

# Plan for Safely Reopening School 2020 - 2021

ST. TERESA'S  
CATHOLIC SCHOOL

*One Family  
One Mission  
One Hope*





After reviewing the guidance for the reopening of schools following the COVID-19 pandemic established by the CDC, Georgia Department of Education, Georgia Department of Health, and the Diocese of Savannah, the following protocol will be established for the reopening of St. Teresa's Catholic School for the 2020-2021 school year.

The administrative team of St. Teresa's Catholic School is committed to reopening the school in a manner that places the health and safety of our students, faculty, and parents as our priority. With that in mind, we believe that in-person instruction is the best model for student learning. Knowing this, it is our desire to reopen on August 10, 2020, in a way that provides for the best academic instruction for our Crusaders and a physical environment that is safe.

The reopening plan will include three separate parts. Each part will take into account the potential spread of COVID-19 and how it would affect the learning environment and instruction. This plan will be constantly evaluated and adjusted as the need arises. Any changes will be communicated to the school community through email and followed up with other digital communication. Please make sure that all your contact information is current in RenWeb/FACTS.

#### ***Plan A***

Plan A will go into effect on August 10, 2020. This plan is the first step in opening our school. School will open with our new normal procedures and safety measures in place. It will include preventive practices and additional proactive processes and protocols that are being put into place to ensure everyone's safety. The delivery method for learning will be on campus instruction.

#### ***Plan B***

Plan B will go into effect if and when the community spread of COVID-19 increases to the point of moderate spread. School will remain open, but we will increase social distancing protocols, reduce class sizes, and adjust schedules. The delivery method for learning will be on campus instruction with some hybrid distance learning.

#### ***Plan C***

Plan C will go into effect only if St. Teresa's is forced to close for an extended period of time based on directives from diocesan and state officials. The delivery method for learning will be completely distance learning.

## ***Prior to Reopening on August 10, 2020***

- We will conduct a deep cleaning of the school prior to students/staff returning to the building. We will schedule additional deep cleanings during breaks and holidays.
- All ventilation systems will be serviced to ensure proper air circulation and new filters will be placed in all units.
- Signage will be placed in classrooms, hallways, and entrances to communicate how to stop the spread of germs. Covid-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols will be discussed with all staff members and families.
- All staff members at both the school and church will be required to have a negative COVID-19 test within 7 days of reporting to work.

## ***Plan A Implementation***

### ***General Sanitation***

- All students and staff will be trained on good hygiene measures such as handwashing, covering coughs, and wearing face coverings.
- Water fountains will be turned off and students will be required to bring water bottles from home daily. These bottles should be clearly labeled and not shared among other students.
- Touchless hand sanitizer stations will be available throughout the building near entry doors and other high-traffic areas.
- Hand sanitizer will be available in the classroom and shared areas. Faculty and Staff will reinforce frequent handwashing/sanitizing and provide proper instructions.
- All frequently touched surfaces such as, but not limited to doorknobs, sink faucets, toilet handles, desktops, and tabletops, will be disinfected frequently throughout the day.
- Teachers will be expected to wipe down desk surfaces at mid-day and in the afternoon at minimum.
- Staff will clean and disinfect their classrooms between any groups of students that might enter after another group. For example: in our middle and high school, where students transition from class to class, our teachers will clean/disinfect between each class.
- Restrooms will be sanitized multiple times a day. High-touch surfaces will be wiped down two to three times per day. All high-volume areas will receive additional sanitizing daily (playground, office, cafeteria, shared tables, etc.).

## ***Health Protocol***

- Parents are asked to check their children's temperature at home before sending them to school. If a student's temperature is above 100°F, then that student will not be allowed to enter the school.
- If a student exhibits any symptoms prior to the school day, parents will be required to keep that student home.
- All staff members and students will have their temperature taken using a forehead thermometer before they enter the building each day. Individuals with an internal fever of 100.0°F will not be allowed to enter the school building and will be sent home.
- Designated staff members familiar with up-to-date screening criteria and equipped with touchless thermal thermometers to conduct temperature screenings as needed.
- Please talk with your child each morning to make sure they have all of their supplies for the day. Sharing of items is discouraged at this time.
- In the evening, take time with your child to wipe down/disinfect high touch items in their bookbag. Book bags should be washed, wiped down, or swapped out on a rotating basis.
- Parents and students will be required to sign Wellness Pledge (see attached document).
- Parents and students will be required to sign a Statement of Understanding, Consent Form, and Liability Waiver from the Diocese of Savannah. This form will be available during Open House the week prior to school opening.

## ***Masks, PPE, and Social Distancing***

- Attendance of full school Mass will be suspended until further notice due to compliance with social distancing requirements. Students will not be required to wear Mass uniforms on Tuesday until further notice.
- Classrooms will be equipped with student desk dividers to help facilitate social distancing and safety for our students and staff.
- The CDC recommends wearing face coverings (masks/shields) in public settings where social distancing measures are difficult to maintain. As a school community, this will help us protect each other.

### ***STS Mask Expectations:***

- All Faculty/Students/Parents/Visitors will be required to wear a face mask/shield in and out of the building and whenever social distancing is not possible (changing of classes/to and from activities, etc.)
- All employees inside the school buildings will wear a mask and/or face shield. Employees will be allowed to remove masks when sitting at their desks or while teaching/lecturing as long as there is at least six feet between them and others. If teachers are walking around the room, checking on student work, or providing one-on-one instruction, then they must wear a face covering.

- Students must bring a mask/shield to school each day (we ask, as much as possible, that masks/shields not be visually distracting to the learning process). Students/parents may choose for their children to wear a face covering all day, and we will do our best to support this choice. Care/Use of Face Masks: Cleaning and proper use of masks/shields will be a partnership between parents and teachers. Non-disposable masks will be sent home daily for routine washing. Students will receive instructions on how to properly put on, wear, and remove their masks. Face coverings should:
  - Fit snugly but comfortably against the side of the face
  - Cover both the mouth and nose at all times
  - Be secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction
  - Be able to be laundered or disposed of/replaced with new covering daily
- Elementary students are strongly encouraged to wear masks as much as possible and as deemed appropriate by their parents/guardians.
- Middle and high school students are required to wear masks/face shields in the building unless they are maintaining social distance or when outside and social distance can be maintained.

### ***Entering and Exiting School***

- Prior to entering the building each morning, students will have their temperatures taken. With an acceptable temperature, students will come in the building and be sent directly to their classrooms to unpack for the day.
- Morning and afternoon prayers will take place in the classrooms via Microsoft Teams/Zoom.
- Students will dismiss each day from their classrooms. We will call names for dismissal via video conferencing. Students will dismiss individually from their classrooms to the cafeteria and will be escorted to their cars following normal procedure.
- For the safety of our students and staff, no parents may get out of their car or walk students into/out of the building during arrival/dismissal. Should you have a unique circumstance, park in the side parking lot, and call into the school for assistance. We will be glad to help you.

### ***Student Learning***

- Classrooms will abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive order.
- Desks will be placed at the current social distancing measurement, and students and staff will abide by the current social distancing guidelines.

- Desks will be arranged to maximize space between students.
- Desks will face in one direction to reduce transition.
- Students will sit on only one side of tables, spaced apart.
- Classroom materials and furniture have been minimized for more space and less surface contamination.
- Student desk dividers will be in the classrooms to help facilitate safety and group work at a safe distance when necessary.
- Limits will be placed on physical interaction through partner or group work.
- All students will have their own set of classroom supplies and materials. Students will not be sharing supplies and materials in the classroom.

### ***Hallway and Restroom Procedures***

- Only one class of students can transition through the hallway at a time.
- Directional signage will provide single-file, one-way direction traffic in hallways.
- Minimizing contact between groups in the hallway may lower the transmission of germs.
- Only one class will use a restroom at a time with a maximum of three students in the restroom at a time.
- Restrooms will be sanitized multiple times a day.
- Soap, paper towels, and instructional signage will be visible in all restrooms. Students will be expected to wash hands with soap and water for at least 20 seconds.

### ***Lunch and Recess***

- Students will eat lunch either in the cafeteria or the classrooms on a rotating basis to minimize the number of students in the cafeteria at a time. Schedules will be provided to teachers and parents.
- Students will be given the opportunity to wash their hands prior to lunch.
- Disposable plates, utensils, and cups will be used. All condiments will be individually packaged.
- Whether in the classroom or in the cafeteria, social distancing guidelines will be followed at all times.
- To aid with distancing, grade levels will be able to alternate weekly sitting outside.
- Parents/Visitors will not be permitted to join their child for lunch this year.
- Only two classes will be allowed at recess at a time.
- Recess equipment will be sanitized between classes.

## ***Illness***

- If the school believes that a student might be exhibiting the symptoms of COVID-19, the parents will be called and be expected to pick up the child immediately. The student must have a negative COVID-19 test to return to school.
- If a student or staff member is suspected or confirmed to have COVID-19, they will be asked to stay at home (with remote learning or work options) until the appropriate criteria are met as described below:
  1. If the individual has symptoms, they should stay home until:
    - a. At least 3 days have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms) AND At least 10 days have passed since symptoms first appeared.  
**OR**
    - b. they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.
  2. Otherwise, if the individual tested positive in a diagnostic COVID-19 test but does not get symptoms, they should stay home until:
    - a. At least 10 days have passed since the positive result in the diagnostic test (assuming no symptoms appeared during that time)  
**OR**
    - b. they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.
- All areas that a sick person has been in will be closed off and disinfected.
- Sick children or staff members with COVID-19 will not be allowed to return until they have met state Department of Health (DPH) criteria for discontinuing home isolation.
- An area in the school will be designated as an isolation room for students and staff who become ill at school.
- In the case of a staff or student at school being diagnosed with COVID-19, those who have come in close contact with the person diagnosed with COVID-19 will be informed and must stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, please follow appropriate state DPH guidance for home quarantine.
- Students needing to be at home under quarantine will be able to continue their learning through online/distance instruction until they are able to return to school.
- School administrators will contact the Office of Catholic School for the Diocese of Savannah immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- Isolation areas will be cleaned and disinfected as needed.

## ***Communication***

- Clear communication is essential during this crisis. We hope you have read this document in its entirety, and should you have any questions or concerns, we hope to hear from you.
- Remember that this blueprint is a “living” document that will be modified when we receive new information. Changes will be highlighted in supplemental documents for easy detection.
- ***Promptly open and read emails from the school.***
- Check our school Facebook page for updates as well.
- Parent/Teacher conferences and other meetings will be conducted by phone/virtual conferences until further notice.

## ***Visitors***

- Adults wishing to enter the school must also have their temperature screened.
- Adults must wear face masks while in the school.
- No adult, other than staff members, will be allowed beyond the lobby of the school building unless the community spread level is at minimal.
- All visitors to the building will be given a quick screening prior to entering the building.
- Essential Volunteers/Visitors will have their temperature screened and complete the COVID symptom checklist before being allowed to sign in and enter the building.
- Non-essential visitors will be limited. Our school lobby will be utilized for deliveries, parents dropping off students late or picking students up early.
- For the safety of our staff/students, it is preferred to send birthday treats with your child in the morning.
- Visitors will not be permitted to join their child for lunch this year.

## ***Plan B Implementation***

### **HYBRID LEARNING:**

- School building is open, but with greater distancing through alternating attendance M/W and T/Th; Friday- all at home (building is closed for deep cleaning).
- Half the class participates from home using videoconferencing, while the other half simultaneously received classroom instruction.
- Core subjects as well as specials will be provided on the days of at-home learning.
- Live-streamed lessons in most cases will be available when students are required to stay home due to COVID-positive test result, exposure, or fever 100° or higher.

- Utilize cafeteria, Media Center, Gym, and Parish Hall for some instruction Elementary and Middle school classes.

## ***Plan C Implementation***

If St. Teresa's Catholic School is directed to temporarily close by the Diocese of Savannah, the school will shift immediately to a distance learning model.

- All teachers are receiving ongoing training in support of our Online Learning Plan
- This plan includes a published modified daily schedule for each grade with daily video conferencing, open conference times, feedback, assessments, physical and digital resources, the continuation of all subjects, and technology support
- All video conferencing will be done through either Microsoft Teams or Zoom
- Parents are asked to communicate with the school if there is a need for a student to be provided with materials or resources, including but not limited to technology
- The expectations for participation in class and completion of all assignments is the same as if the student were physically at school.

Due to the nature of the pandemic and the evolving responses to managing the pandemic, this document will continue to be updated to reflect any new guidance and recommendations as provided by federal, state, and local agencies and leaders.

St. Teresa's School will continue to re-evaluate and adjust protocols based on the needs and interest of our students, faculty, staff, and parents. Please email me directly with questions. Continue to pray for our school, our students, our teachers, and our families.

May God Bless You!

Mrs. Hatcher