



St. Margaret Mary School COVID-19 Addendum

8/2020

St. Margaret Mary School School Covid-19 Policies for 2020-2021

In anticipation of in person and virtual instruction for the 2020-2021 year, the following procedures must be followed by parents, staff, and students at St. Margaret Mary School. The list is a condensed version of the guidelines intended to ensure the safety of students, staff, and families while remaining flexible, responsive, and achievable in the Pre-K3-8th grades at our school. We recognize the grave responsibility parents entrust us with and seek to partner with you to ensure the safety of all of our students, faculty, and staff. The full addendum follows this page.

Basic Policies

- ❖ Parents are required to check their child's temperature each morning and verify that students are unmedicated with fever reducing medication prior to sending them to school. Parents will be required to document this verification via Rediker. Temperatures will be verified upon arrival at school.
- ❖ A student or teacher may not come to school if he or she has a temperature of 100.4 or higher regardless of the type of illness.
- ❖ Students, faculty and staff are required to wear a mask or face shield at all times while in the school building and on the bus. Students will have the opportunity for outdoor instruction and recess where they will be allowed to remove their masks while maintaining social distancing.
- ❖ STMMS will utilize hand sanitizer stations, foggers, Lysol disinfecting wipes/spray, in addition to regular cleaning to properly sanitize and disinfect the school. Sanitization of critical common areas will occur daily along with ongoing spot cleaning.
- ❖ Students and faculty will wash their hands frequently throughout the day to minimize the spread of germs, with emphasis on key risk points, such as prior to having lunch or snacks and after physical education and recess.
- ❖ Parents and outside visitors will have limited access to the school and will be temperature checked in the main office in accordance with the same guidelines applicable to students.
- ❖ STMMS will utilize our online platform for virtual instruction.
- ❖ Rigorous policies will be implemented including sending home or refusing entry to anyone: (1) who has a temperature of 100.4, (2) who has had known contact with anyone who has COVID-19, or (3) is showing signs of illness.

Parents are required to sign the acknowledgement form at the end of this addendum indicating they understand and agree to all the terms listed prior to the start of school.

By working together we can provide a safe environment for our faculty, staff, students, and their families. Thank you for your support.

Introduction

It is the goal of St. Margaret Mary School to make every effort to ensure the safety of its students, their families, the faculty, and administration. The guidelines enclosed in this addendum are a preliminary draft that will be reviewed and updated over the next month as STMMS receives more input and updated information from public health authorities. The addendum is based on the CDC, Pennsylvania Department of Education and Diocese of Harrisburg guidelines. The guidelines are intended to ensure the safety of students, staff, and families while remaining flexible, responsive, and achievable in the Pre-K3-8th grades at our school. We recognize the gravity of the responsibility parents entrust us with and seek to partner with you to ensure the safety of all of our students, faculty, and staff.

The plan addresses practicing prevention and procedures for entering school buildings, serving meals, transitioning between classes and spaces within the school, conducting large group gatherings, supporting teaching and learning, and protecting vulnerable populations.

As part of our partnership we rely on parents to act as the first line of defense and take responsibility for mitigating health risks in the following ways.

Please keep your child home if any of the following occurs:

- Your child wakes up not feeling well or complaining of any pain or discomfort.
- Your child has a fever of 100.4 or above.
- Your child must be fever free for 48 hours without medication before he/she can return to school.
- Your child has experienced vomiting or diarrhea within the past 24 hours.
- If you, your child, or anyone in your immediate household test positive for COVID-19, the isolation procedures then recommended by public health authorities must be followed.

Mrs. Susan Andrews, the school nurse will be the school's main COVID-19 point of contact. Students and employees with COVID-19 symptoms or a temperature of 100.4 and above will be immediately isolated and sent home. Local health officials will be notified immediately for guidance on next steps, including closures.

Morning Procedures

The following procedures will be adopted for each morning STMMS is open for in-person instruction:

1. Upon arrival Middle School students in grades 6-8 will enter using the gym door #6. Students in grades K-5 will enter through the cafeteria door #7. Preschool students will report directly to the Pre-K classroom.
2. Faculty/Staff will greet students at each entrance and complete a temperature screening.
3. If the reading from the infrared thermometer is 99 degrees or higher, the student will be sent to room 100 or 200 for further evaluation. If a student's internal temperature still registers 100.4 or higher after a second screening, their parents/guardian will be notified by the office immediately to come pick up their child.

Cleaning Procedures

In addition to the regular cleaning done daily throughout the school, STMMS will utilize the following equipment to ensure that classrooms and bathrooms are sanitized:

- Hand sanitizer stations
- Disinfecting Wipes or Spray
- All bathrooms will be cleaned a minimum of 3 times daily.
- Teachers will clean the classrooms regularly throughout the day
- Our professional cleaning staff will complete extensive cleaning and sanitizing at the end of each day which will include the use of a sanitizing mist throughout the school
- Consistent with CDC recommendations, cloth face coverings must be washed after each school day. Paper masks must be replaced daily.

Handwashing Protocols

Frequent hand washing breaks will take place daily where students will be required to wash their hands for a minimum of 20 seconds. All students and employees will be reminded to wash their hands throughout the day for the same length of time especially after using the restroom, being outside, and before/after lunch. All students will be reminded to cover coughs and sneezes with a tissue and to place the tissue in the trash and immediately wash their hands.

Hand sanitizer stations will be available in all hallways and classrooms. To promote COVID-19 protective measures, signs will be posted in highly visible locations and STMMS will broadcast daily messages through the daily announcements.

Classroom Protocol

Based upon classroom configuration and to the extent possible, student desks will face in the same direction and students seated at tables will sit on the same side. Desks will be spaced apart with a minimum distance of 4 ft between students where feasible. Traditional water fountains will be closed, so students and staff must bring a refillable water bottle from home. Water refilling stations will be set up in each hallway. Non-essential student movement throughout the school day will be limited. Outdoor recess will be continued but the number of students gathered in one area will be monitored and separated if necessary.

Classroom doors and windows will be opened to increase circulation of outdoor air as much as possible. Students, faculty and staff are required to wear a mask or face shield at all times while in the school building and on the bus. Students will have the opportunity for outdoor instruction and recess where they will be allowed to remove their masks while maintaining social distancing.

Special Classes (art, phys. ed, music, computer, Spanish)

Students will remain in their cohort for all classes. Teachers will rotate to each cohort to deliver instruction.

Lunch

Students will eat lunch in the classroom or a designated outdoor area with their cohort. STMM hot lunch program will provide a bagged lunch to students who wish to purchase their lunch through the program.

Mass

Mass will be live streamed in each classroom each Friday and holy days at 8:30 AM. Rosary will be live streamed weekly in October and May.

Visitors

No visitors will be allowed in school until further notice. Parents who need to pick up or drop off their child during the school day will report to the school office and wait in the designated area. As much as possible, conferences and other parent events will be held virtually.

Field Trips

In lieu of off-campus trips, virtual presentations and/or shows may be presented.

STMM at Home

STMM will be utilizing Google Classroom in conjunction with Rediker to offer a parallel virtual learning option. This program will be used during in-person instruction and in the event of class or school closure due to COVID-19. In preparation for this program, every student in grades 4-8 will be assigned a Google email account that will give them access to their Google classroom.

Students will be expected to maintain the same level of decorum and conduct online as they have in the classroom. This includes but is not limited to:

- Posting relevant questions and comments on the page
- Turning assignments by the due date listed
- Using appropriate language and respect to the teacher when engaged online

Please see STMM Home Guidelines on the school website and on the Rediker home page under Resources.

When a student or employee has a possible exposure or tests positive to COVID 19

All students and employees must stay home if they have COVID-19 symptoms, tested positive for COVID-19 or had close contact with a person with COVID-19 within the previous 14 days. Employees and parents/guardians are asked to self-report to the office manager/school nurse. Parents or employees must provide a physician's release for the student to return to school.

STMMS will not have perfect attendance awards for the 2020-2021 year. Quarantined students will have access to their education through our online platform.

Parents of students in the same cohort will be notified if a peer or the teacher is sent home sick and will be asked to monitor their own children. In the event of a positive test, the class and teacher will be quarantined for 14 days and will continue their studies through the online platform. If after 14 days, no other student(s) show symptoms, the class will resume in person.

Classrooms where the infected person has been will be deeply cleaned using materials listed above.

When a student or employee becomes ill at STMMS

When a student or employee member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in school, the following protocol will be used:

1. The person will be isolated in room 200 while they wait to be picked up or until they are able to leave the facility on their own.
2. The staff that is monitoring the student or employee with symptoms will practice social distancing when possible.
3. The space used for isolation will be closed after the ill person leaves and will be reopened after proper cleaning and disinfecting.
4. Any areas where the person is known to have been and items they have touched (e.g., individual desks, recently used toys, shared equipment) will be cleaned and disinfected.
5. The person cleaning will wear gloves when cleaning, and wash hands after removing gloves.

School Closure Procedures

In the event of a school closure, STMMS will utilize the same procedures used for weather closures including:

- A text and email sent via Rediker to every parent.
- An announcement on the school website
- Posts on Facebook Page
- In the event of a state mandated closure, students will be sent home with any necessary supplies and textbooks at the close of the school day.

The policies outlined in this addendum are subject to change based on developments both within and outside the school. Parents are required to submit the written form attached to this document to indicate acceptance of these policies and their responsibilities under these policies.