



RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Revised August 24, 2020

**Our Lady of Victories School
36 Main St.
Sayreville, NJ 08872**

School Reopening Taskforce

Father Robert J. Pinnisi, Administrator – Our Lady of Victories School
Ms. Kristine Lelak, Principal – Our Lady of Victories
Mrs. Sharyn Ross, Nurse- Our Lady of Victories School
Mrs. Marilyn Farrell, Exec. Assistant – Our Lady of Victories School
Mr. Jack Conlon, Maintenance – Our Lady of Victories School
Mr. David O’Connor, School Parent – Our Lady of Victories School
Mrs. Karen Scaplen, School Parent – Our Lady of Victories School
Officer Charles Novak, School Parent - Our Lady of Victories School

INTRODUCTION

Our Lady of Victories has 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.

Please note that the Pastor and the Principal have the right to amend this document as needed. This plan may change if we receive additional guidelines from the New Jersey Department of Education and or the CDC.

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>

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
3. USE OF DISINFECTING FOGGER/CLEANING OF FACILITIES DAILY
4. DESIGNATED QUARANTINE ROOM
5. LIMITING ACCESS TO CLASSROOM TO TEACHERS/STUDENTS ONLY
6. MIDDLE SCHOOL STUDENTS REMAIN IN CLASSROOMS – TEACHERS CHANGE
7. ARRIVAL AND DISMISSAL PROCEDURES

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">• Supplies, equipment• Prepare detailed work schedule for phases• Prepare building for reopen with thorough cleaning
Phase 1	August	<ul style="list-style-type: none">• Implement social distancing protocol and open facilities with limited access/use
Phase 2	August	<ul style="list-style-type: none">• Follow 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 or need changing.

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

Our Lady of Victories is adopting a policy for screening students and employees upon arrival for symptoms and history of exposure.

The school will do a visual screening and temperature check upon entering the school building for students and/or staff. **No exceptions will be made for the screening.** All screening information would be kept confidential by the school and school nurse. Students, faculty and staff must be free of the following:

- Cough
- Shortness of breath or difficulty breathing
- Chills or 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 100.3 degrees Fahrenheit

Student Pre-arrival/Arrival:

Student screening for symptoms and history of exposure should be completed by the child's parent/guardian prior to arriving at school each day. A parent waiver will be completed by each family verifying that their child was checked for symptoms and temperature daily prior to going to school. Kindergarten through 4th grade will enter and exit through the main double doors in front of the school. Grades 5-8 will enter and exit through the side door in between the church and school buildings. *All students, staff, and faculty are to have a temperature screening prior to entering building.* **PLEASE USE THE DOOR ASSIGNED TO YOUR CHILD'S GRADE.** If your child is late, please ring the main office doorbell, office staff will note the arrival time of your child and ensure your child is safely in his/her classroom. Late slips will be given if your child is not in class by 7:40am. Parents are not allowed to come into the school.

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 COVID-19 at work, they will be asked to leave work and go home or to the nearest medical 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 COVID-19, 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 must wear face coverings at all times during the school day, even with social distancing practices in place.
- 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.

Protocol for Symptomatic Staff and Students:

Our Lady of Victories' procedures for symptomatic staff and students include the following:

- Students and staff with symptoms related to COVID-19 must be moved safely and respectfully into our quarantine room away from others.
- Students should remain in quarantine with continued supervision and care until picked up by an authorized adult.
- Once the employee or student arrives at the quarantine 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 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 must call the local health authority and seek advice regarding transportation and location.
- The nurse and principal must identify persons who may have come in contact with the suspected infected person.
- 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 student families of a confirmed case while maintaining confidentiality.
- The quarantine 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.
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>

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.
- Any other information to assist with the determination of next steps.

Re-admittance Procedures After Recovery From COVID-19:

- A student or employee that is symptomatic and is suspected of having COVID-19, should be immediately tested or quarantined for 14 days
- Any student or employees that comes in contact with a person having COVID-19, will need to be quarantined for 14 days before returning to school.
- If there is confirmation of a student or staff having COVID-19, all school families and staff will be notified immediately and the school will be closed until permission is given from the health department to reopen.
- Negative results of a test for COVID-19 from at least two consecutive respiratory specimens collected greater 24 hours apart AND resolution of fever, without use of fever reducing medication AND improvement in respiratory symptoms. Persons should remain on home isolation for at least 7 DAYS once symptoms have subsided.
- A student or employee that has been absent from school because of a fever, must be fever free for more than 72 hours before being readmitted to school.

SOCIAL DISTANCING

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

- Our Lady of Victories is to follow social distancing within the classroom to the maximum extent possible. 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.
- 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 will be open to allow for greater air circulation. All classrooms are equipped with ceiling fans which will remain on throughout the school day.
- Non-essential/informal meetings and visiting should be avoided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19 the following must be adhered to:

Masks:

Students are required to wear masks at all times.

Please note that social distancing should still be practiced even with the use of 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. You can also cough or sneeze inside your shirt, which reduces particles in the air.

CLASSROOM AND COMMON SPACES

All teachers and students are asked not to visit another classroom outside of their 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:

- There should be a 6-foot separation of desks and children. The desks will be turned to face in the same direction (rather than facing each other) or students are to sit on only one side of the tables, spaced apart.

- **It is highly recommended that students do not change classes or leave their rooms. The teachers will change classrooms, with students staying in the same classroom.** For all grade levels: 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.
- Larger rooms (i.e. cafeteria, gym) can be used if necessary, as classrooms to allow for social distancing.
- Allow minimal mixing between classes.
- Allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer and disinfectant wipes in every classroom, in accordance with CDC guidelines.

School Entrances, hallways, and common spaces:

- Individuals in line waiting to enter or exit a building will follow the 6-foot distancing as marked on the floor/ground. Wherever possible “one-way routes” are going to be created with guides showing the flow of student traffic.
- Minimize interaction of students between drop-off and entrance to school facilities.
- Arrival and drop-off times are to be adjusted in order to minimize crowds of children/parents. Kindergarten – 4th grade will use main doors to enter directly into their class after temperature screening. Fifth – 8th grade will use the side doors between the church and school after the temperature screening.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Minimize large group gatherings.
- Hand sanitizer will be located at school entrances.
- Proper signage will be posted around the school building, the gym, and the cafeteria to provide hygiene advice and reminders.
- Cleaning frequency is going to be increased for all surfaces, including walls (to the appropriate height based on age of students).

Other Considerations:

- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- In classrooms as well as morning care and after care, avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between each use.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of hand sanitizing throughout the day and during transition times.

CLEANING OF FACILITIES

The safety of our employees and students are our first priority. Upon reopening, our school will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the school will utilize a disinfectant fogger to further enhance the disinfecting of 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	Throughout the 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, restrooms	Several times a day
Common Areas	Cafeteria, Library, Gyms, Common Areas	At the end of each use/day; between groups

Proper protocol according to the CDC guidelines for any infected room is to seal the room for a minimum of 24 hours. After the 24 hours, an outside company will do a deep cleaning of the entire space.

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.
- 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 of 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 six feet apart during nap time, blankets can be sent in but will need to go home on Friday’s for cleaning.
- Avoid close group learning activities, where applicable.
- Class bathroom times will be implemented for all grades, which will include hand sanitizing.
 - 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

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. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms.

- Class bathroom times will be implemented for all grades, which will include hand sanitizing. Upper grades will not use the restrooms on the second floor.

RECESS, PHYSICAL EDUCATION, LOCKERS AND LOCKER ROOMS

- Recess is to be staggered. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Use of cones, flags, tape, or other signs to create boundaries between groups.
- Students will always wash hands immediately after outdoor playtime.
- Students are to be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education.
- To mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.

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.

A container will be placed outside of the school building for items you need to drop off, including lunches, etc. Please ring the bell and the office staff will retrieve your drop off and either give to your child or the appropriate person.

CAFETERIA AND MEAL PERIODS

The school will continue to provide students with the opportunity to purchase lunch through our food service provider, Karson's Food Service.

Cafeteria usage:

- Face coverings must be used in the cafeteria unless children are eating or drinking. When still seated but not eating, children must wear face coverings.
- Three lunch periods will be instituted to allow for social distancing, cleaning and disinfecting between groups.
- Clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined here by the Environmental Protection Agency (EPA).
- Space students at least six feet apart.
- All students are going to sanitize their hands prior to eating their lunch.
- Students are not allowed to share food.
- Disposable food service items (e.g., utensils, dishes).

SNACKS AND FOOD DELIVERY

Bringing refreshments to share during school (birthdays included) 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. If your child forgets his/her lunch, you may drop it off in the container outside the office main door.

COMMUNICATION WITH FAMILIES

To stay updated on the most current information, the following methods will be used:

1. Teachers, students, and parents need to check their email often.
2. Visit the school website
3. Follow our social media platforms
4. PK-8 Google Classroom
5. PowerSchool Student Information System
6. Honeywell Alert System

ACADEMICS AND HOME-BASED 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 continue to use Google Classroom for grades PK-8. Google Classroom will be another communication method for parents to be able to contact the classroom teachers. Zoom is our online component to help deliver daily live instruction from the classroom teacher.

Sending packets home for students is not permitted. The expectation is that all schools will provide daily online virtual instruction for all students.

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 and 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.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Before and after care will follow all the guidelines and protocols listed in the reopening plan.
- Afterschool extracurricular activities are suspended until further notice.
- OLV will maximize the use of technology and online resources to continue extracurricular activities without additional person-to-person contact.

- Restrict use of school facilities to school-sponsored extracurricular activities and groups, if in person activities continue.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.

eliminate the risk that I may be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease. Risk from contracting such communicable disease might include, illness, permanent disability, or death.

2. I understand, COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on Center for Disease Control (hereinafter “CDC”) guidance, those at high-risk for severe illness from COVID-19 are: people 65 years and older; people who live in a nursing home or long-term facility. Those at severe risk also include people of all ages with underlying medical conditions, particularly if not well controlled, including, but not limited to: chronic lung disease or moderate to severe asthma; serious heart conditions; those who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications); severe obesity (body mass index [BMI] of 40 or higher); diabetes; chronic kidney disease undergoing dialysis; and, liver disease.

3. I understand by signing below I acknowledge that I do not have an underlying medical condition, as referenced herein, or that if I have such underlying medical condition that the undersigned will first obtain written permission from a licensed healthcare professional prior to attending or participating in School or School Activities, which written approval will be provided to School in advance of attendance or participation.

4. I understand people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19: cough; shortness of breath or difficulty breathing; fever of 100.3 degrees Fahrenheit or above; chills; muscle pain; sore throat; new loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

5. I understand ALL students and faculty and volunteers are required to follow social distancing protocols and wear a face mask and/or a face shield.

6. I will not attend School Activities and I will notify School officials if I currently have symptoms or have been in contact with anyone with a confirmed COVID-19 diagnosis in the last 14 days.

7. If I have been diagnosed with COVID-19, I will not attend or participate in School Activities until I have received written medical approval from a licensed health care professional, which approval will be provided to School prior to my attendance.

8. I will not attend or participate in School Activities if they are subject to state or federal government directed quarantine or isolation.

9. I understand the School retains the right to deny my attendance or participation in School Activities, if School determines that such attendance or participation is an undue health risk to staff, students, or others. School similarly has the right to deny any other individual from attending School Activities if said individual's attendance poses an undue health risk to that individual or others.

INITIALS _____

10. THE UNDERSIGNED KNOWINGLY AND FREELY ASSUMES ALL SUCH RISKS for my attendance or participation in School Activities.

11. The undersigned agrees that the undersigned will comply with any safety or health related rules, terms, or conditions for participation in School or School Activities.

After fully and carefully considering all the potential risks involved, I hereby assume the same and agree to release and hold-harmless Our Lady of Victories School and its employees, officers, agents, contractors, vendors ("School"), the Parish, the Diocese of Metuchen, the Bishop of the Diocese of Metuchen and all its employees, officers and agents from and against, all claims and liability resulting from exposure to disease-causing organisms and objects, such as COVID-19, associated with F/S/V participating in School Activities, to include, but not limited to educational, cocurricular, or extracurricular programs.

Date _____

Printed Name of Faculty/Staff/Volunteer

Signature of

Faculty/Staff/Volunteer _____