

St. John the Baptist

5579 Gildehaus Rd, Villa Ridge, MO 63089

Re-Opening Procedures Handbook

2020–2021

7/13/2020
Revised 7/27/2020

Greetings St. John Families,

This document serves as a preliminary plan to re-opening our school at the beginning of the 2020-2021 school year.

The policies and procedures in this Re-Opening Handbook are fluid; meaning they can change at any time as new information becomes available. In the event of any changes, families will be notified through email in a timely manner. Please know these changes can result in additional policies that serve as further protective practices, or a lessening of procedures if (God willing) the situation improves over time.

Our goals are to have our students return to school with health and safety at the forefront of procedural practices, that meet requirements and use recommendations that are necessary as well as reasonable. We also wish to provide our students with a school experience rooted in Christian camaraderie while growing socially, academically, and spiritually. As always, we have a culture of love and understanding for your children and school families. These are different times, with that comes unique measures, and varying degrees of thoughts, emotions, and opinions.

Our hope is that as a school community we continue to be there for one another, through it all, come out better than before, and stay strong and committed to Catholic education.

Please know that much like our Parent-Student Handbook, it is not possible to address every situation that may arise during a school year. This handbook will not cover every scenario, moment of the school day, or specific classroom procedures. It will, however, provide you with the policies and procedures as related specially to the guidelines and planning for the school as a whole for us to be able to reopen for the 2020-2021 school year. More answers to some of your questions will be provided as more information and guidance becomes available in our local county, through the Archdiocese, the state, and our country.

I ask that if you have questions or concerns, that you contact school directly.

Thank you for being a part of the St. John school family. You are all a true blessing!

God Bless you,

Ms. Diane Smith

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Reminder: these are the current policies and procedures at this moment; any thing covered here is subject to change on any given day. Policies and procedures may be added or removed as necessary.

REINFORCING HEALTHY HABITS

Parents will, before school begins:

- Educate your child on viruses and the signs of illness
- Teach proper hand washing, hand-sanitizing, good hygiene, and social distancing
- Explain to your child there will be no sharing of school supplies
- Teach your child how to wipe down surfaces at home (in case they are asked to wipe their desk at school, they have practiced)
- Teach your child how to wear a mask appropriately (if you opt to have your child wear it or if they must for reasons outlined in this handbook)

Teachers will, during school:

- Educate students on viruses and the signs of illness
- Implement good hand washing opportunities for students multiple times a day
- Have students wipe down desks
- Teach students and maintain social distancing whenever possible
- Teach students how to wear a mask properly

SCREENING PROCEDURES

Parents will, before coming to school:

- Use provided Daily Check-in Card that will be required to enter the building
 - Take temperature in the morning, record on the card (**if over 100, remain at home** and call the school office to inform)
 - Check off that the student is not experiencing listed symptoms (if answer yes to any symptoms, remain at home)
 - Parent print and sign name

This is designed for parents to be diligent in ensuring students come to school without exhibiting any signs of illness, understand the responsibility we have to one another, and prevents delays into the building each morning.

- Understand that if a child exhibits symptoms during the school day, they must make arrangements to have student picked up as soon as possible (and follow instructions)

Students will, prior to entering their designated door entrance:

- Give the Daily Check-in Card to the Staff member at the door before entering

Staff member will:

- Check the student's temperature, check the card, and permit student entry

School Administrator and/or School Secretary:

- May re-screen any student at any time during the day
- Will isolate a student from others if exhibiting symptoms (see sections on Exclusion)
- Will contact parent(s)/guardian immediately (see sections on Exclusion)

ARRIVAL

Beginning at 7:20am students will be able to enter the building and go to his or her classroom. The bell rings at 7:50, students should be in class at that time (so be sure to not only allow for your travel time, but theirs down the hall). We must close exterior doors at 7:50, after that, please buzz your student in at the Main Entrance.

- Families will be divided into four drop-off points in an effort to make the process as smooth as possible and keep families distanced. The specific drop-off list will be sent separately.
- **Preschool** students have their own entrance. Parents are to park, walk their child to the teacher at the door, give the Daily Check-in Card and have temperature taken by the teacher, and then the teacher will walk them inside.

All students must use hand sanitizer just inside every classroom door before entering.

DISMISSAL

The final bell rings at 3:00. Everyone picking-up students must be parked in a spot and not moving by that time. Please refer to your Parent-Student Handbook for the Dismissal Procedure (including parking, if you arrive late etc.). The procedure itself will be the same.

With the exception of Preschool, they will be walked up to the cars as normal. All other grades will be called and come out in grade order – spaced out between each class (so not intermingling among classes). Students must go directly to their pick-up vehicle and get in the car right away. If a parent is late, child will return to the entrance and wait for instructions.

This will make for a longer than usual dismissal time ... I thank you in advance for your understanding and using the virtue of patience. Remember you do not drive away until waved on by a faculty member.

CLASSROOM STRUCTURE

Classes will stay together as a family. Students will be physically distanced in the classroom, to the extent possible. We will require no co-mingling with other classes: avoid encountering other classes passing in the halls, will have recess either by themselves or in designated areas away from another class, they may have some special classes in their classroom, if they have specials outside of class there will be cleaning procedures between each class, if in another space they will be spread out, or outside weather permitting. The idea is keeping the students consistently with the same students day after day. This is key for contact tracing. Do be aware however, that there may be rare occasions when we may have to gather due to emergency situations.

FACE MASKS / FACE SHIELDS

At this moment, we are requiring students to wear masks from the car until they are in their classroom where they can remove them. Please send a zip lock bag for them to put the mask in when it's not being worn. The masks must be school appropriate, if a student has one that is not appropriate, it will be taken and they will be given a generic mask to use. Students are also required to wear them in when they are moving throughout the building. However, if a student, parent, or someone living in the student's home that has a health condition, or simply would like

additional protection, they will be encouraged and highly supported in wearing a mask during the school day.

The culture of the student body will be one of acceptance, respect, kindness, and understanding of each person. Please discuss this with your child, regardless of your decision. Please inform the teacher and administration if you are requiring your child to wear a mask and we will be sure to support your child throughout the day.

Teachers (all adult staff, substitutes, regular volunteers and employees) will have masks and/or face shields to be used when in common areas or when teachers cannot social distance in the classroom; meaning if a teacher is working in close proximity to students, working with small groups or one-on-one.

RECESS

Students will experience recess when weather permits. Classes may go out individually, or if outside at the time of another class be in a designated area. Each class will have their own tub of equipment. Students will wash hands or use sanitizer prior to going outside and before returning inside

LUNCH

Lunch will be normal with the exception of tables being spread apart for more distance.

WATER FOUNTAINS & RESTROOMS

Students will not be permitted to drink directly from water fountains. Students are asked to bring their own sweat-proof water bottle with their name on it; they will be allowed to fill their bottles. Restroom breaks will be organized to avoid co-mingling with other classes. When students need to go during class time, only 1 student in the restroom at a time.

SPECIAL EDUCATION & RESOURCE

Students who require supplemental instruction by a Special Education or Resource teacher will continue to receive services. Teachers will social distance when possible and wear personal protective equipment if within 6 feet of the student.

“SPECIALS” CLASSES

Specials classes include: Music, PE, Art, Technology.
Some classes may be held in the student’s classroom. If a class participates in another location the class times will be organized to allow for no co-mingling with another class and if necessary, time for disinfection practices to take place. PE will consist of non-contact activities and will use limited equipment.

EXTENDED CARE – BEFORE/AFTER SCHOOL

Extended Care will still be offered. Students will be social distanced in the gym. When necessary, students will be organized by class.

VISITORS

Visitors will be significantly limited during school hours. Parents will not be permitted to walk students in to school, and do not come in to pick students up early for appointments etc. Prior arrangements will be made and a staff member will walk a student out to the vehicle. In the event a visitor is in the building, checking in at the office and wearing a mask is required. If a student is ill and a parent has been asked to have the child be picked up, the parent will call the office upon the arrival and student will be brought out to the vehicle.

HEALTH & HYGIENE MEASURES

Students will (but not limited to):

- Wash hands or use hand sanitizer when entering school, entering a classroom, before and after lunch and recess, after using the restroom, after sneezing/coughing, and other times throughout the day as deemed necessary
- Will not share classroom materials or art supplies
- Drink from his or her personal water bottle only
- Not drink directly from water fountain
- Support students who wear mask
- Abide by teacher requests for engaging in hygiene measures
- Avoid touching fabric items that do not belong to them personally (only their own backpack etc.)
- Occasionally use disinfecting wipes on desks, chairs, and material they use in the classroom

The school/staff will (but not limited to):

- Teachers and Staff will participate in a daily prescreening process similar to the students'
- Wash hands and use hand sanitizer frequently throughout the school day
- Disinfect any shared materials that have been used (recess, PE)
- Disinfect between classes that use same space
- Disinfect common areas regularly throughout the day
- Nightly disinfecting school-wide
- Will keep accurate records of anyone who enters the building
- Implement random temperature checks as well as re-screen as necessary using touch-free thermometer
- Designated Room: The work room will be utilized to isolate ill students with a supervisor wearing proper personal protective equipment, student will be provided a mask, the room will be disinfected frequently

MEASURES FOR EXCLUSION

The school will not require testing; that will be determined by the individual's healthcare provider. When determining when a student or staff member should be excluded from school of illness related symptoms, we must consider the following:

- One of the following symptoms: new or worsening cough, shortness of breath or difficulty breathing, OR
- At least two of the following symptoms: fever, chills, fatigue, headache, sore throat, new olfactory and taste disorders

Please refer to the CDC website for most up-to-date information on symptoms related to COVID-19.

AFTER EXCLUSION

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the local Health Department.

Current guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but who experience symptoms may return if the following three conditions are met:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fever); AND
- Other symptoms have improved (for example, when cough or shortness of breath have improved); AND
- At least seven (7) calendar days have passed since symptoms first appeared.

Tested

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:

- No fever (without the use of medicine that reduces fevers); AND
- Other symptoms have improved (for example, when cough or shortness of breath have improved); AND
- Two negative tests in a row at least 24 hours apart have been received, OR
- 10 days since symptoms first appeared

Tested with no symptoms

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone seven (7) calendar days without symptoms and have been released by a health care provider.

Students may also return if they are approved to do so, in writing, by the student's health care provider.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will also be excluded from school.

Self-Quarantine

If a student or employee recently has had close contact with a person with COVID-19 symptoms, who has been diagnosed with COVID-19 or who has recently traveled from somewhere considered to be a "hot spot" by the CDC, the parish/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

QUESTIONS ANSWERED

What if a student or staff member come in close contact (within 6 feet for longer than 15 minutes) with a person who tested positive for COVID-19?

The close contact person must quarantine for 14 days from the last exposure.

What is the current protocol if a student or staff member is a positive case?

The person/family must contact the Franklin County Health Department immediately.

The Health Dept. will then gather information to begin contract tracing.

Please also inform the school – the health department should also contact the school.

Dismissal from school may or may not extend to the entire building. This will depend on the circumstances and exposure w/in classroom and contact time with other individuals.

Collaborating with the health department will be important to determining if a closure of a day or two is necessary for additional cleaning, and determining who may need to quarantine. The identity of infected individuals will not be shared with the school community. Schools may not send out notifications about cases to family and staff until directed by the Health Department.

What if I have been in contact with someone who has been in contact with someone who tested positive for COVID-19?

Activities for this person does not have to change. Be aware if any symptoms develop and practice proper safety procedures.

ATTENDANCE NOTES

The attendance policy found in the Parent-Student Handbook is to be referred to under typical circumstances. Absences related to exclusion from school related to COVID-19 or by the request of administration are not to be counted against a student. The student will be required and expected to join the class remotely/virtually, participate in all activities, and complete all assignments due each day.

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