

**PLEASE NOTE: THIS PLAN MAY BE ALTERED AS NECESSARY BASED
ON DIRECTIVES FROM GOVERNING BODIES**

St. Paul Catholic School Re-Entry Plan

2020-21

Updated 7/10/2020

Employee Training On Health and Safety Protocols

- During faculty/staff in-service, all faculty/staff will attend training on the following
 - “I can do all things through Christ who gives me strength” (Philippians 4:13)
 - Importance of wearing masks
 - The virus is passed on by respiratory droplets
 - Keep the mask on and avoid touching mask or face
 - Parents will purchase the students’ masks
 - Masks should be made of natural fibers (i.e. cotton, silk)
 - Masks should be a solid color (no pictures or text written on masks)
 - CDC <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
 - Importance of staying at home when appropriate
 - If faculty/student/staff have been in contact with someone who has tested positive for COVID-19 *
 - If faculty/student/staff have tested positive for COVID-19*
 - If faculty/student/staff are presenting with symptoms of COVID-19 *

***Employee/Parent Handout #1**

- Hand hygiene and respiratory etiquette (video)
- How to wear a mask (video)
- Classroom procedures for use of some items listed below
 - Library books
 - Classroom supplies/equipment/learning tools/toys
 - Individual student belongings
 - Shared electronic devices
- Communal spaces
 - Playgrounds *
 - Hallways
 - Restrooms
- Lunch routine
- Arrival/dismissal routine

- What to do if a faculty/student/staff member becomes ill at school
- Cleaning/disinfecting high traffic items/areas
- Classrooms should be free of any extra furniture to maximize the ability to adhere to 6' social distancing guidelines

*See Classroom Expectations Hand-Out #2

*See Playground Procedures Hand-Out #3

Faculty/Students/Staff at Higher Risk

- Any faculty/student/staff who is at a higher risk for severe illness (including older adults 65 and over and others of all ages with underlying medical conditions) should notify Sr. Mary Lawrence

Screening Faculty/Students/Staff

- Each faculty/staff will have temperature taken upon arrival before entering the building *
- Each student will have temperature taken upon arrival before exiting the car and entering the building *
- Faculty/staff or students who are running a fever of 100° upon arrival will not be allowed in the school building(s) *
- Faculty/staff and students who are running a fever will need to remain at home and be fever-free for 48 hours (without fever reducing medication) before returning to school
- Faculty/staff and students who have been out of town, will complete a form indicating areas of travel and health during last 24 hours (see attached form *)

*See Parent Notification of St. Paul Catholic School Procedures Hand-Out #3

Faculty/Students/Staff Who Get Sick at School

- Any student who exhibits symptoms of COVID-19 will immediately be transferred to the school nurse and a parent called to come and get the student – see attached sheet for COVID-19 symptoms
- Student will remain isolated from all faculty/students/staff while waiting to be picked up
- Parents will go to the front door breezeway to pick up the student(s) who is ill
- Sibling(s) of a student who exhibits symptoms of COVID-19 may also be sent home
- Any faculty/staff who exhibits symptoms of COVID-19 will immediately be asked to go home – see attached sheet for COVID-19 symptoms

- Any faculty/student (sibling(s)/staff who has been asked to leave school because of COVID-19-like symptoms will have to have a doctor's admit slip and/or negative COVID-19 test result to return to school

*See Hand-Out #1

Communication and Monitoring COVID-19 Development

- In the event faculty/students/staff should test positive for COVID-19, the Shelby County Health Department, Superintendent of Catholic Schools for the Memphis Diocese faculty/staff and parents (in the class affected) will be notified
- Faculty/student/staff absences (COVID or otherwise) will be monitored daily
- Continue to monitor Shelby County Health Department, CDC, Tennessee Department of Education daily to keep up to date on the number of positive cases in our area

Basic School Day Procedures

- Students will not leave their classroom/homeroom during the school day except for designated bathroom breaks, outdoor classes, recess, drills (to be determined later in grade level meetings)
- Special area teachers will have one designated shared classroom for their supplies in the lower school building
- Special area teachers/middle school teachers will move from class to class
- Classrooms will be kept free of any unnecessary furniture/equipment in order to keep as close to 4' – 6' spacing between students as possible
- Teachers should follow social distancing protocol when grouping students for collaborative work
- Teachers/students will be required to keep frequently used classroom items (doorknobs, light switches, pencil sharpeners, etc) disinfected throughout the day
- If a teacher needs to send a student to the school nurse, the teacher should walkie the school nurse and she will come and get the student
 - Nurse will have a special channel on the walkie
- Lunch procedure
 - Sack lunches and a drink from home should be recommended to students
 - Cafeteria lunch (boxed sandwich, chips, milk) will be delivered to the classroom by cafeteria personnel

- Water fountains will be disconnected (per Diocese of Memphis guidelines), and students will be allowed to bring bottled water to class
 - Please encourage flip top bottles to prevent accidental spills
- Celebrations of birthdays/class celebrations
 - No outside food/drink should be brought from home to celebrate a birthday
 - Students should not share food/drink with other students

Arrival/Dismissal Procedures

- Staggered arrival times
 - Pre-k – already has staggered arrival times due to 3 programs offered
 - K-1 – 7:35-7:45 – drop off for K-1 lower school front entry
 - 2-3 – 7:45-8:00 – drop off for 2-3 lower school front entry
 - 6-8 – 7:35-7:45 – drop off at gym
 - 4 – 5 – 7:45-8:00 – drop off at gym
 - Students will have their temperature taken before leaving the car
 - Teachers will be stationed at each entry to assist students and help maintain social distancing
- ***Families with multiple students will be able to drop all students at the same time***
 - ***Older student(s) with younger siblings will be dropped off at the front entry to assist younger students out of the car***
 - ***Older student(s) may accompany younger student(s) to classroom as long as the younger student(s) is not a pre-k student***
 - ***Older student(s) will not enter the classroom of the younger student(s)***
- Dismissal at 2:50
 - All students grades K-3 will remain in their classrooms and will be called by walkie to dismiss
 - Lower school students will dismiss through the front door
 - Upper school students with younger siblings will be brought to the lower school by a teacher to stand in the hallway waiting to be called (social distancing will be enforced by classroom teachers and the teacher who accompanied the older students to the building and Mrs. Vandeventer)
 - Upper school students will gather in the gym and sit 6' apart by

- Homeroom teachers will accompany and stay with their students in the gym to enforce 6' distancing

Before/After School Care

- Before school care
 - Please complete 2 question survey that is included in Sr. Mary Lawrence's letter
- After school care
 - After school care will be available
 - Necessary precautions (i.e. hand washing/sanitizing, 4' – 6' distancing, masks) will be taken to keep students safe

Cleaning, Disinfecting, Ventilation

- After dismissal of students, all teachers should thoroughly wipe student desks and common areas of the classroom with a disinfectant spray (every classroom will be given a bottle) or Clorox wipes; gloves must be worn
- Reverend/Mr. Cuco will mop each classroom floor and disinfect the door knobs every day
 - Teachers who need extra time after school may use the library as a work area
 - Reverend and Mr. Cuco will not be able to mop a floor that has a teacher still in the room because of the slipping hazard due to the floor being wet
- Students' hands should be disinfected several time throughout the day
 - Older students should be able to take care of this themselves
 - Teachers should disinfect younger students' (Pre-K-2) hands for safety reasons
- Teachers should remind students during bathroom break to wash their hands with soap for 20 seconds (encourage praying the Hail Mary or ABC song)
- Open windows (if possible) to help keep the air moving within the classroom; ventilation is very important

Classroom Expectations 2020-21

As we return to the school building this year, we all are aware that our “normal” beginning of school will not be normal for the students or the teachers. A re-entry committee has been working and meeting each week to determine what returning to school will look like and forming plans to take every precaution to keep our students, faculty and staff safe.

Below is a list of Classroom Expectations that has been compiled to help with this task of keeping everyone safe.

Classroom Expectations

- Masks
 - Will be worn by all teachers, students, staff when inside the building
 - Must be worn during recess and may/may not be worn during outdoor learning (outdoor class, recess (see Playground Procedures/Outdoor Learning hand-out))
 - Need to cover the nose and chin and fit snugly at the sides of the face
- Furniture
 - Look around one more time to see if there are any pieces of furniture that you do not need
 - Send a request to me to have the furniture removed and placed in storage, if necessary
- Students’ desks
 - Should not be placed in groups
 - Should be kept as close to 6’ apart as possible
 - Consider placing the desks in rows one behind the other (this would keep everyone facing in the same direction)
- Classroom supplies
 - No sharing of supplies; what is brought to school by a student should be kept together in that student’s personal cubby or space
 - Students should not be sharing classroom library books *
 - A teacher could give a student a classroom library book but the book should be returned to the teacher and the teacher should disinfect the book before returning to the shelf
 - Class manipulatives should be disinfected after each use

- Computers, ipads and other electronic devices should be disinfected after each student
- Hallways
 - There should only be 1 class in the hallway at a time
 - Remind students to keep 6' apart
 - Try to take the shortest route to your destination (bathroom, outside, etc.)
 - Water fountains will be turned off (per the Diocese)
- Bathrooms
 - Grade level teachers should work together to create bathroom schedules for your area
 - Students should always be allowed to go to the bathroom, if needed, outside of designated class times
 - Please limit the amount of students who go to the restroom at one time
 - If possible, stand at the doorway to the restrooms to monitor activity
 - There will be tape across sinks and stalls that should not be used in order to keep 6' distancing
 - Remind students that hand washing should be 20 seconds with soap and water; the time it would take to pray a Hail Mary or sing the ABC song
- Playgrounds
 - See playground procedure handout
- Lunch
 - Students should sanitize hands before eating
 - Students may remove masks when eating
 - Masks should be placed in a zip lock bag with the student's name on the bag; bags should stay at the student's desk
 - Students will eat in their classroom/homeroom
 - Students may bring their own lunch but there is no sharing of food among students
 - Students may purchase a box lunch from the cafeteria
 - Cafeteria personnel will deliver purchased lunches to the classroom at lunch time
 - Masks MUST be worn when student is finished eating
 - Students should sanitize hands after eating
- Arrival/dismissal
 - Arrival
 - All students will be dropped off at designated drop off locations and proceed directly to the classroom
 - Pre-K – has staggered arrival times due to 3 programs; no change in arrival from previous years

- K-1 – 7:40-7:55 – drop off for K-1 will be lower school front entry
- 2-3 – 7:55-8:10 – drop off for 2-3 will be lower school front entry
- 4-5 – 7:55-8:10 – drop off for 4-5 will be the gym
- 6-8 – 7:40-7:55 – drop off for 6-8 will be the gym
- Students' temperatures will be taken before exiting the car
- Students with temperatures of 100° will not be allowed to stay
- Families with students in different grade levels will be allowed to drop off students at the same time
- Families with students in both the lower and upper school should drop off at the lower school front entry
- Teachers will be stationed at each drop off to assist students and maintain 6' distancing
- Parents will not be allowed entry to the school building(s)
 - Pre-K parents will be allowed to walk their children to the classrooms the first week of school
 - Pre-K parents will have their temperature checked before entering the school building
 - Pre-K parents with a temperature of 100° will not be allowed access to the building
 - Pre-K parents will be required to wear a mask to enter the building
 - Beginning the second week of school, a teacher will meet the parent and student at the door and walk the student to the classroom
- Dismissal
 - Dismissal will remain at 2:50
 - Pre-K dismissal will remain the same
 - A teacher will be on duty in the pre-k breezeway (under the awning) to have the parents sign student out
 - Pre-K students who dismiss with an older student will remain in the pre-k classroom until called for dismissal
 - Pre-K student will exit through the front doors with older sibling
 - Grades K-3 will remain in the classrooms and will be called by walkie to dismiss through the front door
 - Upper school students with younger siblings will be brought over to the lower school building by a teacher
 - Students will line up outside the classroom door of the sibling keeping 6' distancing

- Upper school students in the hallway will be monitored by the teacher that accompanied them over and Mrs. Vandeventer standing in the middle to maintain 6' distancing
- Upper school students will gather in the gym and be called by walkie to dismiss
 - Students will sit with their homeroom class 6' apart on the bleachers
 - Classroom teachers will remain with their classes during dismissal to monitor 6' distancing
 - Mr. Jay will sit with Mrs. Thomas' class
 - Mrs. Thomas will be the walkie person and another teacher will help load students into the car for upper school
- Cleaning, Disinfecting, Ventilation
 - Before dismissal, please have students remove all items from the floor so that the floors may be disinfected by Reverend and Mr. Cuco
 - After dismissal, please sanitize each desk and common areas of the classroom with a disinfectant spray (every classroom will have their own bottle; please put this bottle outside the classroom on Fridays so that they can be replenished; if you run out before Friday, please let me know so that Reverend or Mr. Cuco can re-fill)
 - Gloves need to be worn during this task
 - Responsible, older students could help with this task before dismissal
 - Reverend and Mr. Cuco will disinfect the floor each day after dismissal
 - Teachers who need extra work time in their classroom may use the library as a work area
 - Reverend and Mr. Cuco will not be able to mop a floor that is still occupied after school because of the slipping hazard
 - Reverend and Mr. Cuco will disinfect outside doorknobs several times throughout the school day
 - Students' hands should be disinfected several times throughout the school day
 - Older students should be able to handle this task themselves
 - Teachers should disinfect younger students' hands for safety reasons
 - Open windows whenever possible to keep the air moving within the classroom; ventilation is very important

Playground Procedures and Outdoor Learning *
2020-21

Lower school playground/outside learning

- Playground
 - Only one class at a time on the playground
 - Students/teachers must wear masks when at recess
 - Students/teachers may remove masks (10' distancing) to take a breath
 - Students should keep 6' distancing as much as possible
 - Only 1 student at a time on the steps to the slide(s)
 - Only 1 student at a time on the slide(s)
 - Only 1 student at a time on any of the decks
 - Students not playing on the play structure
 - Reminded to keep distance when playing
 - No tag
 - Students/teachers must put on mask before re-entering the building
 - Students/teachers should immediately sanitize their hands after re-entering the building
- Outdoor Class
 - Students and teachers must wear masks during outdoor class
 - Make sure students bring everything necessary for class outdoors with them to prevent constant re-entering of the building
 - Students may not share school supplies even if something was left in the building and another student has an extra
 - Students/teachers must put masks on before re-entering the building
 - Students/teachers should immediately sanitize their hands after re-entering the building

Upper school play/outdoor learning

- Playground
 - Only one class at a time on each of the playgrounds
 - Students/teachers must wear masks when at recess
 - Students/teachers may remove masks (10' distancing) to take a breath
 - Students should keep 6' distancing as much as possible
 - Students may play on the swings keeping 6' distancing

- Students who sit on bleachers should keep 6' distancing
 - Students may play kickball, football and soccer at recess
 - Games will be modified to keep 6' distancing
 - Teacher(s) will be present at all times to enforce 6' distancing
 - Students/teachers must put on mask before re-entering the building
 - Students/teachers should immediately sanitize their hands after re-entering the building
- Outdoor Class
 - Students and teachers must wear masks
 - Make sure students bring everything necessary for class outdoors with them to prevent constant re-entering of the building
 - Students may not share school supplies even if something was left in the building and another student has an extra
 - Students/teachers must put masks on before re-entering the building
 - Students/teachers should immediately sanitize their hands after re-entering the building

*We are working on trying to get several outdoor classroom areas set up for outdoor learning; PRAY. This would provide for multiple classes to utilize outdoor learning at one time.

Addressing the Social/Emotional Well-Being of the Students

The social and emotional well-being of our students in returning to the classroom is a topic that the school is addressing through the following

- Age-appropriate classroom guidance/information on the coronavirus
 - What it is
 - How it spreads
 - How to protect themselves
- Age-appropriate classroom guidance on social distancing to prevent the spread of the virus
- Age-appropriate classroom guidance on the value of wearing a mask to prevent the spread of the virus
- Age-appropriate classroom guidance on students' feelings regarding the coronavirus
 - Abrupt ending of school
 - Masks
 - Lengthy social distancing period
- Age-appropriate classroom guidance on ways to maintain friendships and connections while in school and/or during social distancing or quarantine periods
- Age-appropriate classroom guidance on coping strategies and self-care behaviors in response to the coronavirus and social distancing/quarantine periods
- Age-appropriate classroom guidance on the value of optimism, positivity, kindness to self and others, managing stress in response to coping with the coronavirus

Parent Notification of St. Paul Catholic School Procedures
For Re-Opening the School During the COVID-19 Pandemic
2020-21
Hand-Out #3

1. Each faculty/student/staff member will have their temperature taken prior to entering the school building(s) each day.
2. Individuals with a temperature of 100° will not be allowed in the school buildings.
3. Faculty/students/staff members will be required to wear a mask at all times during the school day.
4. 6' social distancing will be enforced as much as possible.
5. Faculty/students/staff members will sanitize their hands frequently throughout the day by washing hands with soap and water for 20 seconds or utilizing hand sanitizer.
6. Students who become ill or exhibit symptoms of COVID-19 during the school day will be sent home immediately.
7. Siblings of students who are sent home due to exhibiting symptoms may be sent home.
8. Faculty/staff members who become ill or exhibit symptoms of COVID-19 during the school day will be asked to leave school immediately.
9. Faculty/students/staff members who have tested positive for COVID-19 may not return to school without a statement by the doctor that they have tested negative for COVID-19.

I have read and agree to abide by the above procedures.

Parent Signature

Date

Employee/Parent Hand-Out #1

What Employees/Parents Should Know

- COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze.

Stay Home When You/Student

- Are sick
- Are running a fever of 100°
- Have had close contact with a person who has tested positive for COVID-19
- Have symptoms of COVID-19
- Tested positive for COVID-19

When Can I/Student Return To Work/School After Running a Fever

- 3 days with no fever **AND**
- No symptoms

When Can I/Student Return to Work/School After a Positive COVID-19 Test w/No Symptoms

- No symptoms
- 10 days have passed since the test OR when a doctor clears you/student to return to school
- A "return to school" slip must be signed by a doctor stating that you/student tested positive on "specific date" and you/student are free to return to school/work on "specific date"

CDC Symptoms of COVID-19

- Symptoms may appear **2-14 days after exposure to the virus**
- Cough
- Shortness of breath
- Difficulty breathing
- Fever of 100° or higher
- Chills
- Repeated shaking w/chills
- Muscle pain
- Headache

- Sore throat
- New loss of taste or smell

Children have similar symptoms to adults.

This list is not all-inclusive. You should consult your medical provider for any other symptoms that are severe or concerning to you.

When To Seek Medical Attention

- If you have any of these **emergency warning signs*** for COVID-19, get **medical attention immediately**:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to rouse
- Bluish lips or face

*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Visitor Screening For Entering The Building
St. Paul Catholic School
2020-21

In the past 24 hours, have you experienced

Fever	_____ yes	_____ no
Fatigue	_____ yes	_____ no
Cough	_____ yes	_____ no
Sneezing	_____ yes	_____ no
Aches or Pains	_____ yes	_____ no
Runny or Stuffy Nose	_____ yes	_____ no
Sore Throat	_____ yes	_____ no
Diarrhea	_____ yes	_____ no
Headaches	_____ yes	_____ no
Shortness of breath	_____ yes	_____ no

Have you recently been in close contact with anyone who has exhibited any of the above symptoms?

_____ yes _____ no

Have you recently been in contact with anyone who has tested positive for COVID-19?

_____ yes _____ no

Have you recently traveled to a restricted area that is under a Level 2, 3 or 4 Travel Advisory according to the U. S. State Department? Including China, Italy, Iran, and most countries in Europe?

_____ yes _____ no

Sources: Center for Disease Control, American Academy of Pediatrics,
Shelby County Health Department, Tennessee Department of Health,
Catholic Diocese of Memphis

**PLEASE NOTE: THIS PLAN MAY BE ALTERED AS NECESSARY BASED
ON DIRECTIVES FROM GOVERNING BODIES**