



RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

INTRODUCTION

This plan has been created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

SOURCES:

CDC - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.net>

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> • Ordering supplies, and equipment • Prepare detailed work schedule for phases • Prepare building for reopening with thorough cleaning
Phase 1	August	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access and use.
Phase 2	August	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies.

Phase 3	September	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place
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VISITOR RESTRICTIONS

St. Rose of Lima School Administration, Faculty and Staff are allowed on campus during preparation for reopen.

St. Rose of Lima School discourages visitation to our campuses until the reopening date. Contact the principal via email at creimer@stroseoflima.com, or call the office if an appointment is essential or if materials are to be delivered.

Once school begins in September, visitors and volunteers will not be permitted to enter the school building until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures.

HEALTH PROTOCOL AND SCREENINGS FOR EMPLOYEES AND STUDENTS

Schools must adopt a policy for screening students and employees upon arrival for symptoms and history of exposure. At minimum, the screening should be completed by the child’s parent or guardian prior to arriving at school each day.

We ask that you please take your child’s temperature and indicate it daily in Genesis. We will send you further information with instructions on how you can log your child’s temperature. Also, please screen you children daily before you send them to school. Our faculty and staff will visually check students for symptoms of COVID-19 upon arrival every day. Students will be sent to the school nurse, and parents will be contacted accordingly. Some COVID-19 symptoms are listed below:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Our Administration, Faculty and Staff will also be asked to take their own temperature and document it before entering the school building each day.

St. Rose of Lima School will do the following:

Employees:

School staff are required to wear face coverings unless doing so would inhibit the individual's health. We have purchased clear face shields for use by our faculty particularly when instructing primary grade students.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. Employees will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Department of Catholic Schools, and local health department must be contacted. The health department will determine the next steps.
- **School staff will be required to quarantine at home for 14 days if they have traveled to states and countries that are recognized by the State of New Jersey to require such quarantine.**

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students will be required to wear face coverings when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs or symptoms of COVID-19 are observed.
- Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students. h
- **Students will be required to quarantine at home for 14 days if they travel to states and countries that are recognized by the State of New Jersey to require such quarantine.**

Protocol for Symptomatic Staff and Students

Schools must adopt procedures for symptomatic staff and students. Procedures must include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- We are designating the Conference Room to the left of the School Office for this purpose.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

If an employee or student becomes ill on campus, he or she will immediately report to the nurse's office. The school nurse will determine if the student requires isolation.

Once the employee or student arrives to isolation, they must be wearing a mask, and they will be provided with gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. *The name of the individual will only be provided to the local health department if requested.*
- Advise employees and parents of students who may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual does test positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

The nurse or principal should be prepared to provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number and e-mail.
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID:

Staff and students who have recovered from COVID-19 will be required to present a Doctor's note before returning to school. We will also be working together with the school nurse and taking guidance from the Department of Health for further current requirements for re-entry to school.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6-foot total distance between any two students.
- If schools are not able to maintain this physical distance, additional modifications should be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows should be opened to allow for greater air circulation.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Face Coverings: Face coverings are an important part of employee and student protection. Personal hygiene, social distancing, and frequent cleaning efforts also support good practice.

School staff are required to wear face coverings unless doing so would inhibit the individual's health. Students are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

Students are required to wear masks, unless social distancing of 6 feet between desks in a classroom setting is not feasible. If social distancing guidelines cannot be met, students should wear masks.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

CLASSROOM AND COMMON SPACES

School staff will use the signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There should be a 6-foot separation of desks and children. If the 6-foot separation is not feasible (considering the size of the room and number of students per class), students should be required to wear masks or desk sneeze guards should be installed at desks. Turn desks to face in the same direction rather than facing each other.
- It is highly recommended that students do not change classes or leave their rooms. Consider keeping classes together to include the same group of children each day. Where applicable, teachers will change classrooms, with students staying in the same classroom. For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- High School – Under the supervision of the teacher, desks will be cleaned between sittings by student leaving and student coming in. Dispensers will be available in the classrooms.
- Larger rooms (i.e. auditorium, cafeteria, gym) can be used as classrooms to allow for social distancing.
- Be alert so that there is minimal mixing between groups/cohorts.
- Allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer in every classroom, in accordance with CDC guidelines.

School Entrances, hallways, and common spaces:

- If physical distancing (six feet) cannot be maintained for individuals in line waiting to enter or exit a building, require utilization of face coverings. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- Minimize interaction of students between drop-off and entrance to school facilities.
- Staggered arrival and drop-off times or locations may be established to limit contact between cohorts or direct contact with parents to the degree possible.
- Establish separate entrances and exits to school facilities where possible.
- Create “one-way routes” in hallways.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.
- Provide hand sanitizer at school entrances.
- Put signage around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters).
- Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).

- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- Most schools have limited entry/exit points for security purposes, but additional entry/exit points may need to be established to ensure a balance of social distancing and security protocols.

Other Considerations:

- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of handwashing throughout the day, during transition times.

Considerations that have been made at St. Rose of Lima:

We will be opening in September for 5 full days of in school instruction.

1.) We have worked hard to ensure that every student will be socially distanced in their classroom during instructional times so that they will be able to be comfortable and not be required to wear a mask in classrooms when sitting at their desks. In order to accomplish this, we have moved our classes with higher enrollment to different locations. There will be one class stationed in the library and two classes stationed in the cafeteria for daily instruction. Each student regardless of where they will receive instruction will have a socially distanced place for their supplies in a regular classroom, with larger sized classes we will split the class into two different classrooms in immediate proximity to each other for housing of supplies, backpacks and coats only. We are setting up each classroom with student desks facing the same direction. In our primary classes we have replaced tables with individual desks.

2.) Our Special Subject Teachers other than the physical education teacher will go to each classroom for instruction. This will allow students to remain in their own class throughout the school day.

3.) We will not be offering cafeteria service in September but will re-evaluate this offering again in January for feasibility. All students are required to bring lunch with a drink in a disposable bag marked with their name on it. No lunch boxes will

be allowed. Students will eat with their teacher in their classroom, and then have recess at a designated area outside, or inside during inclement weather.

4.) Student who are in Grades Pre-K through 2 will not be allowed to use backpacks or school bags. Your child's teacher will give you further instructions.

5.) All students must have their own supplies. We cannot allow sharing of school supplies, but we will have certain items available should a student forget to bring something. Our primary grade teachers have ordered individual plastic boxes for students to use for their personal supplies. Please use disposable bags for sending extra items to school.

6.) Students will not be required to wear a mask during instructional times when they are social distancing in their individual classrooms. Students will be required to wear a mask when they attend recess. Depending upon what is happening in physical education class, they may be required to wear a mask. Students are required to wear a mask during entry to the building while dropping off their supplies in homeroom if they are assigned another class for instruction, when walking in the hallways and stairwells, when using the rest rooms, and when exiting for dismissal.

7.) We will still offer EDP for both before and after school.

8.) We will be following the same plan for parents with cars to drop off in the morning but will be assigning students different entry doors according to grades. We will send you this detailed information before school opens.

9.) We ask that parents do not enter the building in the morning during drop off, and the limiting of dropping off tuition, items left at home, etc. Anyone entering the building must wear a mask.

10.) We have purchased hands free hand sanitizer units with foaming sanitizer for each classroom, the gym, cafeteria and any space that will be used by students that does not have a sink for handwashing.

11.) We have purchased cameras that we will be mounting in each classroom and are working on the ability to live stream of class should this be required in the future.

Each decision that we have made has been done so to ensure the comfort, well-being and safety of our students and staff. We appreciate your cooperation. We cannot be successful unless we all work as a team with the best interest of our students always in the forefront.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously

cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

GENERAL DISINFECTATION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

For Early Childhood programs, when possible:

- Keep children six feet apart during nap time (can have cots oriented head to foot), when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom
 - before snacks and lunch
 - after using the toilet or helping a child use a toilet
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch, particularly if hands are sticky, greasy or soiled
 - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends

an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

SIGNAGE

Signage will be placed throughout the offices and school building. Signage will remind students, staff and visitors the direction to travel in hallways and stairwells, and of the importance of wearing face masks, to continuously wash and/or sanitize their hands.

FOOD DELIVERY

Students may not share refreshments or any type of food. The sending in of cupcakes or other food items for birthday or holiday celebrations is prohibited in order to limit the risk of contamination. Students are asked to bring their own snacks if required, water bottled and lunch in a disposable bag. We ask that there be no food be delivered and that food be kept at your assigned space. Personal deliveries of packages for students should not be delivered to the school.

RESTROOM USAGE DURING THE SCHOOL DAY

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms. **Students in primary grades will have be assigned class times to use the restrooms, with only two students allowed at a time. At other times students will walk to the restroom with a buddy, and the buddy will wait outside. All students will be instructed to limit the use of restrooms to two students at a time.**

RECESS, PHYSICAL EDUCATION, LOCKERS AND LOCKER ROOMS

- Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash or sanitize hands immediately after outdoor playtime.
- Stagger the use of playground equipment and establish frequent disinfecting protocols. Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
- Consider closing locker rooms to mitigate risk and prohibit students and staff from confined spaces with limited ventilation and/or areas with large amounts of high

contact surfaces. If not feasible to close, stagger use and clean and disinfect between use.

- Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.

VISITORS ON CAMPUS

Until further notice we will be limiting visitors allowed in the school building. If your child forgets lunch or other items at home, we will provide a box outside of the school entry doors for you to drop off such items. We will send you more information regarding this procedure before school opens in September.

CAFETERIA AND LUNCH PERIODS

The first preference is for students to remain in a self-contained classroom. Meals should be brought to the classrooms. If this is not feasible, students will have to maintain social distancing.

St. Rose of Lima School will not be offering food service in September. All students are required to bring their own lunch with a drink in a disposable container or bag. Students will eat lunch in their individual classrooms.

COMMUNICATION WITH FAMILIES

Please check your email frequently. We will continue to use Constant Contact to Eblast updates to you. We will additionally continue to use the Honeywell Alert System. Student grades, and the logging of daily student temperatures by parents will all be done through Genesis.

ACADEMICS

There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. **St. Rose of Lima School will be opening with traditional five day in school classes for student instruction. We will be working on the ability to live stream classes should that become necessary.**

GRADING AND ATTENDANCE POLICY

Our grading and attendance policy can be found in the school handbook.

REMOTE AND ONLINE LEARNING

In the event that the school will have to close in 2020-2021, we will be assigning each student in the lower grades an iPad, and middle and upper grades a Chromebook. These devices will be sent home with students in the event the we will have to immediately transition to online learning. Each teacher in Grades Pre-K through Grade 8 will offer live instructional classes daily. Teachers will notify students as to which online platform they will be using.

BEFORE AND AFTERCARE PROGRAMS

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Maximize the use of technology and online resources to limit extra-curricular activities to online offerings without additional person-to-person contact.
- Restrict use of school facilities to school-sponsored extracurricular activities and groups.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.

St. Rose of Lima School will provide EDP before and after school for the convenience of working parents. In September we will be unable to offer additional after school activities and classes.

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. **Participation in prayer and religious education instruction will continue daily. Liturgies and Prayer Services will be scheduled with social distancing parameters in mind.**