

**2020-2021**

**School Health & Safety Plan**

**Revised 10/20/2020**

**Health and Safety Plan**

**This Health and Safety Plan for St. Rose of Lima Catholic School has been developed with guidance and collaboration from the State Superintendent’s office, the Diocese of Yakima, the Grant County Health Department, along with many parents and teachers from our school community. The focus of this plan is to provide policies that foster the overall health of children and school staff while re-opening our school with Face to Face instruction. This document has been through many drafts and there is full understanding that the pandemic status changes rapidly, thus these policies, as well as our school community, must be flexible in response to new information. Additionally, it is imperative that we are all open to revisions and adaptations, which may come with very short notice. For this understanding, I thank you and I ask for your prayers as we move forward with Face to Face instruction at our school.**

**Staff Arrival:**

* Teachers are to arrive on campus by 7:40 a.m.
* Each staff member will complete the Health Survey .
* Each staff member will sign in to verify that all questions on the survey are answered NO .
* Each staff member will take and record their temperature on the sign-in grid sheet.
* If any responses to the Health Survey are YES and/or temperature is above 100.0, the staff member must go home and follow the guidelines on the COVID Flow Chart (Appendix II).
* Tables set up in gym for teacher meetings, teacher prep times, teacher lunch; to allow for social distancing.

**Parent obligation: It is imperative that parents fully understand their responsibility and obligation to ensure the safety of their children, as well as that of the other students and school staff. With this in mind, we expect that if your child is showing symptoms of COVID-19, that you will keep all your child(ren) home, as outlined on the COVID Flow Chart, as to not jeopardize the health and safety of others. Additionally, if called to pick you your child, it is expected that you will make every effort to do so in the timeliest manner.**

**Student Drop-Off:**

No students with a temperature above 100.00 will remain at school, please note this is lower than the recommended 100.4 in order to decrease the chances of illness spread.

**Health Survey**

We’ve created small forms that ask health screening question that the health department wants us to ask. We hope that parents fill them out quickly before drop off and each student in the family can hand them to staff as they enter the building.

Please notice the highlighted symptoms. These are now labeled more specific Covid-19 symptoms, so we pay more attention to these:

|  |  |
| --- | --- |
| **Has any of your children had the following unexplained symptoms in the past 24 hours:** | **Please Circle** |
| Fever (greater than 100.0) or chills | YES NO |
| Cough | YES NO |
| Shortness of breath or difficulty breathing | YES NO |
| Fatigue | YES NO |
| Muscle or body aches | YES NO |
| Headache | YES NO |
| New loss of taste or smell | YES NO |
| Sore throat | YES NO |
| Congestion or runny nose | YES NO |
| Nausea or vomiting | YES NO |
| Diarrhea | YES NO |

I have students in the following grades (please circle)

PK 1ST 2ND 3RD 4TH 5TH 6TH

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We will give families multiple copies they can keep in the car or at home. Staff at the door will have extra too. We will need these for health district documentation.

**Morning Drop Off 7:45-8:10 AM**

We will use our drive-thru for student drop off. This is the side gym door on 5th street we have used for pick up in the past. Cars turn on to 5th St. and take the 2nd right into our side parking area.



* Car will stop near the gym door.
* Students must wear a face covering (mask, cloth covering, or face shield) upon exiting their parent/guardian’s vehicle.
* Students must have a completed and signed Health Survey in hand.
* If a student does not have a Health Survey, the entry staff will verbally ask the student the survey questions.
* Assigned staff will greet students at their assigned entry point.
* The student’s temperature will be taken and recorded.
* Temperature must be below 100.00 to allow entry to the building. If students have a temp over 100.00, we will retake temp. If they still have a temp, we will call parents to come get student.
* Students will proceed directly to their assigned classroom.
* Upon entering the building, each student will use hand sanitizer.
* Health Survey and temperature data will be kept for a minimum of 14 days.
* Students may work on homework; enjoy quiet activities, silent read, etc.
* Students should arrive by 8:00 a.m. to ensure enough time to go through the screening process.
* Morning Prayer & Announcements will be over the intercom an 8:10
* Instruction will begin at 8:15 a.m.

**Reducing Transmission**

**Recovery Area**

**If a student has more specific symptoms, they will sit in the recovery area at the front of the school until parents can pick them up.**

**Cohort Scheduling**

* K-2, 3-6: Entry, Recess, Lunch scheduled in cohorts to greatly reduce interaction between groups of students.

**Lunch**

* Students will eat lunch by cohort spread out in the gym. They will wash their hands or use hand sanitizer before eating.
* Students will not line up to be served lunch. They sit at tables, spread out, and are served.
* It is strongly recommended that parents do not drop off lunches or have food delivered to the school.

**Recess**

* Teachers will develop and educate students on how to enjoy recess while social distancing.
* Elementary grades will have staggered recess times to reduce the number of students on the playground at one time.

**Inside the Classroom**

* According to the guidelines from the Office of Superintendent of Public Instruction social distancing of 6 feet is required in the classroom for teachers and students when sitting down. Further explanation: Both the DOH and L&I recognize that some tasks and movements will require proximities closer than six feet, including passing in the hallway or a teacher moving around in the classroom.
* Clear plastic dividers will be used to entirely separate students at learning tables and desks are put in sets of 4.
* All students and staff must wear cloth masks or face covering. Face shields are permissible, as a substitute, but are not recommended.
* Students without a mask/face covering will be provided a 3-ply disposable mask.
* It is recommended that students have multiple masks/face coverings at school.
* If needed, the school will provide a 3-ply disposable or cloth mask. It is recommended that clean fresh masks/face coverings are used each day.
* Masks/face coverings designs must be appropriate for school. Skulls, crossbones, weapons, distracting or offensive designs shall not be worn. School Administration has final say on the appropriateness designs.
* In order to make Contract Tracing by the health authority more efficient, teachers will establish assigned seating in their classroom and record the names of students sitting at each seat throughout the day.
* These records will be held for a minimum of 14 calendar days.
* Students will wash hands or use hand sanitizer upon entering the building and when entering or exiting a classroom.
* One-way transitions routes from class to class have been established.
* Students will be encouraged to use hand sanitizer as then enter and exit their classroom.
* As students depart class, the teacher will spray the desktops and chairs with disinfectant and/or a 10% bleach solution.
* As students enter a classroom, they will use hand sanitizer and use a paper towel to dry their desk and chair.
* There will be no shared materials or supplies in the classroom besides paper. Teachers will develop protocols for distributing and collecting materials, student work, work sheets, etc.
* Gloves will be available for teachers.
* Drinking fountain bubblers will be removed and/or disconnected. The bottle fill station will remain open. It is highly recommended that students bring a personal water bottle with a cap.
* State guidelines do not allow assemblies, large gatherings, field trips, etc.
* Student tables will have clear plastic dividers between students.
* All student manipulatives that cannot be easily cleaned will be removed.
* Couches will be moved out of classrooms to allow for spreading out desks.

**After School Pick up 2:40-3:00 p.m.**

* Parents stay in their cars during pick up.
* No one enters the building.
* Each family has an assigned numbered parking space and always park in that space for afterschool pick up.
* Cars should enter our front parking lot from Nat Washington and exit on 5th street next to the school. We hope this planned car flow limits safety issues.
* When our staff member sees you in your parking space, they contact your student’s teachers and your children are sent to your car.
* Students exit doors closest to classroom.
* Staff members will monitor parking lot for safety.

**Cleaning**

* The custodian will disinfect high contact spaces on a regular basis. These include doors, handles, push bars, hand railings, sinks, counters, faucets, drinking fountains, etc.
* The custodian will clean/disinfect the bathrooms following scheduled transitions (following the start of school, recesses, and lunch) and intermittently during the day.
* The custodian will complete a disinfectant cleaning of high contact areas once all students and staff have left for buildings the day.
* Teachers will use disinfectant wipes or a 10% bleach solution and paper towels to wipe down desks, chairs and other high contact areas in their classroom at the end of each day.
* Hand sanitizer, disinfectant wipes and gloves will be available in each classroom and office.
* Hand washing and/or use of hand sanitizer will be infused into the daily routines.
* Student Cleaners assigned on Job Chart: desks, chairs, door handles every morning and before dismissal.
* Student bathrooms will be wiped down between 1-11, 1-2, and afterschool.

**Parent Visits/Volunteers**

**We have one secured door (video surveillance) for public entry that will be locked to the public.**

* It is strongly recommended by the state guidelines that guests and vendors be strictly limited to reduce transmission/exposure.
* It is recommended that parents and volunteers be limited to reduce transmission/exposure.
* Limited entry into school. Parents encouraged to call, email, facetime office. Sign posted.
* Volunteering will be reduced.
* All those who enter will wear masks.
* All those who enter will be health and temperature screened. (please see health survey form)
* No all school gatherings.
* Virtual parent conferences.

• If a child is late or needs to be picked up for an appointment, we request that parents/guardians call the school office to make arrangements. The child will be called to meet them at the door.

* If a child is being returned to school, they must follow the building entry protocols prior to entering.

**If Students/Staff develop 2 or more symptoms of COVID-19 or has had close contact with someone Covid-19 positive: If you have 2 or more symptoms, our first question will be, “have you had any close contact with someone who has tested positive for Covid-19?**

**If your answer is yes (or you have no symptoms but have had close contact with someone Covid-19 positive):**

**Stay Home!**

The individual should watch for symptoms associated with COVID-19 during a 14-day self-quarantine, which begins after the last day the student or staff member was in close contact with the person diagnosed with COVID-19. The student or staff member should not go to work, childcare, school, or public places for 14 days. Call your healthcare provider about being tested.

\*Close contact is defined by the health department as being within 6 feet of someone diagnosed with COVID-19 for more than 15 minutes.

• We need a negative Covid-19 test before you can return to school.

• If a student or staff member tests positive for COVID-19, the school will work with the Grant County Health District to contract trace anyone who was in close contact with that individual.

**If your answer is no:**

We want to know if you have 2 or more symptoms that were more or less specific.

|  |  |
| --- | --- |
| **More specific symptoms of COVID-19**  Fever  Cough  Shortness of breath  New loss of taste or smell. | **Less specific symptoms of Covid-19**  Fatigue  Headache  Muscles or body aches  Sore throat  Congestion or runny nose  Nausea or vomiting  Ongoing diarrhea. |

1. If your 2 or more symptoms are **more specific**, please:

Stay at home for at least 48 hours after your symptoms are gone.

You may want to consult your doctor for guidance, especially if your symptoms persist.

1. If you have 2 or more symptoms that are **less** **specific**, please:

Stay at home for at least 24 hours after your symptoms are gone.

If you are not sure what to do, please call the school office and we will guide you.

**Staff Training**

During the school’s in-service days, the teachers and staff will receive training on:

* The Health and Safety plan.
* The Daily Screening Action Flow Chart.
* Social distancing expectations in prior to school, in class, at recess, during transitions, during lunch, at end of the day, etc.
* Building and classroom disinfecting procedures.
* Personal hygiene for teachers, staff and students.
* Mask and face covering expectations.
* Volunteers, visitor, and vendor protocols for school entry.

**Distance Learning Plan**

* If students or staff are tested positive for Covid-19 they will be quarantined for 14 days.
* If 2 or more people in a classroom test positive that classroom will be sent home to quarantine for 14 days.
* If 10% of student and staff are positive the school will close and we will all quarantine at home for 14 days.

**In all learning, St. Rose of Lima Catholic School treats each child individually according to their own and their family’s needs. We work hard to do all we can to support student distance learning and at the same time honor the specific needs of each family.**

**K-2 Distance Learning**

Our K-2 students use Read Well, Daily 5, and Daily 3 Math curriculum that requires teacher face to face instruction and student management. Students will receive weekly packets. Students will work in packets and meet with their teacher in small groups (virtually) almost daily for guidance (M/W/F Reading, T/TH Math). Students will also facetime support staff to practice reading aloud several times a week. Students can also work online on Starfall & Science A-Z to practice learning.

**3-6 Distance Learning**

**IXL:** This online program includes Math, Language Arts, Science, and Social Studies. Teachers will assign students IXL learning modules according to the student’s needs. The teacher will meet with each student one on one (virtually) twice a week to tutor and assess each students progress.

**Handwriting & Readers Notebook Pages:** Students will complete assigned pages each week.

**Independent Reading:** Students will silently read 20 pages a day and take AR test as assigned by the teacher.

**Community Outreach**

Health Procedures will be posted on our website, and sent out via remind and email.

* It is likely we will become aware of a positive test or case in our school communities before the health authority is notified. When the school’s designated individual becomes aware of a positive case or test, or, close contact by a student or staff to an individual who has tested positive for Covid, the Diocesan Director of Schools and the local health authority are to be notified as soon as possible. The School will take instruction from the health authority as to whether a portion of or the entire school will need to shift to an Alternative Learning Environment (ALE). Only the Governor, local Health Officer, State Superintendent or District Superintendent have the authority to order this. Should the Health Officer decide not to take action where the Principal believes it necessary, the decision to move to an ALE will be made by the School’s Pastor after consultation with the Bishop and Director of Schools.
* Some parents (& possible staff) may choose to keep they child(ren) home in certain conditions, so, we must remain ready to accommodate their needs within reason. In the case of staff refusal to come to the worksite, we will consult Vice Chancellor’s office for instruction on how to proceed.