talk to your kids about **social/physical distancing!** Your teachers have some fun ways to help you help your kids imagine what six feet apart looks like. Explain why we are doing it: to help keep each other safe!!
- Practice **wearing masks** and proper **handwashing** techniques. We have found that kids are adapting well to mask wearing! Try to let them have a say in what style or color mask they wear, and let them practice wearing a mask at home. Practice washing your hands each time you change activities and especially before eating and drinking.
- Make sure you have updated your child's **immunization and medical records** and **medication** needs with Mrs. Velez. We will collect medications and dosing information from you at our Open Houses. **IF YOUR CHILD HAS AN ASTHMA ACTION PLAN:** Please bring a copy of your most recent plan to Open House. Even if you have had no changes to your child's plan, we must have a new plan on file each school year.
- Make sure you have updated your **emergency contacts list** and given permission for these people to pick up your child. It is critically important that any ill children be picked up in a timely manner; we will contact emergency contacts to pick up students if we cannot reach parents or guardians. **You can check and update your emergency contacts information in FACTS.**

We appreciate your support and your prayers. We welcome any questions or concerns you have, and especially welcome any ideas that can help us make a safer St. James Catholic School Community. Parents are our partners in learning, this year more than ever. We look forward to seeing you all soon!

Blessings,

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