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**St. Margaret Mary School**  
**COVID Handbook Addendum**

**Healthy at School**

*In Christ, We Live, Love, and Learn!*

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## **2020-2021 SMM Healthy at School Re-Entry Plan**

St. Margaret Mary School will take every precaution possible to protect the students and adults in our care and on our campus. Heightened protocols are in place for cleaning and sanitation. Expectations for social distancing, proper handwashing, and minimal sharing of resources will be enforced. St. Margaret Mary School, in compliance with guidelines from the CDC, the Kentucky Department of Education, and the Archdiocese of Louisville has created the following procedures to assist with a safe return to school in the Fall of 2020. This plan is subject to change as needed and will be adjusted as new information and guidelines become available.

### **Logistics and Planning**

#### **School Entrance Protocols:**

- School doors will open at 7:15 AM. No students will enter the building prior to 7:15.
- Students are expected to wear masks at arrival. Students who arrive before 7:30 will wait with supervision in the cafeteria. They will sit with social distancing guidelines in mind. Students will be able to go directly to their homerooms at 7:30 AM.
- Carpool students will be dropped off on the side of the school at the Parish Office doors. Cars will enter via the East entrance or through the Norwood neighborhood. They will loop around the building to drop off at the Parish doors. Students will enter the building via 3 separate doors as indicated by the supervising staff members. Temperatures will be taken at this time.
- Students in JK, K, or Jr High should be dropped off at the K doors from 7:30 AM to 8:00AM. Temps will be taken at these doors.
- Bus riders will be dropped off in the front of school. Temperatures will be taken as they exit the buses.

**Visitors:**

- School visitors will be extremely limited. Those who are deemed as essential will complete a health screening prior to being admitted to the school building. All essential visitors will wear masks and visitor nametags.
- Visitors to the parish office will not be allowed into the main school building.
- Parents will not be allowed into the school except in the case of an emergency.

**School Dismissal:**

- Bus riders will be dismissed from the building one bus at a time. They will sit in their assigned seats on the bus. They will be expected to wear masks.
- Carpool will line up in the rear of school as usual. Families will be assigned a color based upon their last name. There will be 12 rows in back of school, and drivers will be expected to line up in the rows assigned to their car tag color.

Yellow- A-G

Red- H-O

Blue- P-Z

- Signs and cones will designate the rows and color assignments. Students will be dismissed by grade level to carpool. They will exit the building through multiple doors as assigned by staff.

**Social Distancing in Classrooms and shared spaces:**

- Class sizes will be limited so that social distancing is possible. Additional homerooms have been added in most grade levels to accomplish this.
- Teachers will rotate to the classrooms in order to keep hallways and stairwells clear. Unnecessary furnishings will be removed to allow for more space between desks and tables.
- Students will have clear test dividers to use for independent work so that masks may be lowered. In JK and K, the tables will have plexiglass dividers.
- Teachers will provide frequent movement breaks, and students will have assigned seating in the classrooms.
- Personal items will be kept with the students during the school day as much as possible. Lockers will be used on a limited basis.
- Teachers can hold class outdoors as is feasible.

- Masks will be worn by all students and staff during transitions to and from the classroom and whenever social distancing isn't possible.
- There will be directional arrows in all stairwells and hallways. Social distancing reminders will be in each hall. Students are to maintain social distancing in the hallways.
- Children and adults will wash hands and/or use hand sanitizer frequently.
- Restroom breaks will be scheduled and only designated restrooms will be used.

### **Lunch and Recess:**

- Lunch will take place in the classrooms and/or outdoors.
- Students will be able to order a box lunch from Taher each day or bring their own lunches. Lunches brought from home should be fully disposable whenever possible to stop the spread of germs.
- Recess will take place outdoors whenever possible. Homeroom teachers will monitor recess and keep students within their assigned cohorts in designated play areas on a rotating basis. Shared equipment will be sanitized between groups. Students will wash or sanitize their hands after recess.

### **Special Area Classes:**

- Special area teachers have each been assigned a homeroom this year. They will continue to teach classes by traveling to the students.
- Curriculum will be altered to accommodate class times, social distancing, and teacher travel.
- Physical education classes will be held outdoors whenever possible.
- Shared equipment will be sanitized between groups.

### **Extra-Curricular Classes:**

- Extra-curricular classes will be limited during the first trimester. This will be reevaluated as needed. After school tutoring in small groups will be allowed.

**Travel Groups:**

- There will be no Travel Groups in grades 6 and 7 this Fall. Students will be assessed using the MAP test and receive intervention or enrichment based upon these scores and teacher observations.

**Mass:**

- All School Masses will continue on Thursdays and/or Holy Days. However, one grade level will attend each week, while the others will watch through Live Streaming. The grade levels will also sign up to attend at least one other Daily Mass a month.

**Disinfecting and Hygiene:**

- Students will be educated on proper hand washing techniques. These will be practiced often throughout the school day. All classrooms will have gloves, hand sanitizer, and sanitizing spray available. Handwashing stations, classroom sinks, and restroom sinks will be utilized.
- Parents are encouraged to wash masks, water bottles, and backpacks on a regular basis. It is suggested that each student have 5 masks to make things easier. A lanyard will be provided to each student to help them keep up with their masks.
- Hand sanitizer will be available in school hallways and classrooms.
- Students will need to bring a refillable water bottle each day. Please label them with student names.

**Disinfecting and Deep Cleaning:**

- Janitorial service and maintenance staff will follow a daily schedule of sanitizing and deep cleaning shared spaces and high touch areas in the building.
- School staff will be responsible for daily cleaning of desks and tables and personal space.
- Classrooms and restrooms will be cleaned each night by the janitorial service.
- All shared materials and equipment will be sanitized after each use.
- Deep cleaning will be done after any confirmed case of COVID-19.
- Playground equipment will be sanitized with disinfectant spray between uses.
- Staff and volunteers will clean high touch areas in Church after Mass.

## **Health Checks and Covid Case Protocol:**

- All staff members will be required to take their temperatures and do a health assessment each morning. All students will have their temperatures taken upon arrival to school. Those with a temp of 100.4 or higher will be required to go home and cannot return without a doctor's note.
- Those who exhibit symptoms of COVID-19 during the school day will be isolated with supervision in the school sick room or the A/B meeting room until a parent or guardian can pick them up. The facility areas will be cleaned and disinfected.
- All students and staff with a new onset of COVID-19 symptoms (uncontrolled cough that causes difficulty breathing, shortness of breath or difficulty breathing, loss of taste or smell, body aches or muscle pain, congestion or runny nose, diarrhea, nausea, sore throat, chills) must stay home that day and are strongly encouraged to seek a doctor's care.
- Students or staff members who are diagnosed with COVID-19 or have been in close contact with someone who has the virus must notify school administration.
- Anyone who undergoes a test for COVID-19 must remain out of school until a negative test result is confirmed .
- If there is a confirmed case, The Health Department will be contacted by the school. They will be in charge of contact tracing. Directives for quarantine, testing and possible classroom or school closures will be determined by the Health Department.
- The school will inform the Pastor and the Archdiocese.
- The school will advise parents of any confirmed cases.
- The student or staff member may return to school when the local health department or their physician provides clearance to the school. They will follow the CDC guidelines for quarantining and returning to work and school.
- Should there be a case of COVID-19 in a classroom, the classroom will be thoroughly cleaned and sanitized. It will be off-limits until thoroughly cleaned and determined as safe for reentry

## **Curriculum and Instruction:**

St. Margaret Mary School is committed to providing and maintaining a high quality instructional program, whether that is delivered in person or through virtual instruction. Teachers identify student strengths and weaknesses and curriculum learning targets.

They develop instruction and assess student progress throughout the school year. NTI learning will have these same components, though they will look differently.

### **Optional NTI:**

- Optional NTI will be offered to school families who are hesitant to return to the classroom while we are doing in person instruction. Optional NTI will align with the curriculum standards of the Archdiocese of Louisville. Teachers will offer instruction and assignments that mirror what is going on in the regular classroom, though we cannot offer an identical program. Teachers will provide parents and students with video instruction for new skills, classwork, assessments, and grading.
- Google Classroom will be used for students in grades 4-8. Seesaw will be used in grades JK-3. These learning platforms help teachers streamline lessons, assessments, and communication. All assignments will be submitted through these platforms on the day they are due. Points will be deducted for late assignments per grade level policies.
- During Optional NTI, teachers will be available to virtually meet with students or answer parent emails after the regular school day. Teachers have 24 hours to respond to emails.

### **School-Wide NTI:**

- Should the school shut down as a whole, we will revert to School-Wide NTI protocols.
- Google Classroom will be used for students in grades 4-8. Seesaw will be used in grades JK-3. These learning platforms help teachers streamline lessons, assessments, and communication. All assignments will be submitted through these platforms on the day they are due. Points will be deducted for late assignments per grade level policies.
- Teachers will have set hours each day for virtual instruction, class meetings, planning and office work. They have 24 hours to respond to emails. Teachers will provide families with clear expectations and instructions as to how to complete and turn in work.
- Assignments will have set due dates and be graded in a timely manner. Grades will be uploaded to Sycamore at a minimum of bi-weekly.

**Student Services/Accommodations:**

- Small group tutoring and Reading Lab will occur with social distancing and sanitizing of space and resources.
- Special education planning meetings will be held virtually whenever possible.