

SAFE RETURN PLAN

IN RESPONSE TO COVID-19

St. Stanislaus Kostka School
Sayreville, NJ



School Reopening Taskforce

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

The pastor and principal have the right to amend the document as needed.

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

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

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

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

Schools must adopt a policy for screening students and employees upon arrival for symptoms and history of exposure. At minimum, the screening should be completed by the child's parent/guardian prior to arriving at school each day. A parent waiver will be provided to each family requiring them to check their child for symptoms and temperature daily prior to going to school.

The school's policies for screening must include the following:

Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (via waiver).

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

All parents will be asked to sign a waiver before their child may enter the school for instruction in August.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

- Parents may park in either parking lot and walk their child up to the main entrance of the school starting 7:30 AM.

- Parents may drop their child off from their car at the cones to the right of the main entrance. No car should park in that area.
- At no time may a parent enter the school building during morning arrival.

BUS ARRIVAL

- Students who take the bus will be dropped off at the side bus door and either proceed to their classroom, or the cafeteria if it is before 7:30 AM.

BEFORE CARE ARRIVAL

- Students will arrive at the rear cafeteria entrance.
- The driver may walk the student up to the back door and ring the bell to alert the person on before care duty to let them into the building.
- At 7:30 AM, all students will proceed out of the cafeteria to their classrooms
- 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

AFTERCARE DISMISSAL

- Students will walk out of their classrooms to the cafeteria with their class.
- Upon arrival, students will stand 3 feet apart as they are signed into aftercare. They will then take a seat at an assigned table.
- Students will not be allowed to walk around the cafeteria. They will need permission to get out of their seat.

CAR LINE

- Teachers will wait until their class is announced.
- Using the main entrance, grade Pre-K, 1, 2, 7, and 8 students will wait for parents or a designated adult to come to the coned area at the front of the school.
- Using the right side entrance, grade 3, 4, 5, and 6 students will wait for parents or a designated adult to come to the coned area at the right side of the school.
- 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.

Employees:

School staff are 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.
- 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:

- 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 must wear face coverings, 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.
- 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.

Protocol for Symptomatic Staff and Students

Procedures for symptomatic students and staff at St. Stanislaus Kostka School must include the following:

- 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 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.
- 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 to the right of the nurse's office.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- 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, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

Facilities should 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 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:

All students who are absent from school because they show COVID-19 symptoms should visit a physician and obtain a COVID-19 test. If the test is negative, it is expected that the student will remain absent from school until they are fever free without fever reducing medication for 24 hours and other symptoms disappear. If the test is positive, the student will be able to return to school after following the guidance of their local public health department, which will usually be 10 days after the positive test result, provided that the student is symptom free. Students with positive tests should expect to be absent for approximately 8-10 school days.

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.
- 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 review appropriate hygiene with all of their students. 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 will be part of every classroom's day.

SOCIAL DISTANCING

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

- St. Stanislaus Kostka is able to social distance within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 3 feet apart and considering the flow of student traffic around the room.
- Traffic Flow – Students will maintain the social distancing requirement of 3 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.

- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided
- 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.
- 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 and heat blower/ventilation system which prevents any recirculation to other locations in the school.

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 are required to wear face coverings at all times when in the school building or on a school bus, unless doing so would inhibit the individual's health. It is necessary to acknowledge that the use of face coverings may be difficult for young children or individuals with disabilities.

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. All students are asked to have a mask with them at all times, and an extra mask in a marked plastic bag that can be kept in the classroom in the event that they need a mask.

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

CLASSROOM AND COMMON SPACES

St. Stanislaus Kostka 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.

Classrooms

- All student desks will face the same direction.
- All student desks will be separated from other desks with the appropriate distance where able.
- 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.
- St. Stanislaus Kostka School will provide hand sanitizer in every classroom, in accordance with CDC guidelines.
- Teachers, faculty, staff members must wear a face mask whenever they are inside the school building in which they are interacting with others. The only exception is for health issues which prevent the wearing of a mask.
- Physical education will be held in the gym as well as outside.

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 early afternoon. Middle school classrooms will be wiped down after each class change.

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. Students should wipe their manipulatives down with disinfectant wipes or the teacher needs to clean each manipulative bag's contents in disinfecting solution.

Classroom Hand Washing

- All classrooms will adhere to a strict hand washing 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 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 and cubbies.)

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 the cafeteria.

Supplies

Each student will be asked by teachers to provide certain items 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

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

	restrooms	
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Children ages 5 and younger should be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- 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.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

For Early Childhood programs, when possible:

- Keep children 3 feet apart during nap time (can have mats 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 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.

SIGNAGE

Signage will be placed throughout the offices and school.

RESTROOM USAGE DURING THE SCHOOL DAY

The school will establish maximum capacity for the facility that allows for social distancing. There will be limited shared use of restrooms. There will be a schedule for each bathroom for class usage. We are aware that there may be emergencies that cannot adhere to a schedule. Restroom usage will be reviewed with all students.

RECESS AND PHYSICAL EDUCATION

- If two or more groups are participating in recess at the same time, they should have at least 3 feet of open space between them.
- Students do not need to wear masks outside during recess.
- Students will wash their hands immediately after outdoor playtime.
- Playground equipment will be cleaned between classes.
- All gym equipment must be disinfected between each use.
- As done previously, students will wear their St. Stanislaus Kostka gym uniforms and sneakers on their specified gym day.

VISITORS ON CAMPUS

The visitors allowed on campus or in the school building will be limited. Fewer people entering the school building allows for greater implementation of safety measures. There will be a drop box 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.

Back to School Night, orientations, parent/teacher conferences, etc. will continue but may be held virtually depending on the present circumstances due to COVID. If a parent needs to pick up a student or drop a student off, please buzz the office and you will be met at the door. 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 at St. Stanislaus Kostka School. The following guidelines will be in place:

- ALL students will be required to purchase lunch using our monthly lunch order system. We will no longer be accepting money in the cafeteria. You will also have to purchase snack ahead of time.
- NO child will be left without a lunch. If a child forgets his/her lunch, a lunch will be provided and the family will be charged for it.
- Students may bring their lunch to school, especially those with food allergies.
- Students must wash their hands before and after eating lunch.

- Grades PreK-8 will enter the cafeteria by way of the main hallway alongside the gym. They will be called down grade-by-grade by the cafeteria staff to ensure social distancing.
- When students are called to obtain their lunch, they will stand in line 3 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 3 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 3 feet apart. No child is to get out of his/her seat without permission.
- As usual, students will be directed when to clean their space and throw out their trash.
- The classes that will be going outdoors for recess will exit the cafeteria by way of the doors across from the gym. Classes returning to class will use the door in the small hallway next to the left staircase.

SNACKS AND FOOD DELIVERY

Snack time is permitted, but students should bring their own snack items and drinks to school.

COMMUNICATION WITH FAMILIES

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 teacher pages
3. Follow our social media platforms
4. Teacher's Google Classrooms
5. PowerSchool Student Information System
6. Swift K12 Alert System

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.

GRADING AND ATTENDANCE POLICY

To receive credit for the courses for this school year students are expected to complete the assignments. The grading policy is located in the school handbook.

REMOTE LEARNING

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

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

Online instruction will only be provided could and entire class, or the entire school need to shut down due to COVID. It will not be provided on a case by case basis. Individuals who are home due to testing positive for COVID, awaiting test results, or quarantining will have assignments posted daily on Google Classroom. They will be allowed to pick up all necessary materials as soon as the office is notified and the teacher can assemble the needed materials.

BEFORE AND AFTERCARE PROGRAMS

Students who will be part of these school programs will need to adhere to the following standards. If they are not able to do so, they will be unable to participate in the before and aftercare programs at St. Stanislaus Kostka School.

Before Care Program

- Parents may walk their child up to the before care door and buzz them into the building.
- Students will need to wash their hands upon entrance.
- Students will be seated 3 feet apart and need to remain in their seats until they are sent to their classrooms.

After Care Program

- Students will have to clean their hands immediately.
- Students will be assigned to tables by age groups and spaced 3 feet apart.
- Students will need to request the bathroom and the number of students in each restroom will be monitored.
- The bathroom surface areas will be wiped down with disinfectant regularly.
- Students cannot share any food or drink during snack time.
- Students will be allowed homework time and may have access to Chromebooks if possible.
- Staff during after care will wear masks.
- There will be playground time that will follow the guidelines required in outside 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.
- When arriving to pick up your child(ren) you will need to wear a mask. You will be met at the door, and your child will be brought to you.

Extracurricular Activities

Clubs and any other after school activities will resume following social distancing and mask wearing guidelines.