



HEALTHY AT HOLY FAMILY SCHOOL Re-entry 2020-2021

This is a working document. Most recent revision 08/26/2020

The Principal, Pastor, and Office staff will be in charge of overseeing the implementation of the ensuring compliance with the Healthy at Holy Family protocols. They have the authority to initiate the progressive discipline process as it pertains to all staff members in consultation with the Bishop.

Signage reminders using state protocols will be used for 6 feet physical distancing, wearing facial coverings, handwashing, avoiding touching eyes, nose, and mouth throughout the school campus inside and out.

Face to Face Meetings

- *No face-to-face meetings of 10 or more people
- *Face-to-face group meetings of at least four (4) but less than ten (10) must be held in the Undercroft of Holy Family Church to ensure proper physical distancing.
- *Proper physical distancing is mandated for every face-to-face meeting.
- *Staff will utilize Google, Zoom, or other platforms to the greatest extent possible for all meeting needs.

Access to Common Areas

- *No congregating in the kitchen/cafeteria or any other common areas.
- *No large group congregating inside or outside the building.
- *Students will be required to eat in the monitored classroom.
- *Holy Family Church allows for safe Physical distancing and maybe used for Mass, small class instruction, or small group meetings. .
- *No more than 1 class may be in the gymnasium at any given time. Physical distancing must be maintained and use of physical education equipment is prohibited.

Outdoor classroom space is being provided this year. Physical distancing and COVID protocols will be adhered to at all times.

Employees and Visitors

- *Employees are required to wear facial coverings at all times when in the common areas and face-to-face meetings. Facial coverings may be removed in the classroom or office when the employee is alone.
- *Visitors to Holy Family School are required to wear a facial covering at all times. Visitors must provide their own facial covering. Visitors will be met at the door **for**

symptom screening and temperature check. If they do not have a facial covering, **have a fever or symptoms**; they will not be permitted to enter the building.

*Anyone exiting the building must make sure door is properly closed to permit anyone entering the building unannounced.

*Hand Sanitizer or wipes will be available in every classroom and located near doors of the school. Hand sanitizing stations will be set up throughout the building as dictated by COVID and CDC protocols.

*Temperatures will be taken by staff members.

*Cones will now be used at entrances to help with physical distancing.

Expectations of Employees

The Center for Disease Control has identified the following COVID-19 symptoms: fever, cough, shortness of breath or difficulty breathing, chills, shaking with chills, muscle pain, headache, and sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea. These symptoms may appear 2-14 days after exposure and may range from mild to severe.

*Employees exhibiting these symptoms should stay home out of an abundance of caution.

*If at any time a doctor confirms the cause of their fever or other symptoms is NOT COVID-19 and approves them to return to work, then the employee can return.

*Employees may be required to present a release from the doctor to be allowed back to school.

*At 7:15 staff will be expected to complete a wellness check, where temperatures will be taken. It is recommended you not leave the building or you will be rechecked.

In addition to adhering to the above guidelines, employees are expected to practice good hygiene. For example:

**Frequent washing and sanitizing of hands

**Avoid face touching, sneeze or cough into a tissue or the inside of the elbow.

**Frequently disinfect used items and surfaces.

**Stay home if feeling sick, symptomatic, or have been exposed to COVID 19.

**Contact and follow the advice of your medical provider if feeling sick.

Violation of this plan will follow the progressive discipline process identified in the Employee Handbook.

*Temperatures will be taken when you arrive.

*Staff is required to supply their own face coverings.

*Facial coverings will be worn while moving about the building. Wearing in the classroom may change if mandated by Governor.

*Morning attendance and lunch count will be emailed or texted to Mrs. Kempf and Ms Mary every morning by 9:00 a.m.

*Lunch will be in the classroom and will need to be monitored.

*Homework should be online or paper. Books should not repeatedly go back and forth, unless they can specifically be assigned to one student with no one else using that book or having contact with it.

*Fire, tornado, and lock down drills will be revised.

*Rest room breaks and recess times will be scheduled for all grades. They will be cleaned and sanitized every two hours.

*Allow students to vent about COVID-19 and watch for social emotional issues.

*Remain positive and watch out for each other social emotional well-being.

Students

***Students may begin the entry process at 7:20 a.m.**

*Students need to be kept home if they were sick the night before or the morning of school. Students should be temperature free without taking fever reducing medications for 24 hours (a fever is considered a temperature at 100.4 or above). Students who have been exposed to someone with COVID 19 **MUST notify school of exposure immediately. A Doctors excuse is needed for re-entry after illness.**

*Students in Preschool and Playschool will use the Winchester Avenue entrance. Students in K-4 will use the gym entrance by the church and school, and students in grades 5-10 will use the Carter Avenue entrance. Students will go directly to their classrooms. (Staff will use this entrance too). At the end of the day students will exit the same doors they entered; with the exception of those going to After School Program. (Students who attend the After School Program will have their temperatures taken before entering the room.

*Preschool and Playschool will follow the same guidelines plus any set by the CDC (Center for Disease Control and Prevention) with regards to Childcare Program.

*Mass will be by grade level in person following mandated protocols.

*Students and staff temperatures will be taken when entering school. Anyone with a temperature will be sent home immediately. They will be monitored in a sanitized safe area until they are picked up. We will be using the former third grade classroom which has a rest room. It will be sanitized once all is clear.

*Hand Sanitizer dispensers will be located just inside the middle and high school classroom doors for use when entering or exiting the rooms. According to Health Code mandates Hand sanitizer must be kept out of the reach of students from Playschool through 3rd Grade, therefore hand sanitizer will be administered by an adult when needed.

*Students are required to bring their own facial covering daily. **(Remember a face shield does not substitute for a face mask)** (Dependent upon Governor Mandates as to if they need to be worn in the classrooms)

*Students will be required to wear facial coverings when out of their classroom. (All common areas, for example: hallways, restroom, cafeteria, and transitioning.

- *Classroom desks and chairs will be sanitized before transitioned students are seated. Student desks will adhere to physical distancing mandates until protocols change.
- *Students will eat lunch in their monitored classroom and will now wear masks at recess.
- *Students will have their own supplies and they must be kept separate in a plastic container with their name on it.
- *Students may bring a back pack and a lunch box to school. The “no sharing” guidance would apply and students would have a place to store them separately from each other. It would be best to buy items that can be washed and cleaned regularly.
- *Students will use lockers for coats, hats, gloves, backpacks, and lunch boxes.
- *Books will be stored in the classrooms.
- *For Physical Education classes students in grades 4-9 will wear their gym uniform that day to school. Shorts during summer months and sweats during colder months can be worn.
- *Music classes will be held in the classroom or outside