



# **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*

St. Matthias School  
Somerset, NJ

## School Reopening Taskforce

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*Thank you to the task force members in the creation of this document.  
Their expertise and commitment to Catholic education is commendable*

## INTRODUCTION

We have created this plan 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

Center for Disease Control:

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

New Jersey Department of Education:

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

General Guidelines for the Control of Outbreaks in School and Child Care Settings

[https://www.nj.gov/health/cd/documents/School%20Exclusion%20List%20\\_revised%207.10.2017.pdf](https://www.nj.gov/health/cd/documents/School%20Exclusion%20List%20_revised%207.10.2017.pdf)

American Academy of Pediatrics

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

## GUIDING PRINCIPLES

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

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

## 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"> <li>• Supplies, equipment</li> <li>• Prepare a detailed work schedule for phases</li> <li>• Prepare building and transportation for reopening with a thorough cleaning</li> </ul>
Phase 1	August	<ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	August	<ul style="list-style-type: none"> <li>• Expand use of school-based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies</li> </ul>
Phase 3	September	<ul style="list-style-type: none"> <li>• Open school</li> <li>• Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies</li> <li>• Determine what restrictions/guidelines stay in place</li> </ul>

## HEALTH PROTOCOL AND SCREENINGS

Faculty and staff will have their temperature taken daily and confirm they are free of COVID-19 symptoms (through a waiver). Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (through a waiver) and list of questions asked by the homeroom teacher. COVID-19 symptoms including:

- 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

## Morning Arrival and Dismissal Procedures

### ARRIVAL

- The driver is to drive to the back of the school and STOP at the first set of cafeteria doors.
- A teacher will be waiting there and she/he will assist your child to exit the car.
- The Driver is not to get out of the car.
- As soon as the child exits the car, the teacher will check his/her temperature. If the child has a fever, the child will be asked to return to his/her car and must go home. If the child does not have a fever, she/he may proceed to class.
- There is no parking in any of the lots behind the school and church.
- There is to be NO passing of any other vehicle while children are exiting their cars.
- Please have your children ready to exit the car as soon as you arrive at the cafeteria doors. Remember that there are cars behind you.
- Safety Patrols will be at the ready to escort Pre-K and K children to their classrooms.

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- As soon as each student arrives at his/her classroom, the teacher will greet the child and go through a checklist of questions regarding daily health readiness, according to protocols from the State Department of Health. (see above)
- Prior to the start of the school day and periodically throughout, the students will be directed to wash their hands. Hand sanitizer is consistently available in each classroom and in all public areas.

### DISMISSAL

#### WALK LINE

- The walkers will be dismissed using the back staircase by way of the front doors next to the PreK 4 classroom, escorted by a teacher and a safety patrol.
- A crossing guard is on duty at Leupp Lane and JFK Blvd. This line is strictly for walkers only.
- Students who do not walk home will NOT be dismissed from the front of the school.

#### ASP LINE

- A teacher will accompany students down the center staircase to the cafeteria.

#### CAR LINE - Teachers will wait until their class is announced.

- Using the center staircase, students will wait for parents or designated adult to come to the coned area at the back of the school by the center cafeteria doors.
- Students will wait for the teacher to dismiss them.
- Parents are to go to their cars with their child immediately. There should be no visiting in the back parking lot at any time. Likewise, this is NOT the time to have a conversation with your child's teacher. Please schedule an appointment if necessary.

In the event that we have bus service, these guidelines will be adjusted accordingly.

#### Employees:

School staff is required to wear face coverings unless doing so would inhibit the individual's health.

- All teachers, faculty, staff members must wear a face mask for the entire day in which they are interacting with others. The only exception is for health issues which prevent the wearing of a mask. This face mask should be the personal property of the teacher and disposable masks will be made available by the school in emergency situations.
- Students will not change from class to class but rather teachers will push into each classroom to avoid as much student movement through the day as possible.
- Physical education will be held outside. If there should be inclement weather and during the months of December through March, health will be taught in the classroom with the gym teacher also pushing into each homeroom/sub-cohort.

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- 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. You will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, the Office of Schools, and the local health department must be contacted. The health department will determine the next steps.

### 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 are strongly encouraged to wear face coverings and are required to do so 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. Face masks should be worn all day and sent from home. If a student has an issue with their mask during the course of the day a disposable mask will be provided.
- Student health checks must be conducted safely and respectfully and in accordance with any applicable privacy laws and regulations.
  - Temperatures will be checked as students exit their parent's car. If their temperature is 100 degrees or higher the student will be asked to remain in the car and will not be admitted to school.
  - If the student's temperature is below 100 degrees the student will be allowed into their classroom. At the door of their homeroom, the student will be asked a series of questions by the teacher in reference to runny noses, coughs, nausea, vomiting, being in contact with anyone who has COVID. If there is an issue with any of the answers the student will be sent to the office and the administration will determine what the next step is. Teachers will maintain a log and it will be sent to the office each Friday so we can maintain an overall school file.
- Results must be documented when signs/symptoms of COVID-19 are observed.

### COHORTS

In an effort to maintain students having limited contact with other students we will be grouped as cohorts. Cohorts will give us the ability to contact trace more quickly. Additionally, it allows us to contain any potential issues for fewer students and personnel.

A cohort will be made up of the students in each particular grade. Each grade will also have a sub-cohort which will be the individual homerooms in each grade (ie: 5A and 5B). Teachers will push into each of these rooms to teach subjects. Each content area teacher should make arrangements for space on walls in each other's classrooms so students and see their own work displayed.

### Protocol for Symptomatic Staff and Students

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- Follow the 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.
- An adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

If an employee or student becomes ill on campus, he/she will immediately report to the nurse's isolation room and the case form will be completed. The nurse's office will only be used for non suspected COVID cases. If a student or staff member exhibits COVID symptoms they will be monitored, attended to, and remain in the isolation room which is directly next door to the nurse's office.

Once the employee or student arrives in the isolation room, they will immediately provide them with a mask and gloves. 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 must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they 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 tests positive for COVID-19, St. Matthias will immediately notify local health officials, staff, and families of a possible or confirmed case while maintaining confidentiality.

We will be prepared to provide the following information when consulting public health:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- 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 childcare program have developed any symptoms; and
- Any other information to assist with the determination of the next steps.
- In conjunction with the Board of Health and schools' office determination of closures, disinfecting and length of potential closure will be made.

### **Re-admittance Procedures After Recovery From COVID:**

In order for a student or faculty member to be allowed to return to the building after having a confirmed case of COVID-19; a negative test result via a lab or hospital must be presented to the main office.

## PERSONAL HYGIENE AND HEALTH

- **IT IS IMPERATIVE** that any student, faculty, or staff member who is suffering any of the following symptoms need to remain home until these symptoms are gone.
  - Any upper respiratory issues
  - Sore throat
  - Fever
  - Nausea
  - Vomiting
  - If you have been in contact with anyone who has been confirmed to have Covid-19
- When calling your child in as being ill or a teacher who calls out sick; it will be necessary for you to tell us specifically what is wrong with them so that we can monitor their cohort and teachers for any similar symptoms.
- Anyone entering the building must have their temperature taken and if they have a temperature of 100 degrees or above for students or 99 degrees for adults, they will be sent home immediately until they are fever-free for 24 hours.
- All faculty, staff, and volunteers who enter the building must wear a mask. Volunteers and other visitors will be severely restricted entrance into the building.
- All teachers will conduct a hygiene lesson for their first class with all of their students. This will result in students participating in this content several times during the first days of school which we feel is vital to instilling these new normals into their classrooms. Teachers will be given an outline of what has to be covered

to ensure our students are all hearing the same message in age-appropriate manners.

- Hand washing schedules will be part of every classroom's day.

### **SOCIAL DISTANCING**

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

- We will provide for social distancing within the classroom and throughout the facility to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. 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 any of our classrooms or other common areas are not able to maintain this physical distance, an additional modification will be made such as 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 the weather permits, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Water fountains will shut down and be unable to be used until further notice. We are allowing students to bring in their own bottles of water for consumption throughout the day.
- Each classroom and area of the school has an individual air conditioner which prevents any recirculation to other locations in the school. HEPA filters will be removed with increased frequency.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

School staff is required to wear face coverings unless doing so would inhibit the individual's health. Students are strongly encouraged to wear face coverings and 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.

## RETURN TO SCHOOL PLAN

The school will have hand sanitizer and soap available but we encourage students to carry their own hand sanitizer as well. We will have masks available for emergency circumstances and we will be using CDC and EPA approved disinfecting for all surfaces within the building.

*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

St. Matthias staff will use the signage provided 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. Teachers will need to conduct a wipe down of touch surfaces in their classroom a minimum of two times per day.

### Classrooms:

#### Room Physical Setup

St. Matthias School's classrooms will have all non-essential furniture removed from the rooms. Student and teacher desks will be set up using social distancing protocols and facing all in the same direction. Additionally, the following procedures and items will be put in place

- Teachers' should have their computer and webcam set up in a position that is conducive to students who are at home to be able to view the teacher and the instruction that is going on in the classroom. Description of a virtual day for students who are attending class virtually will appear later in this plan.
- Teacher and custodial crews will be using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Windows in the classroom will remain open at all possible times in order to increase airflow within the school.
- We will allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer in every classroom, in accordance with CDC guidelines.
- Teachers, faculty, staff members must wear a face mask for the entire day in which they are interacting with others. The only exception is for health issues which prevent the wearing of a mask.

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- Students will not change from class to class but rather teachers will push into each classroom to avoid as much student movement through the day as possible.
- Physical education will be held outside. If there should be inclement weather and during the months of December through March, health will be taught in the classroom with the gym teacher also pushing into each homeroom/sub-cohort.

### Classroom Sanitizing:

- All touch surfaces inside the classroom including but not limited to desks, tables, shelves, doorknobs must be wiped down using disinfecting wipes or spray solutions by the teacher twice daily. Once mid-morning and once in the early afternoon. The teacher will maintain a weekly log indicating cleaning times that take place daily.

### Use of Manipulatives

- Manipulatives cannot be shared by students in the classroom. Each student will be given manipulatives that have been cleaned in disinfecting solution and bagged in Ziploc bags for individual use. The bags should have each student's name on it so they may continue to use the same manipulatives throughout the unit/school year. After the students have used the manipulatives they should be placed back in the individual bags students should wipe their manipulatives down with disinfectant wipes or the teacher needs to clean each manipulative bag's contents in a disinfecting solution.

### Classroom Hand Washing

All classrooms will adhere to a strict handwashing protocol. Handwashing utilizing in classroom hand sanitizer stations (which are filled with the required 60% alcohol hand sanitizer) should occur minimally as follows

- Each time a student, teacher, or faculty member enters the classroom.
- Before the class leaves for lunch.
- After returning to the classroom after lunch/recess.
- Once in the morning
- Once in the afternoon
- After the use of the bathroom, hands should be washed for at least 20 seconds with water and soap. Students may be asked to wash their hands again upon entering the classroom.
- Anytime a student sneezes or puts hands near their mouth or nose.

- Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby, etc.).
- Upon entering and exiting the building face masks must be worn by the entire school population. Students will always remain to the right in hallways, staircases and any time there is movement outside the classroom. Additionally, there will be marks indicating six feet of distance in hallways and the cafeteria.

Supplies

Each student will be asked to provide certain items by teachers since entire classes can no longer share supplies. Whenever able, teachers will create labeled student bags of school supplies that will only be used by that one student through the course of this pandemic. Any supplies that will need to be purchased, will need to be sent to school in a Ziploc bag with the student’s name on it. Lists of any of these items will be posted on teacher’s websites by the first day of school.

**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 clean of the office and school before employees and students return, the cleaning steps outlined below are to 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 DISINFECTION MEASURES**

<b>Category</b>	<b>Area</b>	<b>Frequency</b>
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV’s, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Several times a day

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<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	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 handwashing 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 as provided by the Diocese of Metuchen.



## 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. There will be a schedule for each bathroom for class usage but of course, we are aware that there may be emergencies that do not adhere to a schedule.

### Recess and Physical Education

- Outdoor areas will need to be marked off to ensure separation between students. The use of cones, tape, flags, or other signs will be used to create boundaries.
- Classes/cohorts will be staggered for recess time. One cohort will be able to go outside for recess during a single period.
- Students are to wear masks outside during recess.
- Social distancing protocols should be followed between classes / sub-cohorts, while at recess. The groups/cohorts should have at least 6 feet of open space between them. Specific areas will be designated during recess to avoid classes/cohorts mingling.
- Students will wash their hands immediately after outdoor recess.
- Use of the playground equipment is not allowed.
- There will be minimal to no use of equipment during recess and gym; if it is needed for physical education equipment would need to be disinfected between each use.
- Organized play/activity will be arranged when and if necessary.
- As usual, students are to wear their SMS gym uniform on gym days only.
- All PE classes will take place outdoors unless the weather impedes such activity.
- Specific areas for PE will be established on grass areas and blacktop areas.

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During inclement weather, PE classes are to be held in the classrooms and health will be taught.

### VISITORS ON CAMPUS

Until further notice, there will be no visitors allowed on campus or in the school building. Fewer people entering the school building allows for greater implementation of safety measures. There will be a dropbox outside for any parent, delivery person, mailman to leave packages in. The person should buzz the office and after they have left someone from the office wearing gloves will retrieve the item.

Until further notice, no visitor will be allowed in the building, and events such as Back to School Night, orientations, parent/teacher conferences, etc. will be held virtually or rescheduled to a later date. If a parent needs to pick up a student or drop a student off, you will be asked to sign-in/out the student outside by a member of our office staff. A mask should be worn for these interactions.

### CAFETERIA AND MEAL PERIODS

The school will continue to provide students with the opportunity to purchase lunch. Meals will be brought to the preschool and kindergarten classrooms. All other cohorts will eat in the cafeteria.

- ALL students will be required to purchase lunch tickets. We will no longer be accepting money in the cafeteria.
- NO child will be left without lunch. If a child forgets his/her lunch, that lunch will be charged.
- Students may bring their lunch to school; especially students with food allergies.
- Students must wash their hands before and after eating.
- All classes and/or cohorts will enter the cafeteria by way of the back staircase.
- When students are called to obtain their lunch, they will stand in line six feet apart from each other. No more than two students are to be in the kitchen at any given time. When exiting the kitchen, students are to remain six feet apart.
- Every student will be assigned a space at a table. Students will be seated on one side of the tables, all facing the same way, and approximately six feet apart. No child is to get out of his/her seat without permission.

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- As usual, students will be directed when to clean their space and throw out their trash.
- The class/cohort that will be going outdoors for recess will exit the cafeteria by way of the center doors. Classes/cohorts returning to class will use the center staircase as well.

### SNACKS

Bringing refreshments to share during school is prohibited in order to limit the risk of contamination. Snack time is permitted, but students should bring their own snack items and drinks to school. The school will not provide snacks to students until further notice.

### COMMUNICATION WITH FAMILIES

School Specific: To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often.
2. Visit the school website and teachers' individual pages
3. Follow our social media platforms
4. Constant Contact
5. PowerSchool Student Information System
6. Honeywell Alert System
7. Teachers' Google Classrooms

### ACADEMICS AND HOME-BASED LEARNING

Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend returning to school. Finally, some students may need to quarantine due to potential exposure. We will be providing a live streaming option for all of these scenarios. Students at home will be required to watch the classroom lessons for each class live and in real-time via a "closed circuit" use of Google Meet. Students will be expected to attend their regularly scheduled classes via live streaming.

St. Matthias School's goal is to design a flexible instructional plan that work best in both traditional face to face and remote environments. The following should be considered:

- Teachers will be trained in the use of the hardware necessary to do this.
- Teachers will also go through professional development on how to move from surviving online to thriving online.
- Teachers will also have training in the use of Google Meets and Google classroom.

- All instructional experiences will include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires the strategic use of synchronous and asynchronous lessons.
- Review and implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.

## CATHOLIC IDENTITY

Catholic schools have a two-fold charge: to provide an education that is academically excellent and one that is deeply rooted in Catholic identity. Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face to face and remote settings. Service-learning opportunities will remain a priority in our schools.

## REMOTE LEARNING

In the event that the school has to close in 2020-2021, we will follow the guidelines that appear in our virtual learning plan which is posted on the St. Matthias School website. The school will use Google Classroom and Google Meets for all students in preschool through eighth grade. Each teacher will establish their own Classroom and Meet code.

## ONLINE INSTRUCTION

The virtual learning plan that was created last year will continually be updated and reviewed. During the 2020-2021 school year, all teachers 1-8 will follow the daily in-person schedule that has been established. Students will follow their schedules as well. Times will be modified as needed by the administration alone. All assignments will be collected via Google Classroom.

Google Meets is our online component to help deliver daily live and instruction from the classroom teacher.

### BEFORE AND AFTERCARE PROGRAMS

#### BSP/ASP

Students who will be part of this school program will need to adhere to these standards. If they are not able to, they will be unable to participate in BSP or ASP.

#### BEFORE SCHOOL PROGRAM

- Prior to entering the building students will be met at the door by a member of the BSP staff. Parents should have masks on when dropping students off. Students will have their temperature taken outside the building and be asked the series of admittance questions before they are allowed to enter.
- Students will need to wash their hands upon entrance.
- Students will be seated six feet apart and need to remain in their seats until they are sent to their classrooms.

#### AFTER SCHOOL PROGRAM

- Students will enter ASP and have their temperature checked. Any student with a temperature will not be admitted but will be sent to our quarantine room to await pick up.
- Students will have to wash their hands immediately.
- Students will be assigned to tables by age groups and spaced six feet apart.
- Students will need to request the bathroom and the number of students in each restroom will be monitored and each student will be signed in with a time stamp.
- The bathroom surface areas will be wiped down with disinfectant every thirty minutes.
- Students cannot share any food or drink during snack time.
- Students will be allowed homework time but unfortunately, not have access to Chromebooks.
- Staff during ASP will wear masks and gloves.
- During this pandemic plan, students will be allowed to bring in decks of cards not to be shared, since the use of the toys in ASP will be strictly limited due to disinfecting requirements.
- There will be playground time that will follow the guidelines required in gym class or recess.
- While students are outside tables and chairs will be wiped down as they will at the conclusion of the program each night.
- Zumba will be offered three times a month during temperate weather outside. Classes will not take place during inclement weather.
- When arriving to pick up your child(ren) you will need to wear a mask. You will be met at the door, asked to remain outside, your children will be called for, and you will sign them out while waiting for them outside. We ask that you please bring your own pen to do so.

### **Extracurricular Activities**

Clubs, basketball, and any other after school activities will be evaluated and as of the opening of school will be resumed at the start of the second marking period. The final determination will be made at the end of October.