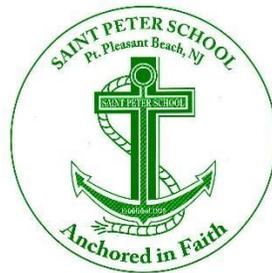


# **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*



**SAINT PETER SCHOOL  
2020-2021**

## INTRODUCTION

This plan has been created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies. Throughout the plan, these guidelines for all schools are included, along with specifics pertaining to Saint Peter School. These plans are fluid pending further guidelines and regulations.

### SOURCES:

CDC -

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.net>

## GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

**\*\*Please be aware if you have any travel plans: Any student returning from a state listed on the New Jersey Quarantine List must remain home from school for 14 days from the date of return. The school must be notified. As of July 29th, there were 36 states on the list and the list is constantly changing, so if traveling, please check:**

<https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

## PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"><li>• Supplies, equipment</li><li>• Prepare detailed work schedule for phases</li><li>• Prepare building for reopening with thorough cleaning</li></ul>
Phase 1	August	<ul style="list-style-type: none"><li>• Implement social distancing protocol and open facilities with limited access/use</li></ul>
Phase 2	August	<ul style="list-style-type: none"><li>• Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies</li></ul>
Phase 3	September	<ul style="list-style-type: none"><li>• Open school</li><li>• Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies</li><li>• Determine what restrictions/guidelines stay in place</li></ul>

## VISITOR RESTRICTIONS

Saint Peter School faculty and staff are allowed on campus during preparation to reopen.

Saint Peter School discourages visitation to our campus until the reopening date. Contact the school office if an appointment is deemed essential or if materials are to be delivered at a specific drop-off area.

Once school begins in September, visitors and volunteers will not be permitted to enter the school building until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures.

## HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

Schools must adopt a policy for screening students and employees upon arrival for symptoms and history of exposure. Saint Peter School will require parents to use the parent portal to certify that their child(ren) have a temperature of 99.4 or below, are free from symptoms, and have not been with a person known to have Covid-19. This form must be filled out by 7:10 every morning. If not submitted, those students will be required to be screened upon arrival by the nurse. In addition, a temperature check will be performed each morning for all students and staff prior to entering the school building. If anyone arrives with a temperature of 99.5-99.9, it will be rechecked after 1 hour. Students/staff will be sent home immediately if any of the following are present:

- Temperature of 100.0 degrees Fahrenheit or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

For the health and safety of all students and staff, no child should be sent to school with any signs of any illness, including a cold.

### **Employees:**

School staff are required to wear face coverings unless doing so would inhibit the individual's health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR, school nurse, and office. Employees will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Department of Catholic Schools, and local health department must be contacted. The health department will determine the next steps.

**Students:**

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. In such a case, a doctor's note is required and a conversation with the principal will take place to determine if virtual or in-person instruction would be most appropriate.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students.

**Protocol for Symptomatic Staff and Students**

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- If an employee or student becomes ill on campus, he/she will immediately report to the nurse's isolation room.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- Current State of New Jersey Communicable Disease Service guidance for illness reporting will be followed - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) will be available, accessible, and provided for use.

Once the employee or student arrives at the isolation room, he/she must wear a mask and gloves will be provided to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. *The name of the individual would only be provided to the local health department if requested.*

- Employees and parents of students who may have been in contact with a suspected employee will be advised and should carry out self-screening every morning, and based on the results, contact the nurse's office.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

The nurse or principal will provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number and email.
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps.

### **Readmittance Procedures After Recovery From COVID:**

Readmittance procedures for students and employees to school after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the department of health as new regulations/guidelines evolve.

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6-foot total distance between any two students.
- If schools are not able to maintain this physical distance, additional modifications should be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Floor markers will indicate the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows should be opened to allow for greater air circulation.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting will be avoided.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE will be used to prevent certain exposures. PPE can include:

**Face Coverings:** Face coverings are an important part of employee and student protection. Personal hygiene, social distancing, and frequent cleaning efforts also support good practice.

School staff are required to wear face coverings unless doing so would inhibit the individual's health. Students are required to wear masks at all times except in certain instances as stated in Governor Murphy's update to the Road Back on August 3, 2020: Exceptions include:

- When doing so would inhibit the student's health
- When the student is in extreme heat outside
- If a student's documented medical condition or disability as reflected in an Individualized Education Program precludes the use of a face covering
- During the period the student is eating or drinking
- During nap time for PreK
- When the student is engaged in high intensity aerobic or anaerobic activities
- During Physical education and music classes when individuals are in a well-ventilated location AND able to maintain a physical distance of 6 feet apart

*Please note: Face Shields are NOT permitted as a replacement for a face mask.*

**Gloves:** Touching the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Proper hand washing is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE these guidelines should be followed:

- Hands should be washed often with soap and water for at least 20 seconds. Hand sanitizer with at least 60% alcohol should be used if soap and water are not available
- Touching eyes, nose, and mouth should be avoided
- The mouth and nose should be covered with a tissue or the inside of the elbow for a cough or sneeze and then hands must be washed or hand sanitizer used.

## **CLASSROOM AND COMMON SPACES**

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

### **Classrooms:**

- There should be a 6-foot separation of desks and children if possible. If the 6-foot separation is not feasible (considering the size of the room and number of students per class), desk sneeze guards may be installed at desks; however students are required to wear masks at all times in the classroom. Desks should face the same direction (rather than facing each other) or students should sit on only one side of the table, spaced apart. For furniture that is intended to accommodate more than one student the school should explore bringing in furniture to replace the multi-student furniture or consider some type of partitioning system.
- It is highly recommended that students do not change classes or leave their rooms. Classes generally should be kept together to include the same group of children each day (cohorts). Where applicable, teachers will change classrooms, with students staying in the same classroom. For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- High School – Under the supervision of the teacher, desks will be cleaned between sittings by student leaving and student coming in. Dispensers will be available in the classrooms.
- Larger rooms (i.e. auditorium, cafeteria, gym) can be used as classrooms to allow for social distancing.
- There should be minimal mixing between groups/cohorts.
- Outdoor classrooms can be used where possible and when seasonally appropriate.
- Hand sanitizer will be provided in every classroom, in accordance with CDC guidelines.

### **School Entrances, hallways, and common spaces:**

- Physical distancing (six feet) should be maintained for individuals in line waiting to enter or exit a building. Physical guides, such as tape or decals will help ensure that staff and students remain at least 6 feet apart in lines and at other times.
- There should be minimal interaction between students between drop-off and entrance to school facilities.
- Staggered arrival and drop-off times or locations may be established to limit contact between cohorts or direct contact with parents to the degree possible.
- Separate entrances and exits to school facilities may be established where possible.
- One-way routes may be created in hallways.
- Social distancing in hallways and common areas will be maintained.
- The number of non-essential interactions between students and staff throughout the school day will be minimized.

- Student cohorts are an effective strategy to limit exposure and contact.
- Commingling between classes or other groups of students will be minimized.
- Large group gatherings will be minimized.
- Physical distancing will be maintained whenever possible.
- Hand sanitizer will be placed around the school.
- Signage will be placed around the school building to provide hygiene advice and reminders.
- The frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students) will be increased.
- The number of students in the hallway at the same time will be limited by staggering release from classrooms.
- If feasible, physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks) will be installed.
- Access to lockers will be limited.
- Most schools have limited entry/exit points for security purposes, but additional entry/exit points may be established to ensure a balance of social distancing and security protocols.

### **Other Considerations:**

- The use of supplies and equipment will be limited to one group of children at a time and will be cleaned and disinfected between use.
- Sharing of high touch materials will be limited to the maximum extent possible.
- Sharing of electronic devices, toys, books, and games or learning aids, will be avoided whenever possible or will be thoroughly cleaned and disinfected between use.
- Each child's belongings should be separated from others' and in individually labeled containers, cubbies, or areas.
- Increased circulation of outdoor air will be promoted as much as possible, for example, by opening windows and doors.
- Students will have time to wash their hands after lunch and recess.
- The practice of handwashing throughout the day, during transition times will be encouraged.
- Water fountains will be closed. Children should bring plenty of water.

Saint Peter School will use social distancing in the hallways and classrooms to the maximum extent possible. All desks will face forward and sneeze guards may be installed in the classrooms as an added protective measure. Students will be required to wear face masks throughout the school day, for arrival and dismissal and whenever moving about the building, inside or out. In addition, teachers will change classes, not the students. Students will be given adequate stand and stretch time given that they will not be moving from classroom to classroom, as well as more opportunities to go outside and frequent mask breaks.

## FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our school will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Several times a day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) will be used:

- In each classroom (for staff and older children who can safely use hand sanitizer).
- Near entrances
- Near lunchrooms and toilets.
- Children ages 5 and younger should be supervised when using hand sanitizer.
- Alcohol-based hand sanitizer will be available if washing with soap and water is not possible.

Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.

**For Early Childhood programs, when possible:**

- Children should be six feet apart during nap time (can have cots oriented head to foot), when eating, and doing other activities.
- Close group learning activities like reading circles should be avoided.
- Times will be scheduled to take students out of the classroom to wash hands with soap and water, including, at a minimum:
  - at the start of the day
  - before snacks and lunch
  - after using the toilet
  - after sneezing, wiping, and blowing noses
  - after snacks and lunch, particularly if hands are sticky, greasy or soiled
  - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all the surface of the hands and fingers until dry, about 20 seconds, then wash hands with soap and water as soon as possible.

**SIGNAGE**

Signage will be placed throughout the offices and school. Examples:



## **FOOD and FOOD DELIVERY**

Sharing refreshments is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided by the school until further notice. All food must be kept at the assigned space. Outside food delivery, other than the lunch program, will not be permitted. Water fountains will be closed. No birthday treats will be permitted until further notice.

## **RESTROOM USAGE DURING THE SCHOOL DAY**

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms.

## **RECESS, PHYSICAL EDUCATION, LOCKERS AND LOCKER ROOMS**

- If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Boundaries between groups will be established.
- Hands will be washed immediately after outdoor playtime.
- The use of equipment will be staggered and frequent disinfecting protocols will be in place.
- The use of the park playground (swings, jungle gym, etc.) is prohibited for SPS students
- To mitigate risk, direct contact with equipment will be limited or eliminated. If equipment must be shared, it will be cleaned and disinfected between each use.
- Specific areas will be designated for each class during recess to avoid cohort mixing.

## **VISITORS ON CAMPUS**

Until further notice there will be no visitors allowed on campus with the exception of lunch parent volunteers. These volunteers will remain outside waiting for the classes to exit for recess.

In the event that a student forgets lunch, a parent may buzz the office and leave the item on a table outside.

## **CAFETERIA AND MEAL PERIODS**

The first preference under the guidelines is for students to remain in a self-contained classroom with meals brought to the classrooms. If this is not feasible (especially with high school students), students will have to maintain social distancing. The school should consider assigned seats throughout the year. Tables should be cleaned after each use according to guidelines.

If cafeterias or group dining areas are used:

- Times may be staggered to allow for social distancing, and tables will be cleaned and disinfected between groups. There should be no self-service or buffet.
- Tables/surfaces between each meal service should be disinfected, pursuant to the protocols outlined by the Environmental Protection Agency (EPA).
- Students should be spaced at least six feet apart.
- Individuals must wash their hands after removing their gloves or after directly handling used food service items.
- Meals should be individually plated or in pre-packaged boxes or bags.
- Students may not share food.
- Disposable food service items should be used whenever possible.
- Proper hand washing before and after eating meals should be encouraged.

Saint Peter School plans to have students eat in the classroom until further notice. Boxed lunches may be ordered through our lunch program, and these will be delivered directly to the classroom. The school may later begin to use the cafeteria on a rotational basis if proper social distancing can be maintained. No students will be facing one another and all tables will be disinfected between each use.

## **COMMUNICATION WITH FAMILIES**

The following ways can be used to stay updated on the most current information:

1. Email – check often
2. School website
3. The school’s social media platforms
4. Honeywell School Alert System

## **ACADEMICS AND HOME-BASED LEARNING**

Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020; however, we must be prepared to provide other models of instruction should the need arise.

Some families may not feel comfortable having their child return to school for instruction due to an at-risk family member living at home. In addition, some students may be medically fragile and their physician does not recommend returning to school. In either case, provisions should be made to provide these students with instruction. In the event of special circumstances, as determined by the principal on a case by case basis, the school will provide instruction to these students remotely. Instruction may be delivered live via

Google Meet, or in some instances be recorded and posted. For real-time remote instruction, students will be expected to attend their regularly scheduled classes via Google Meet.

The school's goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments, such as:

- Creating year-long plans to facilitate meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Working to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Using benchmark screening to ascertain needs.

## **GRADING AND ATTENDANCE POLICY**

In the event that remote learning becomes necessary, students are expected to complete assignments to receive credit for the courses for this school year. The grading policy is located in the school handbook.

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

Saint Peter School will continue to use Google Classroom for grades K-8 and SeeSaw or similar options for PK-2. These tools will be another communication method for parents to be able to contact the classroom teachers.

Sending packets home for students is considered only a small piece of remote learning (if used at all). The expectation is that daily online virtual instruction for all students will be provided in the event of school closure.

## **ONLINE INSTRUCTION**

Google Meets will be used to help deliver daily live instruction from the classroom teacher. Google Classroom will be used for assignments, tests, quizzes and projects.

## **EXTRACURRICULAR ACTIVITIES/AFTERCARE PROGRAMS**

- Extracurricular activities will be extremely limited at least during the first trimester.
- All applicable social distancing requirements and hygiene protocols must be followed during any extracurricular activities.
- The use of technology and online resources to continue some extra-curricular activities will be explored, such as Chess Club.
- The use of school facilities will be restricted to school-sponsored extracurricular activities and groups.
- The cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.
- After care will be available and will adhere to social distancing and cleaning guidelines. Students may be asked to bring their own toy or game.
- Once the building is vacated, no one may return until school reopens the next day.

## **CATHOLIC IDENTITY**

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings. Service-learning opportunities will remain a priority in our schools. Saint Peter School Masses will be live streamed for the students until further notice.