



2020-2021 Safe Return to School Plan

July 3, 2020

Dear St. Mary families,

Happy summer! We hope you and your family are well.

Our St. Mary School team is truly blessed and humbled by the support of our St. Mary family/community during the navigation of the implications of the COVID-19 pandemic. Together we are living in Virtue and guided by our Mission...we love with devotion, learn with passion and lead with faith.

We would like to share our framework for a safe and responsible return to campus for the 2020-2021 academic year. This framework is based on a foundation allowing for all students to be on campus in class while also allowing for an engaging, seamless, and synchronous remote-learning option when needed, based on science and governing guidelines. We believe this framework will enable St. Mary School to provide a quality educational experience that advances our mission, and allows teachers and students to build community and trust.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies. I will share the updated document on the school website and distribute the updated version to parents via the school information system.

Our needs are different than those of public schools. Because we are not subject to the Williams Act and collective bargaining, and because our populations are relatively small, we can more readily require things of students and staff regarding procedures and materials.

Our priorities for our reopening on August 12, 2020 are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of returning to work and schools. Understanding there is inherent risk in returning from social distancing while in a pandemic, we also understand we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - a. Cohorts: In the spirit of “reducing the denominator”, students are organized into discrete cohorts (for St. Mary School, this means students will keep with their own class at all times while on campus) to minimize the spread of COVID-19 between groups. Teachers of subjects that are normally in instruction in other

rooms on campus (art, music, etc.) will instead bring their lessons to each classroom cohort for the time being. The only exception for now will be science. Students in upper grades will use the science lab with their cohorts once a week until further notice.

b. Hygiene: Within cohorts, we will emphasize strong hygienic practice.

2. Protection/Sanitation:

- The use of masks on campus – required for adults, optional for students
 - Enhanced sanitizing and cleaning processes
 - Social distancing measures and enforcement
 - Modified visitor policies
 - Modified programming and events to allow for social distancing and compliance with crowd size limitations
3. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school in their cohort for the full day.
4. **Growth:** Despite limitations, we want our students to continue their academic progress level in their faith and in all core academic standards.

Following are some specifics regarding the practices listed above:

Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, and parents should practice the recommended distance from others according to Health and Human Services (HSS), while eliminating contact with others whenever possible.

- Student Traffic Flow – Taped markings on the floor and walkways will direct the flow of students through campus to maintain social distancing requirements. Entrances and exits will also be clearly marked.

Student Cohorts

- Sanitizer will be provided by the school, however personal facial tissue for students should be provided by parents and will remain in student desks. The school will provide a daily baggie for used tissues that will remain in the student desk until the end of the school day and then thrown out.
- Temperature of students will be taken at the door as they arrive to their classroom; any student with a temperature above 100.4 degrees will not be permitted to attend school until temperature is 100.4 degrees or below for 24 hours – without medication.
- Students will remain with their classmates at all times, including during structured breaks.

- Any student showing signs of illness throughout the day will have their temperature taken in class. Students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated along with their sibling(s) and sent home per protocol guidelines.
- Students will be educated on and reminded of the social distancing and health practices in which they are instructed to follow while on campus.
- There will be no communal tables except for TK & K, where they will have plexiglass dividers. Dividers may also be used in some other classes if the requirement for distancing of desks is not possible; all other students will have a designated space (desk) solely for their use in the classroom.

Morning Drop-Off

Time: 7:30 a.m. – 7:55 a.m.

Only students and staff will be allowed on campus during drop-off. Parents and guardians will need to use the “loop” to drop-off their student(s).

Protocol: Students will exit their cars from the passenger side and be directed by staff to head directly to the “Peace Plaza” where students will be socially distanced in front of their classrooms until it is time to enter. Teachers will be at their doors to admit students. Following temperature checks, students will enter and go directly to their assigned seats. For younger students, additional information for drop-off will be provided closer to the start of school.

Tardies: Additional mindfulness will be needed in order to assist our class communities in allowing teachers to remain in instruction verses disrupting the class and administer the protocols in accepting the tardy student(s).

Lunch and Food Service

Students will eat lunch at their assigned seats in their classrooms for both cold and hot lunch.

Protocol: For students in grades TK-1st who are signed up for the hot lunch program, the instructional assistant will retrieve the hot lunches and bring them to the classrooms. The instructional assistants will be masked and gloved for this procedure. Instructional assistants for grades 2-8 will escort students to the cafeteria to retrieve their hot lunch, adhering to the social distancing guidelines and mindful of the directional markings and signs posted along the path and in the hot lunch line. Students will put trash in their class hall trash can upon finishing their lunch.

Recess/Break and Physical Education

Students will remain with their cohorts during all activities outside the classroom.

Protocol: Recess/Break and Physical Education will be similarly structured, limiting free play to ensure distancing. Students will break in separate areas of the campus (big playground, little playground, field). Play structures will not be in use. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will support students with hand-washing and sanitation following each break/recess and physical education.

After School Pick-Up

Only students and staff will be allowed on campus during pick-up. Parents and guardians will need to use the “loop” to pick up their student(s). See the Extension section for more specifics regarding pick-up from the after school care program.

Time: 3:05 p.m. - 3:15 p.m.

Protocol: The campus gate on M Street leading to the parking lot (the “loop”) will be opened at 3:00 p.m. All students who exit campus at the end of the day will need to do so in the loop. There will be no pick-ups in front of classrooms. Students who have been permitted by their parents (via the Walk/Bike Off Campus form) to walk or bike home will be escorted to exit through the front gate, and will be the only students able to exit out the front gate at the end of the school day.

Extension

Hours of Operation: Morning Shift 7:00 a.m. – 7:55 a.m.; Afternoon Shift 3:05 p.m.– 6:00 p.m.

Protocol: Extension will be held in each student’s homeroom with the cohort plan they are in during the school day with distanced and assigned student desks as their own. Each student will have their own supplies, and the cohorts will be assigned a restroom time. Reasonable exceptions will be made. They will be the only population to use the classroom space during the course of the day. The facility will be cleaned between shifts. Parents will pick up by entering through the coded gate at the parking lot and will have to adhere to the masks on campus and social distancing procedures. One parent at a time can approach the homeroom door and request their student (s). All parents must remain at the classroom door; they will not be admitted into the classroom space. There will be a marked line indicating where to wait.

Extracurricular Activities

Adhering to the guidelines set forth for us, sports, choir and band are suspended until further notice. These are the only extracurricular activities we have information for at this time. We will provide updates on these and all other extracurricular activities as we receive them.

In-person Learning and any future Distance Learning will continue to include:

- Unrivaled academics
- Personalized student support
- Faith-formation

Understanding these protocols and guidelines may feel “out of the norm” to many of us initially, we are confident we can adapt and view these practices not so much as a hinderance or inconvenience, but rather as enabling students back on campus to learn and further thrive academically, socially, and in their faith. Thank you for your partnership in educating your student(s) to follow the Student Learning Expectation of Traveling the path of Jesus. We look forward to a school year filled with personal discovery and growth.

St. Mary, pray for us!

In the Peace of St. Mary,

Mrs. Mary DaRosa

Principal