



REOPENING OUR SCHOOL

Protecting our people

A HEALTH GUIDE FOR REOPENING OUR SCHOOL AND MOTHER'S DAY OUT PROGRAM AMIDST A GLOBAL PANDEMIC

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This document outlines policies and procedures for Prince of Peace Catholic School in response to the Covid-19 pandemic and is an addendum to our school handbook. These measures outline our plan for the reopening of school in August 2020 and are designed to provide the safest environment possible while also providing a positive, fun, and engaging learning atmosphere. We understand that the effects of the disease on our community are rapidly evolving and change from one day to the next. Therefore, the administration of the school reserves the right to change, alter, modify, add, or discontinue these measures depending on new information and the impact to our school.

Preventative Measures

Temperature Checks

- Covid-19 and other infectious respiratory illnesses are primarily transmitted through person-to-person contact via droplets exhaled by sneezing, coughing, and talking. To help prevent the spread of illnesses, parents must keep their child at home and contact their pediatrician if he/she have any of the symptoms associated with Covid-19 and other infectious diseases: *fever, cough, chills, shortness of breath, headache, loss of taste or smell, fatigue, body aches, runny nose, etc.*
- **All POP faculty and staff will be tested for Covid-19 the week prior to school reopening.** The local health department will be contacted for any positive results and we will follow their response protocol. In addition, all faculty will have temperature checks each school day prior to entering the building.
- Student's temperatures will be taken during carpool by volunteers or faculty using a touchless thermometer before students exit their cars.
 - If a student has a temperature at or above 100.4° during carpool, the parent will be asked to park in a designated area for further evaluation by the school nurse.
 - The nurse will reevaluate the student and conduct a verbal health check questionnaire (persistent cough, runny nose, or exposure to anyone who has tested positive for Covid-19, etc.). If the nurse confirms a fever or otherwise does not clear the student, he/she will not be allowed to attend school.
 - Early care students must be walked to the front entrance by a parent and have the child's temperature taken. If the temperature is at or above 100.4°, the student will not be permitted to attend morning early care or school.
- Any student with a fever at or above 100.4° must remain home. Parents should contact their pediatrician for any child that develops a fever. The doctor may prescribe a Covid-19 test to rule out exposure. If the child tests negative for Covid-19 he/she may return to school once they have been **fever and symptom-free for 24 hours** without using fever-reducing medications such as Tylenol (acetaminophen) or Motrin (ibuprofen) and must bring a doctor's note indicating the child is cleared to return to school.
- If a Covid-19 test is not conducted, the child may return to school once he/she have been **fever and symptom-free for 72 hours** without using fever-reducing medication.



- Temperature checks may also be done during the school day, especially on students who appear to develop symptoms. Any student who has a temperature at or above 100.4° will be required to wear a face mask and be placed in a child-friendly, isolated environment monitored by the school nurse until a parent arrives to collect the student.

Use of Facial Coverings

Prince of Peace School recognizes the importance and effectiveness of personal protective equipment and face coverings. We are also aware of the reality that it will be virtually impossible for many students to wear a face covering for an 8-hour day and doing so could do more harm than good for the educational process. To accommodate the most effective use of face coverings, we are enacting the following measures:



- All faculty, staff, and students are required to wear facial coverings or masks during arrival, dismissal, and at any time while in the common areas and hallways throughout the school (going to lunch, changing classes, etc.) or any time social distancing cannot be practiced, including in the classroom.
- Face coverings must be provided by the parents and must cover the student’s nose and mouth. The face covering must be a mask that covers the nose and mouth. It can be a cloth mask or surgical type filtered mask and must not contain words, symbols or depict any image that would be considered inappropriate for a Catholic school. School administration reserves the right to determine if a face covering is inappropriate, distracting, offensive, political, or controversial. **Based on CDC guidelines, a plastic face shield, neck gaiter, or vented mask are not suitable to prevent the spread of an airborne virus and may will not be allowed as a suitable face covering. Plastic face shields are allowed if combined with an allowed face covering, or when used by teachers who are appropriately distanced from students.**
- Students shall be responsible for their facial coverings throughout the day. Parents are responsible for ensuring facial coverings are kept clean and that the child is wearing the covering upon arrival. During the morning carpool temperature check, if a student is noted to not have a face covering, he/she will not be allowed to enter the school.
- With the exception of morning and afternoon carpool and while transitioning in the school, PreK- 1st grade students will not be required to wear facial coverings while in their academic environment. Social distancing will be practiced with these grades to the extent possible.
- Students in 2nd through 8th grades should wear their mask or have it on their person during classroom instruction. Students will be permitted to lower their masks while in their classroom to take a “breather” if social distancing is practiced.
- Sharing of masks between students will be strictly forbidden. Even if a child has an extra mask and is willing to share with another student in need of one, students may only wear a face covering provided by their parents.
- It is recommended that the student’s name be printed somewhere on the face covering to identify ownership.

Personal Hygiene and Sanitization

- Upon entering the school building each day, all students will be directed to use hand sanitizer from a dispenser. All preschool and elementary classrooms have a sink, and the student will be instructed to wash his/her hands with soap and water upon arriving to the room. Middle School students, who do not have a sink in their classroom, will be asked to wash their hands in the restroom.



- Hand sanitizer stations will be placed throughout the school and students will be reminded to use sanitizers during transition times. Frequent hand washing will be monitored and emphasized throughout the school day for all students and faculty.



Social Distancing

As recommended by the American Academy of Pediatrics, three to six feet is appropriate for social distancing, especially when the students are wearing face coverings. POP is making every effort to provide for effective social distancing throughout the day while also allowing for the social interaction that is necessary for proper child development.

- If a student checks in late or must check out early, the parent must be present in the office and the school secretary will sign the student in or out to eliminate possible cross contamination exposure due to contact with pen and clipboard.
- The student's temperature will be taken during the check in process. Children with a temperature at or above 100.4° will not be allowed to attend school.
- During late check in, parents are asked to enter the office one family at a time. If there is already a family checking a student in, parents are asked to wait outside the office door and to practice social distancing until the previous family has left the office.
- Visitors to the school will be limited to decrease the risk of exposure to the community at POP. All visitors must check in through the office, have their temperatures taken, and wear a face covering. Anyone with a temperature at or above 100.4° will not be allowed to enter the school.
- During afternoon carpool, students in Kindergarten through 3rd grade will gather in the gym with social distancing observed. Students in 4th through 8th grade will remain in their homeroom classrooms until called.

End of Day / After-care Procedures

- To aid in the transition back to school, Kindergarten - 5th grade students will not have homework assignments for the first nine weeks of the semester to strongly encourage outdoor active play after school and to help reduce stress at home in the evenings.
- Electives will not be offered in middle school for the first nine weeks. Electives will be replaced by a study hall as the last period of the day to allow students to complete any homework assignments and to decrease the items going to and from school. This practice will be reevaluated at the end of the nine-week period.
- Small group and one-on-one after-school lessons including piano, guitar, and tutoring will not be allowed at the beginning of school and will be reevaluated within the first quarter.
- The number of students in the after-care program may be limited to allow for proper social distancing. Students will have their temperatures taken prior to entering. Any student with a temperature at or above 100.4° will be required to wear a mask and will be placed in a kid-friendly, isolated environment monitored by the front office staff. Parents will be called to pick up the student as soon as possible.
- Students must apply hand sanitizer prior to entering the after-care area.
- To pick up a child from after-care, the parent must go to the school office to check the student out. Parents are not allowed in the after-care room. A staff member will walk the student to the front office to meet the parent.



Protection

Academic Spaces

- The placement of student desks and learning spaces will adhere to social distancing guidelines as much as possible. Teachers will enforce social distancing while in the classroom, walking in the hallways, and while changing classes. Kid-friendly spacing signs will be posted in all hallways as gentle reminders to leave plenty of space between others while traveling the hallways.
- Frequently touched surfaces will be cleaned throughout the day. Maintenance staff will clean and sanitize learning and play spaces throughout the day with special attention to touchable surfaces and bathrooms.
- All spaces will be sprayed with a disinfectant at the end of each day.
- Students will receive frequent reminders and instructions to wash their hands with soap and water. Hand sanitizer will be made available throughout the day as needed.
- Students will use their own individual supplies. No sharing of pens, pencils, scissors, markers, crayons, etc.
- Students in 2nd through 8th grades will be assigned individual Chromebooks. Students in Kindergarten and 1st grade will share iPads. Devices will be disinfected after each use.
- In lower grades, cubbies and wall hooks will be used to store outerwear and backpacks. Only a limited number of students will be allowed in that area at one time.
- Usage of middle school lockers will be monitored to minimize the number of students accessing lockers at the same time.
- Water fountains will remain closed, but the water bottle refill stations will be operational since they operate by sensor and not by touch. Students will be allowed to bring plastic refillable water bottles, but no metal containers.
- Preschool teachers will clean frequently during the day. Shared curriculum/center toys will be cleaned after each use and all toys will be disinfected at the end of the day. Students will have frequent hand-washing opportunities throughout the day.
- We will alternate classes when using the outdoor playground areas. Kindergarten through 2nd grade will use the building B playground and 3rd -5th grade will use building D playground.
- There will be no field trips during the fall semester. Field trips may be scheduled for the spring semester depending on the conditions at that time. Families will be notified when field trip dates are confirmed.



Specialized Courses, Lunch, and Mass

“Specials” Classes

- All specials teachers (art, language, etc.) with the exception of physical education (PE), will come to the classrooms to teach. Students in PreK through 5th grades will use the technology lab in building B and teachers will disinfect after each class.
- PE classes will be conducted outdoors whenever possible. Face coverings will not be required during PE. On inclement weather days, PE classes will be held in the gym, with activities that allow for proper social distancing. Middle school students will not dress out, and will remain in uniform attire for PE for the foreseeable future.

Lunch

- 3 and 4-year-old Pre-K students will have lunch delivered to their classrooms.
- Students in Kindergarten through 3rd grade will have lunch in the lunchroom, one grade at a time, to allow for proper social distancing and cleaning between use.
- Students in 4th through 8th grades will have lunch delivered to their classrooms. Weather permitting, our many outdoor spaces may be used for lunch with social distancing observed.



Mass Attendance

- All students will have the opportunity to participate in weekly Mass. Parents will receive a schedule of in person Mass dates for each participating grade at the beginning of the school year and may attend the Mass. Students may sit with their parents during Mass.
- The following grades will alternate attending weekly Mass in person:
 - Kindergarten & 1st
 - 2nd & 3rd
 - 4th & 5th
 - 6th, 7th & 8th
- All students and parents attending Mass in person will be required to wear a mask and observe social distancing. There will be designated areas for the public to be seated away from the student areas. Classes not attending Mass that day will be joining via video livestream.



Preparedness

Training

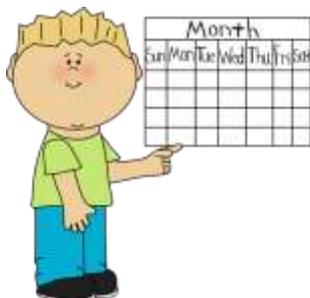
- School nurses have received position specific Covid-19 training.
- Teachers will be trained prior to the opening of school in proper cleaning/disinfecting of classroom items, proper handwashing, safe distancing in the educational setting, CPR, and use of Stop the Bleed kits.
- Social distancing reminders will be placed throughout the building.



At-Risk Students

Parents of any student with an at-risk medical condition should consult their pediatrician for recommendations and guidelines on safely attending school. A written report from the doctor should be shared with the school nurse prior to the start of school to help facilitate the recommendations.

Calendar Changes



The administration has modified the previously approved school calendar to allow for extra days of instruction prior to the usual flu season. These changes will provide for additional in-school days prior to the Thanksgiving break in the event we are required to close early at the holidays or remain closed afterwards. The days to remain open for classroom instruction are:

- October 19
- November 11, 23, 24

Positive Covid-19 tests

- In the event of a reported positive Covid-19 test of a student or faculty member, we will contact the Jefferson County Health Department and will follow their guidance and protocols regarding contact tracing, notifications, quarantines, additional sanitization requirements and required testing of other staff or students.
- Students who are required to miss school due to a diagnosed Covid-19 infection or a required quarantine due to exposure to a person who tested positive for the virus, will have those absences excused. Teachers will work with the parents to ensure classroom assignments that can be completed at home are shared, and appropriate time will be given to allow the student to make up tests, quizzes, or assignments.

Group Activities

- All school events that normally would have been held in large numbers and not socially distanced will be reevaluated and reassessed to determine if the event can take place within the new health guidelines or if the event must be cancelled altogether.

Virtual eLearning

- Prince of Peace Catholic School is preparing our faculty to offer traditional Monday through Friday in-person classroom instruction. In the event of a mandated shutdown by local or state authorities, classroom instruction will transition to e-learning. All teachers are prepared to seamlessly transition to virtual learning through a variety of media including SeeSaw for preschool - 1st grade and Google Classroom for 2nd through 8th grades. All grades will use Zoom as appropriate to allow for face-to-face time with their teachers and classmates.
- For registered families interested in a virtual, at-home curriculum, Prince of Peace is partnering with the Diocesan Catholic Schools Office (CSO) to offer a Catholic-based, grade specific, virtual program. Final details are not available at the time of this publication, but based on current information it will allow for students to begin with a virtual option then transition back into the classroom if and when the parents feel comfortable sending them back to school. More details will be sent out to parents as soon as it becomes available.



ADVENTURE ARK PLAYSCHOOL (Mother's Day Out)

- Covid-19 and other infectious respiratory illnesses are primarily transmitted through person-to-person contact via droplets exhaled by sneezing, coughing, and talking. To help prevent the spread of illnesses, parents must keep their child at home and contact their pediatrician if he/she have any of the symptoms associated with Covid-19 and other infectious diseases: *fever, cough, chills, shortness of breath, headache, loss of taste or smell, fatigue, body aches, runny nose, etc.*
- Temperature checks will be taken before any staff is admitted for work.
- Temperature checks will be taken of each child and caregiver at the entrance of the Playschool. If either the child or caregiver has a temperature of 100.4, the child will not be able to stay at the Playschool for the day.
- Parents will drop off children in the lobby at the playschool door. No parents or visitors will be allowed beyond the entrance door to the playschool. (Only children and playschool staff will be allowed in the playschool wing). Children will be escorted by staff to their classroom.
- Current guidelines do not recommend children two years of age and younger wear face masks or coverings as it can be a choking hazard. To keep our children and staff as safe as possible, our staff will be wearing masks/coverings during the day.
- Toddlers and two-year-olds will have their outside shoes changed into their "playschool shoes". Parents must provide a set of shoes that can be left at the Playschool. Parents may bring the shoes at the "meet your teacher" meetings. Children are allowed to walk in their room with socks with the "no-slip grid" on the bottoms. Staff will also be required to have shoes only to be worn at the Playschool. Our babies, toddlers and two-year-olds play on the floor and we want to make sure our play areas stay as clean as possible.
- Teachers will wash the hands of all children with soap and water upon arrival to the classroom and frequent hand washing will occur throughout the day.
- Temperature checks will be taken of staff and children throughout the day. Any staff or child who develops a temperature of 100.4 or higher during the day will be required to go home. If a temperature is noted, the child will be separated from the other children and will be monitored by a staff member until a parent is able to pick up the child.
- Due to recommended guidelines, the playschool will no longer be able to provide snacks. Parents are asked to provide both snacks and lunches for their child.
- Highchairs and table seating (toys, crafts, snacks, lunch) will be spread out to increase social distancing to the greatest extent possible.
- Age groups will not mix with other classes. There will be no shared playtime, including playground time. Playground equipment will be cleaned in between classes. Classrooms will be cleaned when classes are outside on the playground.
- Teachers will be cleaning and sanitizing throughout the day. Maintenance staff will clean and sanitize at the end of the day and spray all spaces with disinfectant.

Positive Covid-19 tests

In the event of a reported positive Covid-19 test of a child or faculty member, we will follow the process outlined on page 7.