

RETURN TO SCHOOL PLAN
Guidelines for Parents and Students
In Response to Covid-19

Saint Joseph School
Carteret, NJ



Foreword

By Saint Joseph School, Principal, Ms. Joanne McKnight, M.A. Ed

At Saint Joseph School, we care deeply about our students, employees, and our entire community who have been impacted by the COVID-19 virus. This unprecedented time presents all schools with limited facts and without a solid frame of reference, yet requires us to act in the best interests of all accordingly based on current information. Therefore, it is our intent to open our educational calendar in the safest and healthiest environment possible. We have been diligent in our effort to keep abreast of all the guidance and regulatory direction mandated of New Jersey Schools during the COVID-19 Pandemic.

This plan and program presents what we will do to keep our students, employees, guests, and the rest of our community safe. By working together, we can ensure that we are all a part of the process by engaging in frequent communication and listening to one another with an open mind and empathy. In addition to this overall summary, each operating department has its own customized set of policies and procedures for situational awareness and actions to COVID-19 circumstances.

We will continue to refine and update our plan and program as more information and guidance is provided by authorities. Our procedures and processes are extensive and are not necessarily applicable to all schools. We are committed to creating a learning environment that is conducive to the needs of our particular students, faculty, and parents and we appreciate your flexibility as we move ahead.

It is the intent of Saint Joseph School to be prepared to convene our Educational Calendar within the operating model allowed by the State of New Jersey. We are closely monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates and public health advisements. We will continue to make changes to our plan and program as necessary or appropriate to our protocols and procedures.

INTRODUCTION

The Saint Joseph School COVID-19 Task Force has created this plan to aid in navigating the reestablishment of Saint Joseph School where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on health data 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. For more information please visit the following sources:

Sources

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/>

Andrew M. Greeley Center for Catholic Education

<https://www.gbdioc.org/docman/resource-and-support/communications/covid19/re-engagement/769-leading-with-hope/file>

Center for Disease Control (CDC)

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

Collaborative for Academic, Social, and Emotional Learning (CASEL)

https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf

New Jersey Department of Education (NJDOE)

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

World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

GENERAL OVERVIEW

Saint Joseph School will be reopening to students in a full-day-full capacity model for five days a week.

REOPENING CONSIDERATIONS

As Saint Joseph School best prepares for the re-opening of school, it is important to asses our school’s status and readiness and to develop a plan to re-enter school in the fall. Guidelines have been established to help schools to prepare with focus in the areas of:

- Safety and Health
- Academics
- Technology
- Catholic Identity
- Creating and maintaining a community

COMMUNICATION WITH FAMILIES

It is important that Saint Joseph School and our families maintain excellent communication. To stay updated on the most current information:

1. Ensure contact information is current in our School Messenger Honeywell Alert System.
2. Visit the school website located at www.sjps.net .
3. Visit your child’s individual Teacher websites.
4. Follow our Facebook and Instagram pages.

PHASE	TIMING	ITEMS
Planning	July	<ul style="list-style-type: none"> • Purchased supplies, equipment • Prepared detailed work schedule for phases • Prepared building for reopening with thorough cleaning
Phase 1	Beginning of August	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use

Phase 2	End of August	<ul style="list-style-type: none"> ● Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none"> ● Open school ● Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies ● Determine what restrictions/guidelines stay in place

HEALTH PROTOCOL and SCREENINGS (Student and Employee)

The Return to School Plan for Parents and Staff outlines details as it relates to student and employee health and safety protocols.

HEALTH SCREENING

All St. Saint Joseph faculty and staff members will undergo a Health Screening developed by the Department of Education in consultation with the Department of Health. The questionnaire is required to be completed one time by school employees unless there is a change in health. However, employees must report to the main office using the front teacher entrance daily to have temperatures taken and recorded. All screening information will be kept confidential by the school and school nurse.

Students will also be screened each morning. Staff members will be assigned to the various entrances to take and record temperatures and will visually check students for symptoms upon arrival every day to ensure that students are free of COVID-19 symptoms.

As of July 20, 2020, the CDC states that Covid -19 symptoms include:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Any updates to this list by the CDC can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

VISITOR RESTRICTIONS

Saint Joseph School faculty and staff are allowed on campus during preparation for reopening.

Saint Joseph School discourages visitation to campus until the reopening dates. If an appointment is deemed essential or if materials are to be delivered, a meeting can be scheduled to take place in the Faculty's Workroom using the main entrance. Social distancing can be safely practiced.

Once school begins in September, visitors and volunteers will not be permitted to enter the school building without an appointment. Fewer people entering the school building allows for greater implementation of safety measures.

If parents need to drop off paper work or items pertaining to their children, they will be leaving these items in designated cubbies outside of the main entrance to the office.

School-wide parent meetings such as Back To School Night will be conducted virtually until it is determined that large gatherings are advisable.

TRAVEL

Saint Joseph School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Department of Catholic Schools. Field trips, assemblies, and other large gatherings will be suspended until further notice.

PROTOCOL FOR SYMPTOMATIC STAFF AND STUDENTS

All schools must adopt procedures for symptomatic staff and students. Procedures include the following:

1. Students and staff with symptoms relate to COVID-19 must be safely and respectfully isolated from others.
2. Students and staff should remain in isolation with continued supervision and care until picked up by an authorized adult.
3. Symptoms will be continuously monitored.

4. Current State of New Jersey Communicable Disease Service guidelines for illness reporting must be followed. Guidelines can be found at <https://www.nj.gov/health/>
5. If Saint Joseph 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 offices, staff, and families of a confirmed case while maintaining confidentiality.

If an employee or student becomes ill on campus, he/she will immediately report to the nurse's Isolation Room and a case form will be completed.

Once the employee or student arrives at the Isolation Room, they will be required to wear 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 may be required to identify persons who may have come in contact with the suspected infected person. The name of the individual would only be provided to the local health department if requested.
- Advise employees and parents of students who 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, Saint Joseph School will notify local health officials. Families and employees who may be directly affected by the confirmed positive case will be notified as contact tracing protocols are completed while maintaining confidentiality.

Saint Joseph School will be prepared to provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as his/her address, phone number and email.
- The date the person with COVID-19 or probable COVID-19 was last in the building.
- 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 class have developed any symptoms.
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID-19

Readmittance procedures for students and employees to school after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the department of health. As of July 20, 2020, the CDC recommends that schools immediately notify local health officials once learning of a COVID-19 case in someone who has been in the school. The local health officials will help administrators determine a course of action. Decisions will be made based on the most up to date CDC recommendations and on a case by case basis. **Any student or employee returning after recovery from COVID-19 must contact the school nurse at least one day prior to anticipated return.**

MEDICAL CLEARANCE FROM A HEALTH CARE PROFESSIONAL MUST BE PROVIDED TO BE READMITTED INTO SCHOOL

Below is guidance from the CDC that can be referenced at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>.

If you have been in close contact with a person confirmed to have COVID-19 you will be required to quarantine for 14 days from the last point of exposure.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person

knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Who needs to Quarantine? Anyone who has been in close contact with someone who has COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (touched, hugged, or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you

If you think or know you had COVID-19, and had symptoms, you can be with others after:

- At least 10 days since symptoms first appeared and 13 DRAFT RETURN TO SCHOOL PLAN
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

If you tested positive for COVID-19, but had no symptoms and continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive:

follow the guidance above for "you think or know you had COVID, and had symptoms."

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Saint Joseph School has alcohol based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Conference Rooms/Unused Classrooms- Certain conference rooms and class rooms will be closed until further notice. Signage indicating closure and capacity limits will be placed on conference room doors. All virtual meetings are to use **Go-to-Meeting, Zoom, Web-Ex** or a like resource as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room- Social distancing and disinfection guidelines must be maintained when using these spaces. Please be sure to wipe down areas used prior to leaving.

Copy Machine - There will be limited access to the copy machine and **secretarial office**. Signage indicating restrictions will be posted. Please be sure to wipe down areas touched prior to leaving.

HEALTH AND SAFETY INVENTORY

1. Saint Joseph School has an adequate supply of soap, disinfectants, hand sanitizer, paper towels, and tissues.
2. Saint Joseph School will have gloves and facemasks on site.
3. Touchless thermometers are on-site for employee and student screening if applicable.

STAFF TRAINING:



The staff of Saint Joseph School has been attending various workshops and webinars such as the International Society of Technology Summer Academy (ISTE) workshops and webinars on blended learning, Google Platforms, STEM/STEAM workshops, and webinars and workshops on the social emotional well-being of students. Our Staff has also undergone training in the new procedures put in place for the reentry of school.

ENTERING THE BUILDING

In an effort to stagger arrival times and ensure social distancing in the hallway, the following procedures will take place:

- **Student Arrivals** will begin at 7:40am. Students in grades 5th-8th should arrive at 7:40am. Students in grades 1st-4th, should arrive at 7:45am. Students in grades PreK – Kdg. should arrive at 7:50am
- **PreK-3, PreK-4, and Kindergarten** car line will enter the school through **Entrance Way #6**. Parents will drive into the parking lot located by the auditorium. Parents will park their cars and students only will exit their cars, walk through the gate and proceed to Entrance Way #6. Weather permitting, the children will have their temperatures checked upon entering Entrance Way #6. Parents must stay parked in the parking lot for 5 minutes before leaving school property. Once children are cleared for entering, the parents will be able to leave the parking lot. Parents need to be mindful of buses entering the parking lot. Upon entering, the students will go directly to their classrooms in the PreK-3, PreK-4, and Kindergarten Hallway.
- **Grades 1st – 4th** carline will enter **through Entrance Way #7**. Parents will drive into the parking lot located by the auditorium. Parents will park their cars and students only will exit their cars, walk through the gate and proceed to Entrance Way #7. Weather permitting, the children will have their temperatures checked upon entering Entrance Way #7. Parents must stay parked in the parking lot for 5 minutes before leaving school property. Once children are cleared for entering, the parents will be able to leave the parking lot. Parents need to be mindful of buses entering the parking lot. Upon entering, the students will go directly to their classrooms in the 1st thru 4th Grade Hallway.
- **Grades 5th – 8th** Parents will drive into the parking lot located by the auditorium. Parents will park their cars and students only will exit their cars, walk through the gate and proceed to **Entrance Way #8**. Weather permitting, the children will have their temperatures checked upon entering Entrance Way #8. Parents must stay parked in the parking lot for 5 minutes before leaving school property. Once children are cleared for entering, the parents will be able to leave the parking lot. Parents need to be mindful of buses entering the parking lot. Upon entering, the students will go directly to their classrooms in the 5th thru 8th Grade Hallway.

(As all students enter through the gate and proceed to their entrance way, they will be socially distanced from one another. All students' back packs will be sprayed with Lysol prior to entering into the school building)

- Morning exercises (prayer, pledge, reading, announcements) will take place in the classrooms and over the loudspeaker or via live stream.

Exiting the Building for Dismissal:

Students dismissal times will stagger between 2:00-2:15pm. Students will exit the building through the entrance ways they entered by in the morning.

FACE COVERINGS



Employees: School staff **are required** to wear face coverings unless doing so would inhibit the individual's health.

- 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, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

Students: 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. (Single color preferred)

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students.

In addition to using PPE, students and employees will be encouraged to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer when soap is not available.
- Avoid touching their eyes, nose, and mouth.
- Cover their mouth and nose with a tissue or use the inside of their elbow when they cough or sneeze. Personal Hygiene Students will be reminded to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose, coughing, or sneezing.

SOCIAL DISTANCING

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

- Schools must allow for social distancing within the classroom 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.
- Round tables, kidney shaped tables, and unnecessary desks will be removed from the classrooms to free up space for each desk per child and teacher.
- Round, kidney shaped, or rectangular tables will be removed from the preschool and kindergarten classrooms and desks will be put in those classrooms to ensure social distancing, unless PPE approved desk shield/barrier is used to allow students to safely remain at the same table.
- Desks will be turned to face the same direction (rather than facing each other) or having students sit on only one side of a 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 weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Non-essential/informal meetings and visiting should be avoided.

CLASSROOM AND COMMON SPACES

Signage will be posted throughout the school building to provide hygiene advice and reminders. All teachers and students are asked not to visit another classroom outside of their team or grade level, unless approved by the administration. Grades 6th, 7th, and 8th are considered a team, and teachers will move from classroom to classroom to teach their subject matter. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There should be a 6-foot separation of desks and children. If the 6-foot separation is not feasible (considering the size of the room and number of students per class), students should be required to wear masks. Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart.
- Students will not change classes or leave their rooms, unless directed to do so. Where applicable, specials teachers will change classrooms, with students staying in the same classroom.
- In Grades 1st- thru 8th; Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Allow minimal mixing between groups/cohorts.
- Allow outdoor classrooms where possible and when seasonally appropriate.

- Hand sanitizer will be provided in every classroom, in accordance with CDC guidelines.
- Hand sanitizing stations have been added throughout common areas and in hallways.

Other Considerations

- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of handwashing throughout the day, during transition times.

Facilities Cleaning Practices



The safety of Saint Joseph School employees and students is our priority. Upon reopening, Saint Joseph School will have been cleaned and disinfected. The cleaning steps outlined below will be taken to disinfect workspace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spreading infection. Saint Joseph School teachers will be required to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Teachers will be supplied with disinfectants and will disinfect surfaces to include desks, tables, chairs, and doorknobs at 9am, 11:00am, 1:00pm, and at the end of each school day. Additional times include snack and/or lunch, if eaten in the classroom.

Maintenance will routinely clean and disinfect surfaces and objects that are frequently touched. This includes, but is not limited to doorknobs, handrails, light switches, countertops, tabletops, bathrooms, and drinking fountains. For disinfection most common EPA-registered household disinfectants should be effective.

Maintenance will thoroughly clean and disinfect the building upon dismissal of last student or group of students at approximately 2:30pm. Garbage cans must be emptied and discarded in outside garbage bin.

For Early Childhood programs, when possible:

- Individual desks will replace round, rectangular and kidney shaped tables, unless desk shields or barriers are provided.
- Avoid close group learning activities like reading circles unless protective barriers and social distancing can be maintained.
- Children should frequently 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 hand washing 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.

Bathroom Use

- Teachers should avoid crowds by limiting the number of students who can enter at a time. Only allow one student to leave the classroom.
- Required, unless health reasons impair, that the student wear a mask to the bathroom in the event that social distancing cannot be maintained in a shared bathroom.
- Prop doors open to avoid touching door handles.
- Remind students to wash hands using the CDC guidelines posted in the bathrooms.
- Kindergarten will use the bathrooms outside the hallway of the auditorium only.
- Pre-K and Grades 1st – 4th will use the bathrooms next to the front office only.
- Grades 5th – 8th will use the bathrooms in their wing only.
- Bathrooms and hallways will be disinfected by maintenance personnel periodically throughout the day.

Lunch Room

If the cafeteria/multipurpose room for group dining is used:

- Lunch times may be staggered to allow for social distancing and clean/disinfect between groups.
- Clean and sanitize tables and surfaces between each group pursuant to the protocols outline by the Environmental Protection Agency (EPA).
- Space students six feet apart, preferably sitting next to each other vs across from each other.
- Individuals must wash their hands before eating and after eating.

Private lunch service has been suspended until further notice. Students should pack and bring their own lunches to school each day. (Marking Period One, lunch will be in the classroom and then re-evaluated)

Recess

- Recess will be in staggered shifts with efforts to promote social distancing and hygiene protocols. The use of our school grounds will be used weather permitting. Specific areas may be designated for each class during recess to avoid cohort mixing. Cones, flags, tape, or other signs may be used to create boundaries between groups to assist with social distancing.

ACADEMICS

Face to Face Instruction

In a classroom setting where social distancing can take place (desks 6 feet apart), face coverings can be removed while students are seated at desks. Face coverings should be worn when moving about the classroom and when going to the bathrooms, or other locations.

Use of shared objects should be limited and cleaned between use. When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.

Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas. Avoid sharing electronic devices, toys, books and other games or learning aids, or thoroughly clean and disinfect in between use.

Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart.

Allow outdoor classrooms where possible and when seasonally appropriate.

Hand sanitizing stations should be in each classroom.

Children ages five and younger should be supervised when using hand sanitizer.

Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.

Remote Learning

In the event that the school has to close during the 2020-2021 school year, Saint Joseph School will follow the guidelines similar to the 2019-2020 school year. The goal will be to replicate the school day and schedule as close as possible. Instructions regarding that process will be emailed at that time to all families.

Saint Joseph School will provide daily virtual instruction for all students. Saint Joseph School will continue to use Google Classroom for students in grades 3-8. Google Classroom will be slowly rolled out to students in grades PreK - 2nd. Grade. Class Tag will also be used by teachers to communicate with parents and students.

Zoom, Google Meets, and Go-to-Meeting will be utilized to help deliver daily live instruction and interaction from the classroom teachers. Teachers in grades PreK-8th Grade will provide Remote Learning Classroom Procedures and Policies that students are required to adhere to.

Grading and Attendance Policy

Students are expected to complete assignments to receive credit for their courses for the school year regardless of whether the student is participating in remote or in-person learning. Remote learning protocols will match in-person class protocols. Students must adhere to due dates, testing, and project schedules. Students are required to attend all zoom, google meets, and/or other online meeting platforms as instruction and new topics will be introduced.

Absences will be reported to the Administration. Parents must inform the school of a student's absence whether participation is in a remote or in class learning environment.

TECHNOLOGY



Creating an at-home learning schedule that incorporates best practices in both synchronous and asynchronous learning

- Keeping a routine: whether students are virtual or face to face; scheduling should remain the same - morning prayers, followed by regular scheduled classes.
- Students will have expectations for online behavior according to teacher directives.
- Parents will remind students to be good digital citizens
- Students will be reminded of the Acceptable Usage Policy they signed, and will be held too, along with any school specific online policies as outlined in the school handbook.

PROMOTING CATHOLIC IDENTITY



Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. The challenge, then, is to ensure that the education that is delivered (no matter what the mode of delivery) meets this standard.

Liturgy and Prayer

- When face-to-face instruction is possible, school Masses if possible, will require their own protocol that will maintain the appropriate social distancing. To maintain social distancing, masses will only include students in grades Kdg. – 8th grade. Saint Joseph School can safely accommodate Saint Joseph Students/Staff in the auditorium and seating will be placed so that students remain 6 feet apart from one another. Attendance of parents and general community will not be permissible due to CDC, Diocesan, and State regulations.
- Saint Joseph School Students, Family, and Staff will participate, when applicable according to CDC, Diocesan, and State Policy, with Saint Joseph Parish in celebrating Communion through Liturgy at the 5:00pm Family Class Monthly Mass at the Parish. Social Distancing will be required and secured by the markings on the pews.
- Opportunities will be provided for cross-grade faith sharing using virtual means (i.e. prayer buddies meeting virtually)
- Video sessions will begin with prayer, including soliciting prayer intentions from students
- Parents and families will be invited to join in virtual prayer and faith life activities.

Catholic Identity

- Catholic Identity will be maintained.

Presence of Leaders

- The Pastor will still have religious oversight and will be present in new school configurations.
- The Principal will lead morning exercises either over the intercom or via live stream into the classroom. Morning exercises will include morning prayer, the Pledge of Allegiance, the Gospel reading, and announcements.

Creating and Maintaining Community

The Principal and Staff of Saint Joseph School pride themselves on building communicating and maintaining relationships with students and parents. The Principal and Staff will support the students and parents and create a “Family Environment,” based on our Catholic Faith and commitment to Catholic Education.

- Teachers on both elementary and middle school levels will develop individual greeting and sharing approaches to ensure a rapport with students that maintains continuity during periods of virtual learning.
- Teachers will support both students and parents during face to face and virtual learning.
- Teachers will maintain and strengthen relationships with parents through phone calls, emails, Zoom meetings, and ClassTag,
- The Principal will maintain and strengthen relationships with parents through phone calls, emails, and Zoom Meetings.
- The HSA will maintain and strengthen relationship with staff, parents, and students through emails and Zoom Meetings keeping staff and parents informed about fundraising and student activities.

AFTER CARE PROGRAM

- Students who participate in the After-Care Program will be asked to register in advance. There will be no “Drop-In” options this year in order to allow for proper social distancing guidelines to be maintained.
 - After Care rooms will be sanitized before and after the beginning of the After-Care program each day.
 - Activities during the After-Care program will be limited to snack, homework, and independent activities that can take place while socially distanced. Students will not be able to share snacks and/or toys.
 - After Care students and staff will adhere to all applicable social distancing requirements and hygiene protocol.
 - Students will be encouraged to wear masks, wash their hands, and use hand sanitizer throughout their time at After Care. Students will be asked to bring their own materials in order to minimize sharing of resources (crayons, scissors, markers, etc).
 - Parents will be asked to remain outside of the building for pick-up. The After-Care staff member will bring students to you for pick-up.
 - Students will be able to utilize school technology. These resources will be sanitized before and after each After Care session.

Please Note:

All Items in this plan are subject to change as directed by the guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), the State of New Jersey Department of Education (NJDOE) *The Road Back and the Metuchen Diocese*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.