



**Diocese of Rochester  
Department of Catholic Schools**

*St. Louis School*

# **2020-21 Re-Opening Plan**

**Approved by NYS July 31, 2020**

*July 2020*

\*Revisions made on Aug. 27, 2020 appear on page 19

**General Information:**

**Name of School:**

**St. Louis School**

**Address:**

**11 Rand Place**

**Pittsford, NY 14534**

**BEDS Code:**

**261401167057**

**Principal:**

**Mrs. Fran Barr**

**PARTY RESPONSIBLE FOR REOPENING**

**Name:**

**Mrs. Fran Barr**

**Email Contact:**

**Fran.barr@dor.org**

**Phone Contact:**

**585-586-5200**

**Intended Start Date:**

**September 8, 2020**

**Date Plan Submitted:**

**July 30, 2020**

**Name and Title of Person Submitting Plan:**

**Mrs. Fran Barr, School Principal**

### **Reopening Plan Guiding Principle:**

In every decision made throughout the planning process, the health and safety of our students, families, and staff will be our primary focus. This reopening plan has been developed using the most recent guidance for safely reopening schools in Fall 2020. This plan will be regularly updated as more information and guidance become available.

### **Developing This Plan:**

#### **St. Louis School Reopening Task Force**

The St. Louis School Reopening Task Force continues to work with the Diocese of Rochester's Department of Catholic Schools, with guidance put forth by NYS and the AAP to create a safe and healthy environment for the St. Louis School Community.

#### **St. Louis School Task Force Members**

- Mrs. Fran Barr, Principal
- Father Mitch Zygodlo, Pastor
- Mrs. Laurie Martin, Finance Director
- Mrs. Sally Schrecker, Facilities Director
- Mr. Jose Rivera, Facilities
- Mrs. Bridget Schalabba, St. Louis School Nurse
- SLS Advisory Board (includes 3 SLS parents)
- Mrs. Laurie Aldred, Administrative Assistant

#### **DOR Reopening Task Force Members**

- Mrs. Paula Smith, Holy Family School
- Mr. TJ Verzillo, All Saints Academy
- Dr. Lorraine Williams, St. Francis – St. Stephen School
- Ms. Lisa Milano, St. Mary School
- Mrs. Mary Martell, Holy Cross School
- Mrs. Fran Barr, St. Louis School
- Mrs. Amy Johnson, St. Joseph School
- Ms. Christine Deutsch, St. Ambrose Academy
- Mrs. Maria Cahill, St. Pius X School
- Mrs. Ann Frank, Catholic Schools Office
- Mr. James Tausel, Catholic Schools Office

### **Overview:**

**This guidance is interim.** These recommendations are based on the most current public health data. As new data and recommendations emerge, this guidance will be updated.

**The health and safety of students and staff remain the top priority.** Regardless of all guidance and mandates, decisions have been made with the wellbeing of our students, families, and staff in mind. This includes preparing to care for the physical, spiritual, social, and emotional needs of each member of the school community.

## 1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

**Capacity:** *Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation*

- SLS will open on September 8, 2020 for 5 full days of instruction, 8:45am-3:00pm, through June 2021
- No more than 20 students with 1 teacher will occupy a classroom at a time in grades K-5
- SLS will provide 2 classrooms for each grade level K-5
- In accordance with NYSDOH and the CDC, steps have been taken to ensure the safety and protection of all students and staff.

**Social Distancing:** *Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities*

- Student desks have been placed at 6' intervals all facing the front of the classroom
- Barriers have been built to place between each desk at 3' intervals
- Teachers will wear a face mask/shield while interacting with others
- Students will each have a mask and be required to wear their mask whenever leaving their desk

**PPE and Face Coverings:** *Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)*

- PPE and face coverings will be required while on SLS grounds.
- Students may remove their masks while at their desk for instruction or outdoors while observing 6' distancing
- SLS will provide approved disposable face masks for students, staff and visitors who do not have proper face covering when entering the building

**Operational Activity:** Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events

#### **4. Continuity of Learning (In-Person and At-Home)**

##### **IN-PERSON INSTRUCTION**

- Cohorts will remain together for instruction. Students will remain in their cohorts throughout the day
- Teachers will travel from classroom to classroom, not the students.
- Use of Chromebook or other means of personal technology in the classroom for each student will create teaching/learning habits of instruction that will lead to a seamless transfer from 'in-school' to 'at-home' teaching/learning should it become necessary to close the building.
- Teachers will utilize Chromebook in the classroom to teach each day.
- Google Classroom will be used consistently in the classroom to augment instruction, turning in work, etc. This process will ensure a smooth transition to on-line instruction should it become necessary to close the school building.
- Continued training for teachers in the delivery of and use of technology to teach and manage a classroom both in person and virtually will be provided.

##### **ON-LINE INSTRUCTION**

**\*Should it become necessary to close the school building**

- Every teacher will continue to use Google Classroom during on-line instruction.
- Training for on-line learning will be on-going for staff, students and parents, with initial training in August/September delivered through ZOOM

**ON-LINE INSTRUCTION FOR AT-HOME LEARNERS**

- Should any family wish to enroll at St. Louis School but choose not to send their children to the school building, classroom teachers will be prepared to include at-home students in their daily live instruction through the use of ZOOM.
- Provisions will be made to meet with at-home students individually on an agreed upon schedule.

**Instructional Program Options:**

- SLS will provide in-person instruction to all grades PK-5
- School will be in session 5 days a week, 8:45am-3:00pm, throughout the school 2020-21 calendar
- Instruction will be provided for in-person learning, at-home learning, and virtual learning for students unable to attend in person

**CLASSROOMS:**

- All teachers will use face masks/shields to inhibit the spread of germs. Students will be required to have their own facemask to wear whenever they leave their desk. SLS will provide a lanyard for each student to secure and maintain their mask.
- Students will arrive and dismiss through their dedicated classroom door. At St. Louis grades K5,1-5 and PK3 classrooms have their own door to the outside. PK4, and K students will enter their building (Reddington Hall) and then classrooms through designated entrances/exits.
- Thermometer guns will be provided for each teacher to perform temperature checks each day.
- All extra furniture, shared computers and soft items (stuffed animals, bean bag chairs) will be removed from the classrooms.
- Windows will remain open whenever possible for air circulation
- Students will be placed 6 ft apart whenever possible. When it is impossible to place students 6' apart in a classroom, constructed barriers will be used between student desks.
- Classrooms will be marked with traffic flow directions.
- Students will be assigned cohorts and remain in their cohorts throughout the day.
- Teachers in grades 4 & 5 will change classrooms for instruction; not the students.
- For PK classrooms, nap mats will be labeled with each student's name. All mats will be wiped down each day with disinfectant.

**CAFETERIA:**

- SLS students will eat snacks and lunch in their own classroom and at their own desk
- Students will be supervised by their own classroom teacher

**Gymnasiums and Worship Spaces**

- PE will use outdoor courtyard as often as possible. During indoor PE classes, floor will be marked for social distancing.
- Curriculum will be limited to non-contact activities
- All equipment will be cleaned between classes.

**SPECIALS:**

*All special subject areas have been reduced to 30 minutes in order to clean and disinfect between classes.*

**MUSIC**

- Music room will be marked for social distancing.
- Activities will not include singing.
- All hand instruments will be cleaned between classes/use.
- All instruments involving the mouth will be used ONLY in small groups (i.e. lessons) with proper distancing and disinfection.

**ART and LIBRARY**

- Teacher will arrive in each classroom and deliver their special subject area via a cart unless 6' distancing can be provided in the special's classroom
- All art projects will be individually bagged and delivered to students' desk. Students will use their own supplies to complete projects.
- Students will approach the Library cart one at a time to choose a book,
- After each classroom visit, carts will be cleaned and disinfected.

**TECHNOLOGY (see revision, p.19)**

- Technology will be delivered through general instruction with the use of student chrome books in grades 3-5.
- For Grades K-2, technology will be delivered in the classroom and will include preparation for at-home learning should it be needed.
- All computers will be the property of each student so that although cleaning and disinfection between use will be heavily encouraged, it will ultimately be the responsibility of the student/parents.

**STEM LAB**

The STEM Lab will not be used for the 2020-21 school year.

**Outdoor Play Spaces:**

- Upon reopening by the Parish, use of the playground will be limited to SLS students only and will be cleaned after each use per the CDC.

**Spaces Where Other Groups Congregate:**

**SCHOOL OFFICE**

- Plexiglass will be installed around secretaries' desks.
- Barriers will be installed at the front window. All business will be conducted through that window.
- Internal glass doors in front hall will be locked entering the school.
- Students will not be allowed to enter the office to drop off items. Plastic file folders will be installed at each classroom door for communication between office and classroom teachers. The secretary will gather/deliver items daily. Mask is required.
- Drop off of students' lunch/homework or other 'forgotten' items will be done at the front window.



- For early pick-ups, parent will call into the school upon their arrival and wait for instructions to enter the front vestibule to retrieve their child/children.

**VISITORS/VOLUNTEERS**

- Visitors are discouraged without an appointment and will not be admitted to the building without good cause.
- Volunteers will be limited and be based solely on need. All volunteers and visitors will be required to sign a form provided by the office attesting to their being infection free, not having been exposed to any ill person, have their temperature taken, and wear a mask for the duration of their visit

**Cafeterias:**

- SLS does not have a cafeteria

**Restart Operations:** Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable

**Hygiene, Cleaning, and Disinfection:** Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds

The Operations Manager will adhere to all cleaning and disinfection requirements from the CDC and the NYSDOH and the daily implementation of good hygiene procedures with the help of the school Nurse and school staff. All cleaning and hygiene supplies will be provided and organized by the Operations Manager.

Under the direction of the Operations Manager regular cleaning and disinfection of the facilities, including classrooms and high-risk areas used by many individuals, and for frequently touched surfaces, including student desks will be provided.

SLS will provide the cleaning and disinfection of exposed areas in the event that an individual is confirmed to have COVID-19

Each restroom will be used by a single cohort and cleaned and sanitized daily and as needed.

SLS will provide supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer and paper towels). Students will be required to provide their own box of tissues, and "paper lunch bags" to be used as a personal receptacle for tissues.

Hand sanitizer stations will be set up at each door. Students will be required to use sanitizer upon entering the school.

Students will be reminded to wash hands for 20 seconds, or to use hand sanitizer when handwashing is not available. Hand washing is the BEST choice.

Handwashing/hand sanitizing will occur before and after eating, after coughing or sneezing, after being outside, and before and after using the restroom.

All students will be required to have their own facemask, to be used when social distancing is difficult or impossible (i.e., walking in hallways).

All students will be required to have their own contained school supplies. Students may not share supplies such as pencils, scissors, glue, etc. Items will be kept at each student's desk,

All students will continue to provide their own water bottle, to be kept at their own desk.

Posters with proper hygiene reminders and social distancing guidelines will be provided all around the buildings, and in classrooms for constant reminders.

Students, faculty and families will be continuously reminded to observe and sustain good health practices.

**Extracurriculars:** Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming

- Other than After-School-Care, SLS will not offer extracurricular programs this year

**Before and Aftercare:** Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

### **EXTENDED CARE**

- Extended care will be provided at the lower level of Reddington Hall, utilizing two large classrooms, or in the Manse, or school gymnasium for approximately 30 students
- Social distancing will be practiced
- Supervisors will wear masks at all times
- Students will be placed in cohorts
- Activities that can be taken home and/or outdoor activities will be used
- All supplies will be individually contained for each student's use (crayons, glue, scissors, etc.)
- Rooms will be cleaned and sanitized each day

**Vulnerable Populations:** Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff

populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

- Every precaution will be taken to ensure the safety and protection of every student and staff member at SLS.
- Remote learning will be available for students who may not attend in-person instruction
- Staff who are at risk may work from home to the extent that they can fulfill their job description.
- Staff members who are at risk by returning to SLS may take a leave of absence with the understanding that they will be rehired after the virus threat has been resolved

**Transportation:** Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses)

**District bus service will continue for our SLS students**  
**Parents may provide their own transportation if they desire**

**ARRIVAL:**

- If arriving by bus, students will enter the courtyard under the supervision of the school's PE teacher, social distance as marked on the courtyard and proceed directly to each classroom door. At SLS each classroom in grades PK3, K5, and 1-5 has an independent entrance/exit door to the outside courtyard. For grades PK4 and K, students will use the assigned entrances and exits assigned to each cohort.
- If arriving by car, students will be dropped off at the Main Street driveway in front of the Manse. They will be greeted by a staff member and directed to proceed to the courtyard and to their individual classroom door.
- Upon arrival, students will go directly to their own classroom door where they will be greeted by their classroom teacher.
- Students will use the hand sanitizer provided and go directly to their desk.
- Teachers will check the temperature of each student.

**DISMISSAL:**

- Students will dismiss for buses from their own classroom door into the courtyard where buses will be parked
- Parents who are picking up their children, will drive through the Main St. driveway to the Manse building. Students will be released by a staff member to their parents'/guardian's car one family at a time.
- Students with Kindergarten siblings will join their sibling at their classroom door and will be dismissed at the back door of Reddington (Main Street side of Reddington).
- PK students will be dismissed at staggered times. Parents will drive into the courtyard and remain in their car until a staff member brings their child to the car. Per NYS law, a parent or guardian must buckle their child into their car seat.

**Food Services:** *Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria)*

- Should SLS continue to offer a delivery of lunch program, lunches will be ordered from CDC and NYSDOH approved establishments
- Food must arrive in individually wrapped and sealed containers
- Lunches will be distributed to students by an appointed staff member who will wear a PPE mask and face guard and gloves

**Mental Health, Behavioral, and Emotional Support Services and Programs:** *Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff*

- SLS employs a social worker/school counselor two full days a week

**Communication:** *Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary*

The school task force members will affirm and understand the State issued guidance and the school's Principal will submit reopening plans to the Diocese of Rochester and to the State of New York prior to reopening.

All reopening plans will be conspicuously posted at the school and on the school website for faculty, staff, students, and parents/legal guardians to access.

Require all students, faculty, staff and visitors to adhere to CDC/DOH guidance regarding the use of PPE, specifically face coverings, when a distance of 6' cannot be maintained.

The principal will communicate with school parents, St. Louis parish, Diocese of Rochester Department of Catholic Schools, public school districts, and the local school Board to inform all of plans for reopening and operations of school.

Communication will be sent using MSP (student management program) to families and staff, and direct email for School Board, DOR and public-school districts. All information will be available on our school website.

St. Louis School has collect input from all stakeholders through surveys, personal conversations, and emails.

All students, faculty, and staff will be trained to follow new COVID-19 protocols safely and correctly including, but not limited, to hand hygiene, the wearing of proper face covering, social distancing and respiratory hygiene.

As new guidance information is provided by the DOR or NY State, please note that **all plans are subject to change at any time**. All changes will be communicated.

All stakeholders are welcome to contact the school office via email at any time.

## 2. MONITORING OF HEALTH CONDITIONS

Monitoring includes protocols and procedures to track health conditions at schools.

**Screening:** *Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors*

- All staff/visitors/volunteers/students will undergo symptom screening upon entering the building, including temperature screenings. (A fever is determined by a measured temperature of 100.0 degrees F or greater).
- All visitors will be required to complete a Diocese of Rochester COVID-19 Self-Certification.
- Visitations to the school will be strictly monitored and contained.

**Testing Protocols:** *Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school*

- Any employee, volunteer, or visitor to St. Louis School who exhibits COVID-19 symptoms, was exposed to COVID-19, is unable or unwilling to self-certify, or has a temperature greater than 100.0 degrees F will be asked to immediately leave the premises and seek medical attention by their health care provider.
- Any student being sent home because of a positive screen will be immediately separated from other students and supervised in a protected area in the nurse's office until picked up by a parent/guardian.
- The state and local health departments will be notified immediately about the case if diagnostic test results are positive for COVID-19.
- The School nurse will wear PPE daily that will include gloves/mask or shield. Additional PPE will be worn when dealing with ill staff/children.

**Testing Responsibility:** *Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed*

The school nurse will be responsible to report immediately to the school principal and to NYS and to the DOH of any cases with a positive diagnosis

- Develop protocols for asthma-related acute respiratory treatment care using up to date standard of care.
- Develop plans with local health departments to trace all contacts of an individual testing positive for COVID-19, in accordance with the New York State Contact Tracing Program.
- Confidentiality will be maintained as required by federal/state law/regulations.
- The School Nurse will establish a protected space for symptomatic individuals that will not be used for other purposes (coat area across from nurse's office will be enclosed for quarantine of symptomatic individuals). The School Nurse will immediately isolate symptomatic individuals until they can be sent home. Proper PPE will be worn by both the individual and the school nurse.

**Early Warning Signs:** *Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.*

- A temperature of over 100.0 degrees
- Dry cough
- Chills
- Headache
- Nausea
- Congestion
- Loss of taste
- Body aches
- Trouble breathing



### 3. CONTAINMENT OF POTENTIAL TRANSMISSION OF THE 2019 NOVEL CORONAVIRUS (COVID-19)

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

**School Health Offices:** *Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day*

- Any student being sent home because of a positive screen will be immediately separated from other students and supervised in a protected area across from the nurse's office until picked up by a parent/guardian from the courtyard outer door
- The state and local health departments will be notified immediately about the case if diagnostic test results are positive for COVID-19.
- The School nurse will wear PPE daily that will include gloves/mask or shield. Additional PPE will be worn when dealing with ill staff/children.

**Isolation:** *Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff*

- SLS provides an isolated and protected area for infected students, staff, visitors to remain while they wait to be transported by their parent/guardian to their health care provider

**Collection:** *Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider*

- Parents or legal guardians should pick up their student at the nurse's door to the courtyard. Parent/guardian may drive right up to the door.
- The school nurse will instruct the parent/guardian to see a health care provider immediately

**Infected Individuals:** Requirements that persons who have tested positive complete isolation and have recovered and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department

- If a person is diagnosed with COVID-19 by a medical professional based on a test they must not return to school until they can answer yes to the following three questions:
  1. Has it been at least 10 days since the you first had symptoms?
  2. Has it been at least 3 days since you had a fever (without using fever reducing medicine)?
  3. Has it been at least 3 days since your symptoms have improved, including cough and shortness of breath?

Procedures and reminders will be communicated often through school newsletter and posted on school website.

**Exposed Individuals:**

- Requires that individuals who were exposed to the COVID-19 virus complete a 14-day quarantine
- and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department

**Hygiene, Cleaning, and Disinfection:** Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas

- All areas of contamination will be cleaned and disinfected as need throughout the day and at the end of each day by a certified cleaning agency

#### **4. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION**

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

**Closure triggers:** Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure

### **Process for closing and reopening of school**

- Should a student or staff member present as infected with or exposed to COVID-19, the school nurse or school principal will notify the DOH and follow the directions under our district medical director, the student's/staff member's healthcare provider and the local department of health for direction in exposure/tracking/intervention/recovery.
  - That student or staff member will be sent home for a 14 day quarantine.
  - That student's or staff member's cohorts will be sent home for a 14 day quarantine
- For students with a sibling outside of our school who presents as infected with or exposed to COVID-19, must be quarantined for 14 days before returning to school.
- For staff members or students with a family member who presents as infected with or exposed to COVID-19, must be quarantined for 14 days before returning to school.
- At home instruction will be provided for students being quarantined

**Operational Activity:** *Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel*

- Instruction will continue in accordance with our our-line program
- The on-line program will be communicated to students and families at the beginning of the school year and throughout the school year
- Initial training for teachers, students and parents will take place in August and be revisited throughout the year

### **Communication:**

- *Parents will be notified immediately through MSP*
- *Posting on both the SLS Website and the St. Louis Parish Website*
- *Notification to PCSD Superintendent*

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**\*Revisions, August 27, 2020**

- **From page 7, Technology**

Chrome Books will be provided to each student in grades 3 through 5 and will be the property of St. Louis School. No personal devices will be allowed. This policy ensures Diocesan IT support and classroom security.

- **From page 10, Extended Care**

No Extended Care will be provided due to the difficulty in providing staffing and a secure and safe play environment for mixed cohorts.

- **From page 12, Dismissal**

The St. Louis Operations Manager and school administration continue to work to create a safe and workable dismissal procedure for all. This plan will be in place before September 8, our opening date. The new plan will be made available to all parents, staff and community by way of email by September 4, 2020.