

# **St. Mary's School Reopening Policy**

## **Guide to Reopening School**

**(Revised July, 2020)**

*This plan is fluid and subject to change based on directives from governing bodies.*

*As we begin school on August 10, 2020, we will be in the yellow zone.*

- While there is no perfect plan, the following guidelines and precautionary measures should be considered for the safety and well-being of our students, staff and volunteers to lower the exposure and spread of COVID-19.
- This plan was created using guidelines from different sources including:
  - **CDC** (Centers for Disease Control)
  - **State of Tennessee**
  - **Diocese of Memphis** Transition Advisory Committee
  - **Catholic Mutual Group** guide to reopening schools
  - **Jackson Madison County Health Department**, Wayne Arnold
- This policy was created by a St. Mary's School reopening committee which included:
  - Father David, Pastor
  - Jo Ann Wormer, Principal
  - Dr. Paul Gray, Physician and parent
  - Dr. Nerland, Pediatrician and parent
  - Nicole Livelli, Guidance Counselor and parent
  - Cherie Graham, Kindergarten Teacher and parent
  - Andi Neihoff, Middle School Teacher and parent
  - Amy Jones, Parent

## Definition of Zones

The determination for which zone we are in is made by public health officials.

- **Green** – Phase 1 - Few if any active cases on the community.
- **Yellow** – Phase 2 - Mild to moderate amount of cases in the community. Flat or descending rate of new confirmed cases. (Plan listed below)
- **Red** – Phase 3 - Substantial amount of cases in the community. Distant learning will be required. (plan listed below)

## General Considerations

- Keep in mind, the spread of the virus may not diminish because of these new guidelines.
- It is important to consistently monitor any increase of COVID-19 cases in our community.
- Also, keep in mind that the more people a student or staff person interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.
- For purposes of this document, **close contact is considered close proximity to individual for ten minutes or longer, within a six foot zone.**
- People who are exposed to someone with a positive Covid-19 test would be at risk for being infected if they were exposed to that person 2 days prior to their symptoms and at close contact. This means continuous exposure for 10 minutes within a 6 foot zone. If there is concern about this exposure, it is important to contact St. Mary's School office.
- We understand the need for students to return to school and will make every effort to create an environment where children can be children and learn safely.
- Pre K will follow the below plan as well as guidelines set by the State of Tennessee.
- Sports will follow guidelines set forth by TSAA.

## **Social and Emotional Learning**

- The following topics will be discussed with students:
  - Age-appropriate classroom guidance/information on the coronavirus.
  - Age-appropriate classroom guidance on social distancing to prevent the spread of the coronavirus.
  - Age-appropriate classroom guidance on the value of mask-wearing to prevent the spread of the coronavirus.
  - Age-appropriate classroom guidance on ways to maintain friendships and connections while in school and/or during social-distancing/quarantine periods.
  - Age-appropriate classroom guidance on coping strategies and self-care behaviors in response to the coronavirus and social distancing/quarantine periods.

## **Staying Home When Appropriate**

- Employees and students who are sick or experiencing symptoms of COVID-19, have tested positive for COVID-19 or recently had close contact with a person with COVID-19 should stay home. The COVID-19 exposure questions are posted on our St. Mary's website, entrance to our building and listed below:
  - **Have you been in close contact with a confirmed case of COVID-19 or have you been asked to quarantine for 14 days?**
  - **Are you experiencing a cough, shortness of breath, sore throat, NEW loss of taste or smell or NEW GI symptom?**
  - **Have you had a fever in the last 24 hours?**
- Staff, student or parent/guardian must self-report to the school if they have tested positive or were exposed to someone with COVID-19 within the last 14 days.

- Return to the school after absences due to COVID-19 for both employees and students should be in accordance with the CDC, state/local health department guidelines, OSHA and/or EEOC.
- The CDC's criteria in the following links should be considered when a sick staff member, student or volunteer should return to work/school.  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-a-re-sick/steps-when-sick.html> and/or <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

### **Symptom Monitoring/Screening**

- At morning drop-off, temperatures will be taken before a student exits the vehicle. A temperature up to and including 99.9 will be permitted to enter the building. Any student with a temperature of 100 or above will be asked to go home until fever free for 24 hours. In addition, each parent will be asked the above questions each morning as they pertain to their child.
- Staff and students who develop COVID-19 symptoms while at school will be separated immediately from others. CDC guidelines will be followed for individuals who are sick.
- Parents of students who become sick at school will be notified and someone must pick up the student immediately.
- Areas utilized by the sick staff member or student will be cleaned and disinfected following CDC guidelines.

### **Social Distancing Measures**

- Whenever possible, social distancing of at least 6 feet apart will be followed. Consideration of distancing would apply to desks/chairs/tables, hallways, etc.
- Upon arrival, students will go directly to their homeroom class. Students will remain in their homeroom classrooms for all subjects, including special classes. Teachers will move from class to class. Teachers are encouraged to have class outside whenever applicable.
- Grades 1 through 8 will be required to utilize a backpack to hold their belongings. No lockers will be utilized.
- Curbside drop-off and pick-up will limit direct contact between parents, fellow students and staff members. A three cone approach will be utilized (please see morning drop off).
- Nonessential visitors will be permitted on a limited basis. (see visitor)

## **Healthy Personal Hygiene Measures**

- Faculty, staff and students will be encouraged to wash their hands frequently with soap and water for at least 20 seconds. It is important to reinforce this practice throughout the day. Adequate healthy hygiene supplies/products are available including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch trash cans.
- Hand sanitizer stations will be readily available throughout the building and in each classroom.
- Staff and students are encouraged to cover coughs and sneezes with a tissue to be immediately discarded after use and wash hands. If tissues are unavailable, all are encouraged to cough or sneeze into the upper sleeve or elbow, not onto their hands.
- The use of cloth face masks will be encouraged in accordance with the CDCs recommendations (please see face mask section).

## **Cleaning and Disinfecting Efforts**

- Classrooms, restrooms and touched surfaces as well as shared objects will be cleaned thoroughly each day and throughout the day with EPA approved disinfectants.

## **Water Systems**

- Students may not drink from the water fountain.
- Students must bring a reusable water bottle with them to school each day. Student may refill utilizing the water fountain.
- Only water is permitted; a separate drink may be in their lunch box.

## **Designated COVID-19 Point of Contact**

- JoAnn Wormer is the designated staff person responsible for COVID-19 concerns.

## Visitors

- Nonessential visitors will be permitted on a limited basis.
- Any parent/teacher conference will be scheduled on a case by case basis.
- All visitors must wear a mask.
- Temperature will be taken upon arrival.
- Visitors will be asked the below questions:
  - **Have you been in close contact with a confirmed case of COVID-19 or have you been asked to quarantine for 14 days?**
  - **Are you experiencing a cough, shortness of breath, sore throat, NEW loss of taste or smell or NEW GI symptom?**
  - **Have you had a fever in the last 24 hours?**

## Food Service

- Cafeteria will not be available to accommodate the 6' social distancing recommendations during lunch time. We are looking into the possibility of a rotation schedule.

## School Day

### **Green Zone**

When we are moved to a green zone, updates will be made based on guidance from officials.

## School Day

### Yellow Zone

#### Morning Drop Off

- PreK2 through K will enter through the side door by the loading dock.
- Grades 1 through 8 will enter through one of three doors.
- Teachers will be in their classroom by 7:15 AM
- Drop off will begin at 7:20 AM utilizing a three cone approach.
- Upon arrival, an SMS employee will approach the vehicle and take the temperature of each student in the car. The parent will be asked these questions daily.
  - **Have you been in close contact with a confirmed case of COVID-19 or have you been asked to quarantine for 14 days?**
  - **Are you experiencing a cough, shortness of breath, sore throat, NEW loss of taste or smell or NEW GI symptom?**
  - **Have you had a fever in the last 24 hours?**
- If yes is answered to any of the questions, they will be referred to the designated COVID-19 contact person for further clarification.
- Once out of the vehicle, students will be provided a number, 1, 2 or 3, indicating the door of entry.
  - 1 – Cafeteria Doors
  - 2 – Main School Doors
  - 3 – Mary Garden Doors
- Students will enter designated door and proceed to their homeroom classroom.

## **Mask Wearing**

- Student will be required to have 2 masks with them at all times.
- Student will need to wear a mask when entering and exiting the building.
- A teacher may ask students to wear a mask at any time when 6 feet separation cannot be maintained.
- It is recommended that once in the homeroom class a student wear a mask as long as it can be tolerated.
- Teacher will wear a mask if within 6 feet of a student and no plexiglass is utilized.
- Plexiglass dividers will be placed in each room to allow for one on one instruction and parent teacher conversations.
- Masks will NOT be required at recess.

## **Teachers**

- Students will remain in their homeroom classes. In grades 4 through 8 the teachers will switch classes.
- Teachers will hand sanitizer upon entering and exiting the classroom.
- St. Mary's will continue to purchase school supplies for students as we have done in the past. If you would like to purchase your child their own supplies, please e-mail the teacher for a list of supplies.

## **Students**

- Students will remain with the same teacher and group of students throughout the day (except recess).
- This group of students will become a family to limit any spread of disease.
- Students will only travel when absolutely necessary throughout the building.
- Outside breaks will be utilized throughout the day.
- Must have 2 masks at all times at school (Not physically on)
- Students may not drink from the water fountain.
- Students must bring a reusable water bottle with them to school each day. Student may refill utilizing the water fountain.
- Water only is permitted; a separate drink may be in their lunch box.



- Regular handwashing is encouraged whenever possible.

### **Lunch/Recess**

- Students will eat in their classrooms or outside.
- We are looking into the possibly to make a rotation schedule for eating in the cafeteria.
- We will provide fill-ins to give the homeroom teacher a break

## **Distant Learning**

**Red Zone**

## **General Information**

During distant learning, handwriting, enrichment and Latin will not be assigned.

Special classes, Art, Music, PE and Library, will be provided through Google Classroom, but will be optional, not mandatory.

### **Teachers**

- Assignments will be posted by 8:00 AM Monday morning for the week (Monday through Thursday). Friday will be a day to catch up on assignments, confer with the teacher for clarification, etc.
- All assignments are due by 3:00 PM the following Friday.
- Late grades will be given.
- Teachers will provide video instruction several times a week. This also includes special classes.
- Teachers will ensure student work is distributed according to academic level.
- Teachers will change how students are assessed and reflect accordingly.
- Report cards will be updated to reflect distant learning when/if applicable.

## **Students**

- Student will receive work on Monday for the week.
- All work must be turned in by the following Friday, 3:00 PM, no exceptions.
- Late grades will be assigned for all late work.
- Students will follow the virtual learning rules.
- Students will be trained on google classroom usage.
- Zoom meeting are strongly encouraged, but not mandatory.

## **Virtual Meeting Guidelines**

- Show up on time or a few minutes early.
- Dress appropriately.
- Use your real names when entering and turn on your camera.
- Be aware of what is behind you.
- Do not take pictures of the meeting and post on social media.
- Do not walk around or leave view of the camera.
- Do not play games or have toys and pets with you during you meetings.
- Never say or do anything that would get you into trouble in a real classroom.

## **Resources**

### **CDC**

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- [https://www.cdcgov/coronavirus/2019-ncov/if-you-a re-sick/steps-when-sick.html](https://www.cdcgov/coronavirus/2019-ncov/if-you-a-re-sick/steps-when-sick.html)
- <https://www.cdcgov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>