



STs. FRANCIS & JOSEPH SCHOOL COVID 19 PLAN FOR IN PERSON LEARNING 2020 -2021 SCHOOL YEAR

Adjusting to the COVID-19 pandemic is difficult for all of us. Times have changed quickly and dramatically due to the spread of the virus. Safety is our number one priority and we must do everything we can to prevent the spread of this disease and protect our students, faculty, and staff. To minimize risk, we will put in place the new protocols and procedures outlined in this plan.

PLEASE NOTE ALL INFORMATION IN THIS PLAN IS SUBJECT TO CHANGE.

A. AN ADJUSTED HYBRID MODEL

We will use an adjusted Hybrid Model that will include grades Pre-Kindergarten, Kindergarten, Grade 1 and Grade 6 attending school in person daily while Grades 2 to 5 will attend using the Hybrid Model on a rotational basis.

Weeks One and Three

Grades 2 and 4 will have face to face instruction on Monday, Tuesday and Wednesday. On Thursday and Friday they will be instructed remotely using the Google Classroom platform. All Google classroom sessions will be a live meet. Grades 3 and 5 will have face to face instruction on Thursday and Friday. On Monday, Tuesday and Wednesday they will be instructed remotely using the Google Classroom platform. All Google classroom sessions will be a live meet. .

Weeks Two and Four

Grades 3 and 5 will have face to face instruction on Monday, Tuesday and Wednesday. On Thursday and Friday they will be instructed remotely using the Google Classroom platform. All Google Classroom sessions will be a live meet. Grades 2 and 4 will have face to face instruction on Thursday and Friday. On Monday, Tuesday and Wednesday they will be instructed remotely using the Google Classroom platform. All Google classroom sessions will be a live meet.



ADJUSTED HYBRID MODEL

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction
	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Remote Instruction using Google Classroom
	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Face to Face Instruction
Week 2	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction
	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Remote Instruction using Google Classroom
	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Face to Face Instruction
Week 3	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction
	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Remote Instruction using Google Classroom
	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Face to Face Instruction
Week 4	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction	Grades PreK, K,1, and 6 Face to Face Instruction
	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Face to Face Instruction	Grades 3 and 5 Remote Instruction using Google Classroom	Grades 3 and 5 Remote Instruction using Google Classroom
	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Remote Instruction using Google Classroom	Grades 2 and 4 Face to Face Instruction	Grades 2 and 4 Face to Face Instruction



The daily school schedule time is revised as follows:

TIME	GRADE LEVELS
8:30 A.M. TO 2:00 P.M.	PRE-KINDERGARTEN--GRADE TWO
8:30 A.M. TO 2:30 P.M.	GRADE THREE- GRADE SIX

The daily lunch recess periods will be staggered to minimize the amount of time students and staff will be in contact with one another.

B. PROTOCOLS & PROCEDURES FOR DAILY OPERATION

1. PROTOCOL FOR ACCESS TO CAMPUS

Face coverings must be worn properly and at all times by all personnel, students, parents and visitors to the campus. The coverings must cover the nose and mouth without large side gaps. Face coverings with valves should not be used as they allow unfiltered, expired air into the environment. Face shields may be worn as an add on to the face covering, but are not permitted as a stand-alone covering. No one will be permitted on the school's campus without a face covering. Temperature checks of all personnel and students will be taken. Personnel and students with temperatures that exceed 99.7 degrees Fahrenheit will be directed to a secondary area for a second and third check. If the temperature remains the same the individual will be required to seek medical attention.

Any visitor entering the campus must report to the security booth where his or her temperature will be taken. Once the temperature does not exceed 99.7 degrees Fahrenheit, he or she will sign the visitor's log and sanitize hands before proceeding to the office. If more than two persons are in the office, he or she will have to social distance in the designated space on the outside of the office. The visitor will not be permitted to go directly to the classroom.



2. STUDENT AND STAFF ATTENDANCE

Students and staff **MUST NOT** attend school if they:

- **Test positive for COVID'19**
- **Show symptoms of COVID'19**
- **May have been exposed to COVID'19**
- **Are waiting to be tested**
- **Are waiting for COVID'19 test results.**

Students/Staff who have symptoms of COVID'19 or test positive for COVID'19, must remain at home in isolation and away from others as much as possible for at least 14 days (counting from the day symptoms first started or the day they were tested),

and

until symptoms improve and they have not had a fever for 24 hours (without taking medicine to lower the fever). Even if students are feeling better, they must remain home for the full 14 days. These steps help to keep children and staff in schools, safe.

Note: Students/Staff must also remain home for other illnesses that have symptoms that are similar to COVID'19, such as strep throat, stomach illness, or pink eye. Contact your child's health care provider or school for information on when your child may return to school in these situations.

3. RESTRICTIONS FOR STUDENT AND STAFF ATTENDING SCHOOL

Students or staff members who **test positive for COVID'19** must remain home for at least 14 days after the onset of illness and 24 hours after the fever is gone without fever-reducing medication and all other symptoms are improving.

Written clearance from a physician is required.



Students or staff members who are feeling ill, but test **negative for COVID'19** must remain at home until 24 hours after the fever is gone without fever-reducing medication and 24 hours after other symptoms have subsided (cough, sore throat, etc.). *Written clearance from a physician is required.*

Students or staff members who are feeling ill **but have not taken a COVID'19 test** must remain at home for at least 14 days after the onset of the illness and 24 hours after the fever is gone without any fever-reducing medications and all other symptoms are improving. *Written clearance from a physician is required.*

If there is **someone from a student or staff member's household who has tested positive for COVID'19**, they must remain home for 14 days (self-isolation) to make sure that they have no symptoms. *Written clearance from a physician is required.*

If a student or staff member is known to have been **exposed to anyone with COVID'19**, they will not be admitted to the school for the 14 days following the exposure. These students, where possible, may be able to participate in some form of remote learning.

Parents who have a child suspected of **COVID** or who has **COVID'19**, or the parents of a classmate who has tested positive for **COVID'19** will get an email with information about how to connect with community-based health supports in case a student shows symptoms.

4. PROCEDURES FOR SUSPECTED COVID 19 CASE ON CAMPUS

The COVID'19 pandemic continues to be a reality; therefore, we cannot relax our efforts to prevent the virus from spreading in microcosmic communities like our school campuses.

At every opportunity, administrators will remind parents to assess their children to determine whether they are well enough to be in school. Pre-arrival and arrival health checks at all times are **NECESSARY**. Staff and students who are ill should remain at home.



A designated holding area will be identified in the event of a suspected COVID'19 case on campus.

The following steps must be taken if there is a suspected COVID'19 case on the school campus:

1. Isolate the individual.
2. Shut down the area immediately.
3. The nurse assigned to our school, Nurse Hawkins, will be contacted immediately.
4. Consult the Ministry of Health
5. Contact the parent/guardian and supervise the student until he/she is collected.
6. If the authorized health official determines that a student requires the immediate services offered by a health facility and a parent/guardian is not available, a plan of action will be in place to facilitate transporting that student. (If a student has to travel in an ambulance, a member of staff should follow in a private vehicle). Once the parent or guardian arrives at the facility the staff member will be free to leave.
7. Follow the internal communication protocols (Other Administrators, Director, Faculty & Staff, Parents and Students) to convey information related to the suspected case, first by telephone and then in writing.
8. Follow the advice given by the DEHS, wait at least 24 hours before cleaning and disinfecting. If the allotted time is not feasible (national or international examinations on site), wait as long as possible. This waiting period minimizes the risk of infecting others.
9. The DEHS will identify the rooms or spaces that require cleaning and disinfecting. They will also determine if this process should be conducted by an outside agency and the length of time the impacted area should be closed.
10. If the impacted area can be isolated, the remainder of the facility can be used.



11. Where necessary, a communication indicating the satisfactory implementation of recommended cleaning and disinfecting procedures may be issued by the DEHS to The Catholic Board of Education. This information will then be conveyed through the internal channels of communication and it will indicate if or when the area can be reoccupied.

The person identified as a suspected case will be tested, and if tested positive, that individual will be documented as a COVID'19 case. The following steps explain how the suspected case will be managed:

1. The relevant medical authority will inform the school if an individual associated with the school is confirmed to have contracted COVID'19.
2. In the case of a student, the school nurse or administrator will provide the relevant medical authority with information for contact tracing and other investigation.
3. The principal or another administrator shall inform the staff and parents of the school of a confirmed case without revealing the name of the individual. At this time, they will assure them that the appropriate health and safety protocols are being followed and the matter is under control.
4. A **daily register** of students, staff and visitors to the school's facility must be kept to facilitate the contact tracing exercise. *ANY INDIVIDUAL WHO WAS WITHIN 6 FEET OF THE PERSON FOR MORE THAN 15 MINUTES WITHOUT A MASK IS LIKELY TO BE INCLUDED IN THE CONTACT TRACING EXERCISE.*
5. Contact tracing will then be conducted by MOH – Surveillance Unit.
6. Individuals who are required to quarantine must do so for 14 days. The fourteen -day period begins from the last time that individual was in contact with the infected person.
7. The COVID'19 case must present a letter of clearance from an authorized medical official in order to return to school or work.



5. ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedures

There will be two designated points for drop off and pick-up of students as outlined on the school's map; Pre-K and Kgn. Gate and Grades 1-6 Gate. Two school personnel will open and man the gates at 8:00 a.m. Parents or guardians may accompany the child to the gate.

Grades Pre-K to Kgn

The western gate will be opened at 8:00 a.m. After being received by the school personnel at the gate, the Pre-K and Kindergarten students will be escorted from the gate by a paraprofessional and/ or a custodian to the sanitizing station first then to the classroom.

Grades 1 to 6

The southern pedestrian gate will be opened at 8:00 a.m. to receive students in grades 1 to 6. After sanitizing, the students will be received by the school personnel at the gate. Students will be asked to sit in Blue Square, under supervision, in areas designated for each class until 8:15 a.m. If teachers arrive earlier and are ready to receive students, they will be asked to collect their children from Blue Square.

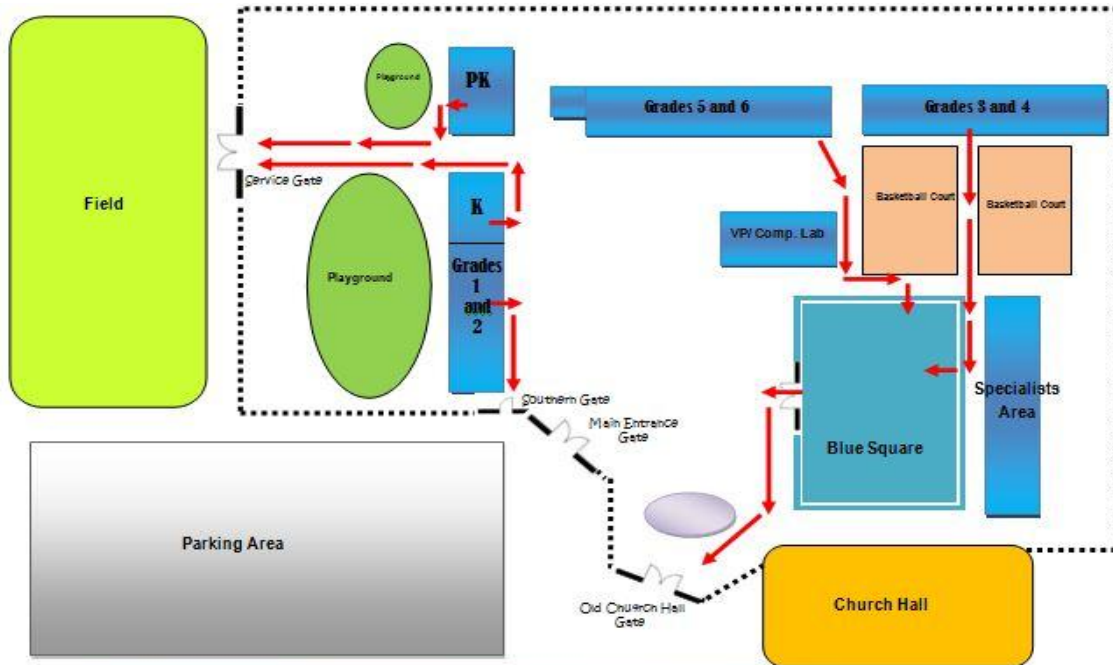
When students enter the classroom, they must sanitize their hands again. The child's temperature will be taken in the classroom as soon as he or she is seated. If the temperature exceeds 99.7 degrees Fahrenheit the child will be directed to a secondary area for a second and third check. If the temperature remains the same the student will be required to seek medical attention.

If medical attention is required, he or she will be sent to an outdoor area under the supervision of a member of the custodial staff or the school's nurse until he or she is collected by a parent or guardian.



Dismissal Procedures

As previously stated there will be two designated points for drop off and pick up of students. Three to four school personnel (inclusive of two specialists) will report to the gates to facilitate the dismissal procedures. Please see diagram below:



SFJ DISMISSAL PROCEDURE FOR GRADES PRE-K TO 6

Grades Pre-K to Kgn

The western gate will be opened at 1:45 p.m. Pre-K students will remain in their classrooms and Kindergarten students will assemble in an outdoor area. Parents will observe social distancing at the gate. Each parent or guardian will indicate the child he or she is collecting. The child will then be sent or brought to the gate. This process should end by 2:45 p.m. If students remain after this time, they will remain in the classroom and parents will be notified.



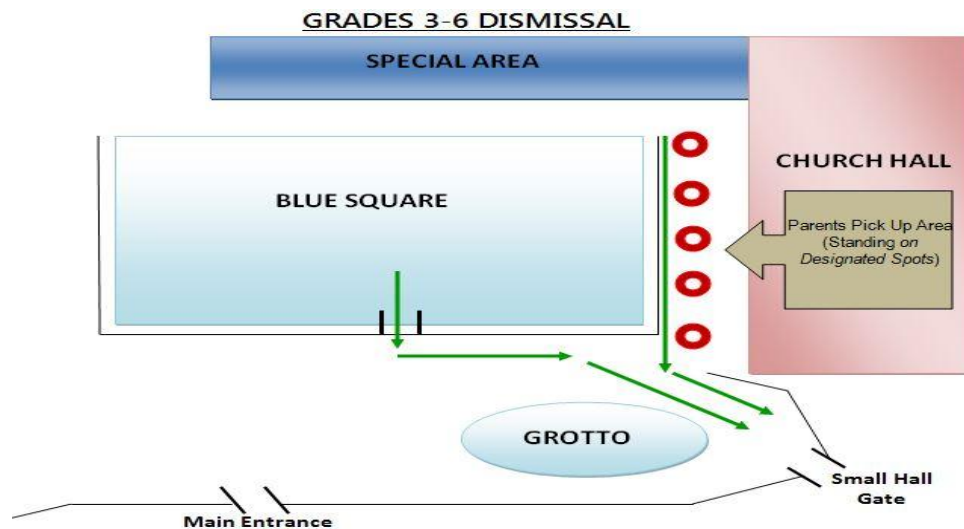
Grades 1 and 2

The southern gate will be opened at 1:45 p.m. Grades 1 and 2 students will remain in their classrooms. Two to three of the school's personnel will be assigned specifically to grades 1 and 2. Parents will go to one of the persons and indicate whom they came to pick up. The school's personnel will then message the teacher the name and allow that student to leave the classroom and report to the gate. The parents will also have the option to use Class Dojo or message the teacher themselves when they arrive at school. The custodian assigned to clean the classroom will assist the classroom teacher if necessary.

Grades 3 to 6

The gate to the southwestern side of Blue Square will be opened at 2:20 p.m. Grades 3 to 6 students will remain in Blue Square. Eight to ten parents, wearing face coverings, will be permitted at that time to line the walkway that borders the Blue Square.

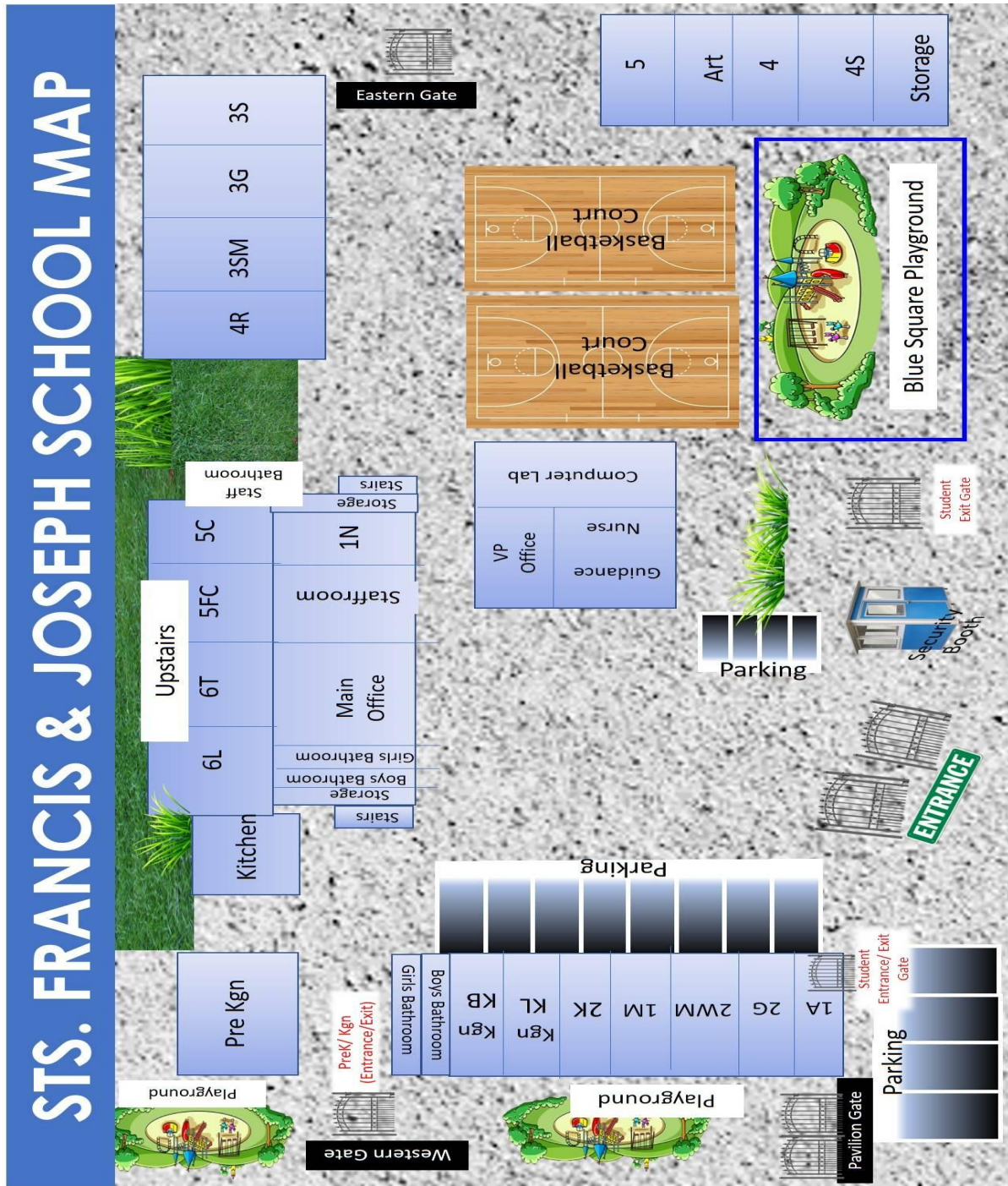
Social distancing markers will be used as parents will be required to stand on the designated spots. Students, upon seeing their parents, will be permitted to leave the area. Parents are expected to have collected their children by 3:00 p.m. The gate will be locked at 3:00 p.m. and parents will access the main gate to collect their children. The students will be relocated and asked to sit on the wall in the front of the western block. Please see a detailed diagram of grades 3 to 6 dismissal procedure below:





School Map

Please see below the map of Sts. Francis & Joseph that clearly outlines the entrance and exit points while showing the general layout of the campus.





C. MAINTAINING A HEALTHY ENVIRONMENT

The custodial staff will be responsible for cleaning and sanitizing public spaces daily. They will be required to assist with the sanitization of students where necessary.

Classrooms will be cleaned and disinfected daily. Please see the cleaning protocols that will be implemented:

1. Desks should be washed daily.
2. Desks can be sprayed at the end of the day with appropriately diluted bleach ($\frac{1}{3}$ cup of bleach per one gallon of water), or wiped with alcohol. They can be wiped down with an individual, disposable towel. One per child.
3. Where Clorox wipes are available these can be used (one per child) to wipe down the desk and the back of the chair at the end of each day.
4. Bathroom faucets, door knobs, hand rails, reception desk countertops and light switches should be cleaned three times per day.
5. Soap and towel supplies should be checked and replenished where necessary, during the cleaning process at least three times per day.
6. Cleaning protocol should apply to the general office. Telephones should be thoroughly cleaned. It is recommended that children not be allowed to use the phone.