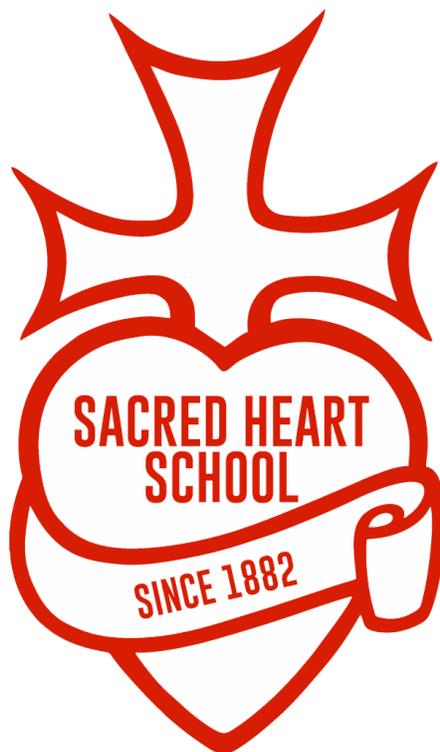


# School Reopening Plan



## 2020-2021

## Introduction

**\*Updates are highlighted in yellow.**

The global Coronavirus pandemic has introduced a new level of risk for in-person instruction and in-person gatherings. Schools are designed to educate students through social, face-to-face interactions, in relatively close spaces and in large groups. The benefits of this approach to education are well accepted. We know that everyone is longing for normalcy in our lives. We also know that student and staff safety are our number one priority followed closely by religious and academic instruction. The administration team of Sacred Heart has been working closely with local health officials, local school districts, and the Diocese of Jefferson City to develop a reopening plan that meets the needs of our school community.

As we plan for a school year likely to be continuously impacted by the COVID-19 pandemic, we must be prepared to the best of our ability for all possible scenarios. Student and staff safety will be our highest priority. As a staff, we will be prepared to continue to deliver instruction remotely and as seamlessly as possible if the need arises. We have learned from this past spring and have worked to develop plans that insure greater accountability for instruction and learning.

## Kindergarten - Twelfth Grade

In K-5 classrooms, students will maintain a stable group as much as possible. There will be ample time for children to use the restroom and be outside with peers. Teachers are very experienced in ensuring movement for children. Students in grades 6-12 will be in 2-3 stable groups depending on scheduling and enrollment.

A stable group is an individual's personal collection of people who have been in their 6-foot perimeter. The student would normally interact on a daily basis with this group.

Classroom protocols will include assigned seating and other measures to minimize contact.

Large gatherings will be limited. This may result in:

- o Students reporting to a classroom upon arrival, instead of a large gathering in the gym
- o Altered cafeteria procedures
- o Limited attendance and/or guidelines at sporting or other events
- o Concerts and performances in small groups
- o Modification or cancellation of school parties and/or socials

These types of activities will be evaluated in consultation with health officials as the year progresses and

Recess will be held outside as much as possible. The use of balls and some equipment (jump ropes, hoola hoops, etc.) will have a plan for cleaning. Depending on numbers, we may have multiple zones or play areas to limit group size.

Lunch will be provided in the cafeteria using social distancing practices and maintaining stable groups as much as possible. Some changes to the food service program may take place until restrictions/guidelines from the health department change such as: no salad bar, no open self-serve containers, possible use of disposable utensils.

Students should bring water bottles, labeled with the student's name, each day. Fountains will not be available, but water bottle filling stations will be available.

Birthday/Celebration Treats must be individually packaged items. Treats must be delivered to the office or taken to the classroom by the student.

At the current time, visitors (parents & guests) will be restricted from entering the building throughout the school day. This includes, but is not limited to classroom visits and parties, lunch with students, and walking children to and from the classroom. Exceptions to this policy are office visits and daycare drop off and pick up. We plan on this being a temporary policy in order to ensure the safety of our staff and students, and we will lift this restriction as soon as we feel it is safe.

### Specials Classes

K-5 students will have access to all special classes. During the first two weeks students may attend specials in their homeroom until seating charts are established. These classes are part of the junior high and high school schedule, and will be adapted accordingly.

- **P.E**

When it is possible, PE may be held outside. Students will attend P.E. in the gymnasium in their stable groups if they cannot go outside. Social distancing will be managed as much as possible. Students will be provided with their own equipment for class, when possible all equipment will be regularly disinfected. Hand sanitizing before and after physical activity will be expected. Activities will be used which limit close contact with others. Other efforts may include, reducing locker room use by students.

- **Art**

All students will attend art in the art rooms. The seating chart used in their homeroom will be utilized in the art classroom. Modifications are being made to the curriculum and instruction to limit shared supplies.

- **Music**

All STUDENTS will attend music in the music room. Seating will be based on homeroom seating charts. The music specialist will be making modifications to the curriculum and instruction to limit shared supplies and ensure that each student is receiving high-quality instruction. Special attention is being made to social distancing in this room as we know recent studies show singing as a "super spreader" of COVID-19.

- **Technology**

All students will attend technology classes in the computer lab. The seating chart utilized in their homeroom will be used in the computer lab. If headphones are needed, students will bring their own headphones to use during technology class. All equipment will be regularly disinfected.

- **Reading Lab**

The Reading Lab will still be available to students. Students will be allowed to check out books, books will be thoroughly cleaned prior to being reshelved.

### Arrival and Dismissal

#### Arrival

Doors will open from 7:30-7:50 for students to arrive at school. Students in grades 1-12 will go directly to their classrooms from 7:30am on. Kindergarten students should be dropped off at the Cafeteria doors and

they will remain in the cafeteria with their teachers until 7:50. Students will wear their masks until they are safely seated in their classrooms.

Students in grades K-5 who arrive prior to 7:30, will go to the cafeteria for before school care.

If you have a student in grades 6-12 who will be arriving prior to 7:30, please contact Mr. Jones at [sjones@gogremlins.com](mailto:sjones@gogremlins.com). As we are trying to limit the congregation of students throughout the building, we need to be able to make arrangements for our older students to have a safe place to stay before being released to their classrooms.

### *Dismissal*

Due to a change in our calendar this year the school day will end at 3:05 rather than 2:50. Dismissal will begin at 3:05. Elementary students will be seated in the gym with their class and dismissed accordingly. Students will wear their masks until they are safely in their cars.

Due to the current visitor policy, parents are not able to walk their students to the classroom and are not permitted in the building at dismissal time.

### **Mass**

All students in grades 3-12 will attend Friday morning Mass. Students will sit with their stable group. All students and adults attending Mass will be required to wear a mask through the duration of Mass.

### **Before and After School Care**

Before School and After School care will be provided. We will utilize stable groupings, social distancing, and other layers of protection to the highest extent possible.

### **Surveillance, Screening, and Triage**

All students, staff, and volunteers will be screened upon entry to Sacred Heart School. Those who have a fever (100 or higher) and/or cough will be sent home and requested to contact their health care provider. In order to be preventative we ask that all students, staff, and volunteers partake in self-screening prior to arrival at Sacred Heart School.

- This self-screening outlines that you should not enter a building if you are experiencing:
  - a fever (100 or higher) or a sense of having a fever (you don't feel well);
  - chills, cough, sore throat, headache;
  - new loss of smell or taste, new muscle aches;
  - if you or a close contact has been diagnosed or presumptively diagnosed with COVID-19.

## Nursing

Staff providing health care will be wearing either KN-95 respirators or N-95 respirators fit-tested (and trained in its proper use, if equipment is available). Additionally, protective eyewear will be provided to health care staff.

- Health staff regularly keeps a log of health room visits. The name and phone/number/address of all persons seen with fever and new cough will be recorded. Due to student privacy, these records are not public; however, information may be shared with the Pettis County Health Department, as appropriate.
- The Pettis County Health Department will provide guidance on students and staff who have had contact with people who are suspected COVID-19 positive.

### In the event of a Suspected Case of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

#### SCENARIO

- An employee or student does not feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.
- The employee or student will be temporarily separated from others and sent home.

#### EMPLOYEE

- The employee will contact their primary healthcare provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The County Health Department will also contact the employee and conduct a risk assessment (contact tracing). If the employee resides in a county other than Pettis, then that county's Health Department will contact the employee.
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.

#### STUDENT

The school nurse will contact the parent. When the parent arrives, the nurse will encourage the parent to have the child tested. The nurse will offer to assist the parent with making phone calls to the healthcare provider.

- The nurse will also notify the principal and discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent.
- The Health Department will then contact the parent and conduct a risk assessment (contact tracing).
- The parent will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the student began isolation measures.
- They will direct the parent on what the student and any other person at possible risk of being infected should do.

#### EMPLOYEE OR STUDENT ORDERED TO SELF-ISOLATE

- If an employee has been told to self-isolate, they will contact the principal.
- If a student has been told to self-isolate, the family will call the school. The school will check to see if there are siblings or other family members in Sacred Heart School.
- The principal will contact the pastor and the Diocesan Superintendent.
- The principal along with the Diocesan School Office will consider initiating the following Positive COVID-19 Protocols:
  - The building will close for 24-48 hours to allow for deep cleaning.
  - The principal will contact the Health Department for additional guidance.
  - Official communication to families and/or media will come from the school principal or the Diocesan Office of Communications.
  - The building principal will follow up with the staff member or family of the student.

### **Pandemic Period/Response Activities (School Closed)**

The decision to close Sacred Heart School and transition to online learning may be made as a means to prevent further spread of an epidemic, or in response to high student and/or staff absenteeism. The principal in consultation with the pastor, president, diocesan school office, and local health authorities will make school closure decisions. Current CDC recommendations will help guide closure decisions.

Possible School Closure Trigger Points:

- Student absenteeism - when it is not prudent to keep the school open due to extremely high absenteeism of the student population due to illness.
- Teacher/Staff absenteeism - when the number of staff available to supervise and instruct students drops below what is necessary to maintain a safe learning environment.
- Confirmed case(s) of COVID-19.
- To protect the public health and safety - when advised to close by the Governor, state and local health authorities or the Bishop.

The decision to close on these triggers is the school's decision in conjunction with guidance from the Pettis County Public Health and Human Services, the Missouri Department of Health and Senior Services and the Diocese of Jefferson City.

Schools may close if absenteeism is in the range of 50 percent to 60 percent for two consecutive days. Instruction would then transition to virtual learning until we could again reopen. Any school closures would be for the shortest amount of time prudently possible.

### **Custodial**

Sacred Heart School will maintain adequate supplies of personal protective equipment, soap, paper towels, hand sanitizer, and tissues throughout school. The Custodial Department will ensure the maintenance of stock.

Sacred Heart School will clean frequently touched surfaces and objects (e.g., tables, and doorknobs) with cleaning and disinfectant products. Computer safe disinfectant methods will be used for computers and keyboards.

## Masks

In compliance with the Pettis County Mask Policy all students (Grades K-12) and employees will wear a mask whenever social distancing efforts are not in place. This includes, but is not limited to:

- Drop Off
- Dismissal
- Mass
- Anytime outside of the classroom
- Moving through the cafeteria
- Working closely with another student (or group of students)
- Working closely with a teacher

The requirements in regard to the wearing of masks will be determined by the current COVID-19 situation in Pettis County. It is likely that the wearing of masks will be extensive early in the school year and diminish as (and if) the situation becomes more controlled.

Acrylic barriers are being installed in Kindergarten classrooms to provide additional precautions. This will allow students to remove their masks while seated safely at their tables.

In grades 1-12, social distancing efforts will be in place throughout the day to allow ample time for students to take off their masks while they are seated safely in the classroom.

It is pertinent that students and staff wear their masks when social distancing is not possible in order to prevent medium-high risk exposures.

If a parent/guardian wants their child to wear a mask all day, the parent/guardian needs to communicate that via email to the school nurse at [csmothers@gogremlins.com](mailto:csmothers@gogremlins.com). The nurse will notify the principal and the child's teachers. If your child has medical concerns in regards to the mask policy please contact Mrs. Martin at [amartin@gogremlins.com](mailto:amartin@gogremlins.com)

### Mask Uniform Policy

All K-12 students and all staff members are required to have a mask to use at necessary times throughout the day.

Due to the short time frame and availability of masks, Sacred Heart has chosen not to adopt a strict uniform policy on masks styles for the upcoming school year. Masks can be of either style (earloop or neck gaiter) as long as it covers the mouth and nose and meets normal dress down day requirements. We request that masks be simplistic in nature (have a simple logo or repeating pattern) in order to prevent unnecessary distractions.

All students should keep a clean, spare mask (in a baggie) in their backpack.

Masks designs should not be distracting to the educational environment. Please refrain from wearing masks that mimic faces, have profanity, sexually suggestive themes, rude or disrespectful themes, or the promotion of the use of alcohol, drugs, or tobacco.

Cloth masks should be cleaned thoroughly daily before being used again. Cloth masks may be cleaned by including in regular laundry on the warmest appropriate water setting for that cloth. Masks may also be washed by hand by soaking in a color-safe bleach solution (4 teaspoons per quart) for 5 minutes.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Face shields do not provide the same level of protection as masks and are not allowed as a substitute. If your student would like to wear a face shield and a mask they are allowed to do so.

If a defiant behavior occurs, resulting in a student's refusal to wear a mask, disciplinary action will be taken.

Masks will be provided for students who do not have them, resulting in a fee to cover the cost of the mask.

### **Social Distancing**

Sacred Heart School will continue to monitor health department recommendations regarding social distancing.

Do not congregate in public spaces like restrooms, break rooms/kitchens, commons, or hallways.

Supervisors may remove furniture from break rooms and common areas and reorganize the spaces to ensure social distancing is maintained.

### **Hand Hygiene**

Wash Your Hands and Practice Good Health Etiquette

While Sacred Heart School will have additional hand washing and sanitizer stations and every classroom will have hand sanitizers, there will be an expectation of students following these healthy practices:

Clean your hands (consider regular "hand washing" breaks) and disinfect frequently touched items.

Avoid touching your eyes, nose and mouth.

Cover your mouth and nose with a tissue when coughing or sneezing; or use the inside of your elbow, not your hands.

Clean your hands (wash them or use hand sanitizer) after coughing, sneezing, eating/handling food or touching things in "common" areas in your building (kitchen, mailroom, copier, lobby, etc.).

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Wipes and/or cleaning solutions will be provided in every classroom.

As we continue to navigate COVID-19 and the impact it has on our school, we have never lost sight or focus on the impact it has also had on our staff, students and community. We know that each individual has been impacted in different ways and that everyone has differing views on how we should return and what that should look like. We will continue to follow the Department of Health recommendations regarding sanitation, social distancing, personal protection equipment (PPE), changing structures and systems to comply with guidelines, and best practices for the amount of individuals within buildings or spaces. As the guidelines change and adjust, so will our direction and communication. We will continue to adapt to our environment and provide the best support to our staff, students and families.

**As the summer progresses, we will continue to stay in close contact with the Pettis County Health Department. If our plan for the 2020-21 school year needs to change, we will communicate these changes to families.**