

# Sts. Joachim and Ann PSR

## Re-opening Guidelines during COVID-19

**Our Goal for the coming PSR School Year is to offer a variety of options for in class and online lessons so that families feel comfortable with whichever way they choose to teach their child the Catholic faith.**

The 2020-21 PSR school year is scheduled to begin on Sunday, August 23, 2020. Our Family Catechesis program will begin after the 9:30am Mass from 10:45-12noon. Families who are sending their child to the Monday evening classes will have a choice to attend the 1:30 or 3pm Family Prayer Service. Parents will be able to use the sign up genius to choose which time slot they would prefer/

Since the public schools are giving parent the option to choose what is best for their children regarding their learning and comfort levels, we wanted to do something similar. Families can choose from the following options:

- 1 **Weekly Monday night PSR** classes from 6:15-7:30 for 2-8 grade or 6:15-7:15pm for Kindergarten and 1<sup>st</sup> grade. (Kindergarten and first grade classes will end 15 minutes early so that parents can pick up in front of the Gathering Space of church before the older children dismiss.
- 2 **Monthly Family Catechesis Program** for parents and children with an added one zoom class for students and one zoom class for parents each month. Parents would teach the remaining classes at home and children would be expected to complete the online assessments and reviews for their grade level.
- 3 **Online Option** which would include two zoom classes for the children and one zoom class for parents each month. Parents would teach the remaining classes at home and children would be expected to complete the online assessments and reviews for their grade level.

In all these options parents are expected to read over the lessons with their younger child during the week, pray with their children, teach the basic prayers, attend weekly Mass or watch the online Mass and talk their child about the Catholic faith

The following safety guidelines contain many adjustments to what we have been accustomed to at PSR and may feel like inconveniences to some. We invite you, as parents, to embrace what is being asked regarding the reopening of PSR with us as a matter of shared responsibility for the health and for the educational and developmental well-being of the children.

Please be mindful that as the circumstances of the pandemic continue to evolve, it may become necessary to make adjustments to these protocols as we progress through the year. In formulating these protocols, our Task Force took into account the norms that have been provided by the State of Missouri, St. Charles County, and the Archdiocese of St. Louis as well as guidance that has been published regarding school settings by the CDC, the local Department of Health, and the American Academy of Pediatrics.

## **If on-campus instruction becomes impossible at any point**

We are also working at enhancing our technology infrastructure in order to be prepared to provide as much direct instruction as possible in any circumstance in which school may be mandated to re-close or any particular families may be required to quarantine for any period of time. Among these pursuits are the following:

- Video cameras in each classroom to record the teacher and the smartboard (not the children) while instructing a lesson. (This is not in place yet as we are looking at costs.)
- Increasing our bandwidth capacity to facilitate live streaming of lessons if possible
- Creating a private YouTube channel where instructional videos can be archived for students to watch when their family's at-home computer usage allows
- Interfacing these efforts with Google Classroom and Zoom, etc.

All the above are possibilities dependent on price and training of PSR Catechists.

## **Between Now and the Start of PSR**

As you consider your family's plans for the remainder of summer, we urge you to be careful to avoid vacation plans in regions that are currently identified as hot spots regarding the spread of the virus. Crowded travel settings like airports may increase your risk of exposure. In a spirit of collaboration to help keep our parish and PSR school community safe and healthy, families who have travelled are asked to contact the CDC or the St. Charles Department of Health upon your return for post-travel recommendations regarding any possible exposure you may have knowingly or unknowingly encountered.

## **Preparing to Come to PSR for In Class Sessions**

It will be necessary for every child's health and well-being to be assessed prior to entering the school building. This process begins at home and will be verified when you arrive on campus by car each morning. The following are the component parts of that process:

### **Health Screening**

- If there is any indication that a child is sick on the morning of any PSR school day, parents are asked to err on the side of caution and keep the child at home for the evening.
- Every person who seeks to enter the school building (faculty, clergy, staff, students, essential volunteers and any necessary visitors) will be screened for symptoms associated with COVID-19.
- If one or more of the following symptoms is present, the person will not be afforded entry to the school building.
  - Temperature (must be below 100.4 F without the intervention of any medication in the prior 6 hours)
  - Chills
  - Persistent cough
  - Shortness of breath/difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste and/or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea and/or vomiting
  - Diarrhea
- Any of the above symptoms which pertain to seasonal allergies or some other persistent condition will require written verification to that effect from a physician in order to enter the

school building. Parents will need to acquire written verification of such persistent conditions from a physician prior to the beginning of PSR for the child to begin PSR on the first day.

- Any student who has asthma or another persistent condition which requires concern specific to the circumstances of COVID-19 should have a health action plan developed with the aid of your physician on file with the PSR teacher and in our office.

### **Methodology**

- From the window of their car, each parent will provide a signed Verification Form to a member of the PSR staff assuring that the children being brought to PSR are healthy and symptom-free. A supply of these forms will be provided to each family in advance of the beginning of the PSR school year. Any child without a signed health screening Verification Form will not be admitted to school.
- A PSR staff member will use an infrared thermometer to take each child's temperature as they prepare to exit the vehicle.
- Any child presenting symptoms not otherwise explained by a written note from a physician will remain in the car and return home.

### **When symptomology is present**

- If anyone presents symptoms during PSR the student, faculty, or staff member will immediately be separated from others. Symptomatic staff members will be sent home with no further interaction on campus. Symptomatic students will be isolated in a private and safe space adjacent to the School Office until they are picked up by a parent or guardian.
- Our faculty and staff will receive training on identifying and discerning symptoms in children pertaining to COVID-19. No measure of training will make the situation foolproof, inasmuch as many children manifest some of these symptoms (e.g. headache, etc.) with some regularity in the process of growing. We hope everyone will be understanding about the need to err on the side of caution.
- A period of 72 hours after symptom(s) are gone will be required before one who has been symptomatic may reenter the building. Additionally students, faculty, clergy, and regular essential volunteers who have presented symptoms are asked to seek consultation from the CDC, the St. Charles Department of Health, or your physician. A note from a physician indicating that return to PSR is safe will be required.
- If there is an instance in which someone who has been at PSR tests positive for COVID-19, the Department of Health will be contacted immediately, and all directives set forth by the Department of Health will be followed without exception or leeway. This includes making the circumstance known, conducting contact tracing, imposing restrictions on any others who have been exposed, and any and all other directives which the Health Department requires or advises. In an instance where there is any latitude in Health Department guidance, we will adopt the most restrictive measures suggested.
- At this point, the Health Department has made us aware of the following:
  - If a student is sent home with presenting symptoms and then tests positive for COVID-19, that student and his or her siblings and parents are to be quarantined at home for fourteen (14) days;
  - Likewise, students or faculty or staff or clergy who have been exposed (within 6 feet for 15 minutes or more within the prior 48 hours) at school to another person who tests positive for COVID-19 are to be quarantined at home for fourteen (14) days. This applies whether or not the exposure was while wearing a mask.
  - If any member of a student's household tests positive for COVID-19, that student along with the rest of his or her household are to be quarantined for fourteen (14) days.

## Masks

Since the beginning of the pandemic it has been regularly asserted by experts that wearing a face covering over the nose and mouth impedes the spread of COVID-19, primarily as a means of protecting others from infection which the person wearing the mask may unknowingly have. It is likewise clear that in an instructional setting the wearing of a mask for a significantly extended period of time can, for some, become obstructive to concentration and learning (e.g. for those who wear eyeglasses which fog up and impede vision) and, for others, can present significant challenges due to asthma, anxiety issues, and other factors that some people live with. Unlike a full day of school, PSR classes are for an hour and 15 minutes. The protocols regarding masks for school will be the following:

- All persons entering the building will be required to wear a facial covering over the nose and mouth in order to be admitted.
- Parents are encouraged to engage your children in the selection and design of their mask so that they can wear it with some measure of enjoyment. Please be certain that the design content of the mask is appropriate for the school setting and that it is consistent with our values as a Christian community.
- **Students, faculty and staff will be expected to wear a facial covering for the entire PSR class time** understanding that, as mentioned above, at certain specific and limited times there may be understandable reason to remove it. In particular, we will adhere to the following:
  - Students, faculty and staff will always wear a facial covering when entering and exiting school to and from their family cars and when moving from their classroom to any other location on campus.
  - When in their classroom during instructional time which is lecture-based or presentation-based or while working individually at their desks, if it is necessary in order for a student to be able to focus fully on the lesson being taught or the project being worked on a student may choose to remove his or her mask. Those students who are able to focus and concentrate sufficiently well while wearing a mask will be encouraged to continue to wear it throughout instructional time.
  - Teachers will be equipped with transparent facial shields so that they may maintain some measure of facial covering during instructional time while also allowing students to be able to see their facial expressions. This is particularly important for teachers when communicating with our youngest students.
  - When any student needs to interact one-on-one in proximity with a teacher or vice-versa, both will resume wearing their masks before the interaction begins.

## Cleanliness and Sanitation

It is the normal course of school cleanliness and sanitation that the entire school is cleaned nightly by a professional cleaning service. This will continue, with the additional requirement that all school areas will be disinfected using the same industrial grade, food-service approved, kitchen disinfectant mist that we are using to disinfect the pews in church. Additionally, we will adhere to the following:

- Classrooms will be furnished with the above-mentioned disinfectant in spray bottle form so that a teacher has it at her disposal whenever needed throughout the day.
- Classrooms will be sanitized between the end of the school day and the beginning of PSR sessions on Mondays. The above-mentioned cleaning company will perform the required cleaning and disinfection on Monday nights after PSR.
- Routine hand hygiene will be emphasized. Each classroom has been equipped with a hand sanitizer station immediately inside the classroom door.
- Hand sanitizer stations will be located at the entrances to each of our buildings on campus.
- Restrooms and drinking fountains will be sanitized by our maintenance staff at various intervals throughout the school day.

## Drop-Off

Drop-off procedures are being adjusted in order to easily and quickly facilitate the above-mentioned health screening process and to eliminate congestion of foot traffic as students are entering the building. We will adhere to the following:

- Drop-off will be between 5:50-6:15pm
- Carpools with a driver's last name beginning with the letters A-J and all who are dropping off Kindergarten students will enter and exit campus from McClay Road and will use the current drop-off location in front of the main school building and parish center. Carpools with a driver's last name beginning with the letters K-Z will enter and exit campus from Shepherds Hill Drive and will drop off students at the lower parking lot by the cafeteria.
- Students will remain in cars until the above-mentioned health screening process is completed.
- Once students have exited the car and are safely on their way into the school building with the assistance of school staff, drivers are to exit campus.
- There can be no lingering or congregating during drop-off and parents will not enter the building.
- Carpool drivers should not receive a child into their vehicle without a medical screening Verification Form signed by the child's parent prior to traveling to PSR. Children without a signed medical screening Verification Form will not be admitted to PSR.
- Those who are late arriving to PSR are to call the PSR Office from your vehicle when you arrive. A school staff member will come out to your car to do the health screening and escort the child into the building.

## End of Day Dismissal

- Kindergarten and first grade will line up in their classrooms at 7:15 PM and walk one classroom after each other single file to the designated doors of the church to wait for a parent or guardian to pick them up. Parents in these grades will receive an Orange Family Name card which they will display in the passenger side window. The driver picking up these children will pull up in front of the Church and wait in their car for a teacher or faculty member to call out their last name to the teachers inside. Children will come out from the building and get into their car. Once the children are in and safe, the cars can leave the campus or if they have older children to pick up, they will pull around to the upper parking lot to wait for regular PSR dismissal. Older siblings of Kindergarten and 1<sup>st</sup> grade students will not be allowed to leave early to be picked up in front of Church.
- 2nd through 8th grade students will be dismissed at 7:30 PM, one classroom at a time from both buildings beginning with 2<sup>nd</sup> grade and 6<sup>th</sup> grade. Students will be asked to come out of the building in single file, with 6 feet between each student.
- Drivers are encouraged to remain in their cars. If necessary so that the children can locate you, drivers may stand in front of their vehicle wearing a mask as they wait for the children to come to the car.
- There will be some socially distancing markers on the sidewalk for parents to stand if necessary, but there can be no assembling of adults in the parking lot while waiting for dismissal.
- Teachers will assist students in locating their vehicles.
- Vehicles will wait until children are in their cars before getting a signal from the Parking Lot Coordinator to exit campus row by row as in the past.
- Children will need to keep their masks on until they are in their cars.

## **Prayer Services and Sacraments**

The children will continue to participate in prayer services and other prayer experiences as liturgical seasons dictate. In general, all norms being observed for Sunday Worship by the parish at-large will likewise pertain to the children. In particular

- Students will be seated in church in classroom groupings distanced from other classrooms and distanced among themselves as seating in church facilitates. Our enrollment this year makes it possible for the students to occupy the main portion of the church with proper distancing.
- Masks will be worn throughout the Prayer service or other activity in church.
- Parents who wish to attend will need to have their temperature checked at the door and bring a signed health screening or fill out a health screening before they can enter the building/church.
- The ministry of Altar Server will continue to be suspended until the requirements of social distancing have been lifted.

## **Classrooms**

- Each classroom will function as if it were a family unit, socially distanced from others throughout the evening.
- As much as possible, children will be grouped in the same classroom as the public school they attend and children being homeschooled during the day will be placed in the same classroom as other children being home schooled.
- Desks will be arranged to assure social distancing as much as possible according to class size and so that students are not facing one another.
- Children will be assigned and sit in the same seat each week. This is to help with contact tracing in case a child in the class would contact Covid 19.
- Outdoor spaces will be utilized for instruction when a lesson plan on a topic may allow.
- Every student at each grade level will use only his or her own supplies and materials. A cloth bag will be supplied for each child which will hold their book and gallon size zip lock bag will hold their supplies. They will need to bring their cloth bag with their book and supplies to class each week. No books will be left in the classroom.
- Mary on the Move and Jesus is My Friend will not be used this year.

## **Hallways**

- Hallway floors will be marked to indicate the paths of two-way traffic. Foot-traffic in hallways will be single file with each student at least an arm's length behind the other. .

## **Restrooms/Drinking Fountains**

- Students are encouraged to use the restroom at home prior to arrival at PSR.
- Teachers will increase the frequency of restroom breaks for the entire class so that individual use does not result in passing interaction between students of different grade levels.
- Students will be asked to bring their own refillable water bottle. Drinking fountains cannot be used in the customary way, but will be equipped with infrared bottle filler spouts

## **Volunteers/Visitors**

- We will only be able to welcome regular essential volunteers into the building this year.
- As mentioned above, all who enter the building will be required to wear a mask and submit to a health screening daily.
- Any Parent Activity nights will take place in church or the cafeteria and parents will be asked to enter and exit separate doors for these areas.
- Those who need to sign students out early will be asked to call the PSR Office when you arrive.

A PSR staff member will record your name and the time of your arrival to pick up the child and will escort the child to meet you outside the main entrance of school.

## **Athletics/CYC Sports**

Though many of our students interact with one another in extra-curricular settings including athletic teams and our own CYC sports program, those interactions do not fall under the purview of the school. We are blessed to have a very good relationship with our parish's Athletic Association and will be in regular communication with them and they with us regarding any instances of possible exposure to the virus and any consequently necessary responses.

As a ministry and service of our parish, our Athletic Association is abiding by Archdiocesan CYC guidelines regarding fall sports and will also abide by all directives from the Department of Health.

## **Resources and Information for further education**

- Missouri Department of Elementary and Secondary Education (DESE) returning to school <https://dese.mo.gov/sites/default/files/COVID-MO-K12-Reopening-Guidance.pdf>
- HealthyChildren.org regarding returning to school <https://healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Return-to-School-During-COVID-19.aspx>
- Mercy Kids regarding masks <https://www.youtube.com/watch?v=gWB3RTZuG8I>
- Center for Disease Control on cleaning and disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html>
- Center for Disease Control on face coverings <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Center for Disease Control on face coverings [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fcloth-face-cover.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fcloth-face-cover.html)
- Center for Disease Control on stopping the spread of the virus in children <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/protect-children.html>
- Center for Disease Control considerations for schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Center for Disease Control on cleaning and disinfecting
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html>
- Center for Disease Control on precautionary quarantine <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- Center for Disease Control regarding travel in the US
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
- American Academy of Pediatrics on considerations for reentering schools
- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- National Association of School Psychologists on helping children cope with COVID-19 <https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/helping-children-cope-with-changes-resulting-from-covid-19>
- HealthyChildren.org regarding COVID-19 <https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/2019-Novel-Coronavirus.aspx>
- MO Department of Health and Social Services Corona Virus Fact Sheet <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/pdf/novel-coronavirus-factsheet.pdf>

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