



## **Health & Safety Plan 2020-2021**

**\*Due to the uncertainty of infectious diseases, changes will be made to this document as needed**

Our Mission is to provide a Christ centered, compassionate community in which to educate our children's minds, hearts and spirits.

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## St Agnes Health & Safety Plan 2020-2021

<b>GREEN</b>	<b>YELLOW</b>	<b>ORANGE</b>	<b>RED</b>
Learning at school every day	Learning at school every day	Learning at school every day	Learning at home via distance learning
Daily temperature checks	Daily temperature checks	Limited Specials classes	Virtual Mass
Students move class to class, Mass whole school	Teachers move class-to-class, Mass 1-2 classes a day	Daily temperature checks	
Lunch in lunchroom	Lunch in classroom	Teachers move class-to-class vs students, no group work, Mass 1-2 classes a day	
Multi-grade level recess anywhere on playground	Multi-grade level recess divided in A, B, C areas	No outside visitors	
		Multi-grade level recess divided in A, B, C areas	

**It is expected that St. Agnes students have a face mask/shield available to wear when necessary.**

**\*Due to the uncertainty of infectious diseases, changes will be made to this document as needed**

### **Explanation of Levels:**

St Agnes School will begin the school year in yellow level. Levels may change quickly due to rise in building and/or community cases. When a level color changes, a mass message and email will be sent to all families notifying you of the change so your child knows what to expect at school.

**\*If families have concerns about returning to school this fall, contact the office immediately to best assist your child.**

**Green Level:** Limited/stable community spread; recommendations by DOE, DOH and CDC

\*In school learning with safety precautions, such as:

- Hold temperature checks one time a day until further notice, if a student shows signs of illness, temperature may be taken again throughout the day.
- Strongly encourage students and staff to wear face masks/shields.
- Require sick students and staff to stay home.
- Follow protocol for students and staff who become sick at school.
- Teach, practice and reinforce health hygiene practices.
- Intensify cleaning and disinfection efforts.
- Students will bring water bottles instead of drinking from the water fountain, labeled with child's name.
- Eat in lunchroom with social distancing when able.
- Staggered entrance and dismissal times.
- Classrooms set up to keep students socially distanced to the best of our ability; in situations when not possible the use of face masks and shields.
- Restrict unnecessary movements to prevent cross contamination.
- Group work and partner work permitted with proper spacing.
- Limit sharing of items, such as: birthday treats, art, caddie supplies, headphones, computers.

- Assess and follow current guidance for gatherings and events, such as: field trips, large gatherings etc.
- Screen and limit the number of guests who enter the building. Guests should call in advance.
- No gym facility use outside of school hours. We will revisit allowing use throughout the year.

**Yellow Level:** Moderate community spread; recommendations by DOE, DOH and CDC

\*In-school learning with increased precautions, such as:

- Precautions from green zone continue unless specified.
- Teachers move from classroom to classroom instead of students.
- Lunch in classrooms, school lunch we still available to students.
- Grade level band recesses (PK, K-2, 3-5).
- Group work and partner work permitted with proper spacing.
- Screen and limit the number of guests who enter the building. Guests should call in advance.

**Orange Level:** Increased community spread; recommendations by DOE, DOH and CDC

- Precautions from green and yellow zone continue unless specified.
- Limited special classes;
  - Specials staff would assist students and teachers.
- Eat lunch in classroom and school lunch will still be available.
- Recess by individual grade level or grade levels play in zones during recess
- Group and partner work NOT permitted.
- No outside visitors.

**Red Level:** Significant community spread; recommendations by DOE, DOH and CDC or local health officials

\*At home learning via E-learning

- Teachers post lessons for the following week by Monday morning 8am.
  - Assignments have due dates.
- Teachers will use Google Classroom/ Seesaw for teaching platform.
  - Student/teacher meeting will take place via Google Meet/Zoom.
- Fridays may be used for one on one learning based on need.

## Health and Safety Operations

### Elementary Building Procedures:

#### Office

- Screen all students, staff and visitors who enter the building.
- Visitors Not Entering the Building:
  - If picking up or dropping off items for students, call upon arrival.
    - Contactless exchange in designated area
  - Homework pickup time windows only. (2:00-4:00 by appointment)
- Visitors Entering the Building:
  - List of screening questions.
  - Take temperature.
  - Required to wear a face shield or mask.
  - Not allowed past the front office without permission.
  - Hand sanitizer required when entering the building.
- Staff member or student reports Covid-19
  - Principal sends message home to families ASAP or follow recommendations of DOH.
  - The staff member's class would be isolated in the classroom and self-monitor.

#### Before School

- Outdoor Arrival:
  - Playground:
    - Playground is **CLOSED** before school until further notice.
    - Students keep backpacks with them at ALL times before and after school.
    - Designated grade level meeting areas outside.
    - All students will go directly to their classrooms upon arrival between 8:00 – 8:10am.
    - Masks are expected upon arrival into the building/hallways.
    - Stagger times when entering building.
    - Students will sanitize hands when entering the building.
    - Using lockers staggering times by class and students.

#### Homeroom

- Teachers will check and log temperatures between 8-8:30am.
  - Temperature logs will be kept confidential.
  - Parent will be notified if child has a temperature of 100.4 or higher and/or if child is showing an increase of temperature.
    - Student stay in designated area until they can be picked up

#### During the School Day

- Bathroom
  - Classes will follow staggered schedule.
  - Only 3 people in each bathroom at a time.

#### After School

- Outdoor Dismissal:
  - At 3:15: Teachers walk individual classes outside.

- 4<sup>th</sup> and 5<sup>th</sup> exit recess doors
  - 2<sup>nd</sup> and 3<sup>rd</sup> grade exit main doors
  - Kindergarten and 1<sup>st</sup> exit gym doors
  - Stay with own class until students are all gone or parents have been contacted and arrangements made.
- Playground:
    - Playground is **CLOSED** after school until further notice.
    - Students keep backpacks with them at ALL times before and after school.

### Outdoor Recess

- Green (All student population present)
  - Grade level bands
  - Equipment will be disinfected after each use
- Yellow (Half student population present in two recess times)
  - Grade level bands K-2 and 3-5
    - Students will play in designated areas
    - A=Soccer field, B=Playground, C= Parking Lot
    - Equipment will be disinfected after each use
    - Preschool line up by the main doors
    - K/1st line up by gym doors on main side walk
    - 2-3 line by main doors
    - 4-5 line up by the recess doors weather permitting
- Orange (Half student population present in two recess times)
  - Grade level bands
    - Students will play in designated areas
    - Masks expected during recess
    - A=Soccer field, B=Playground, C= Parking Lot
    - Equipment will be disinfected after each use
- Students will sanitize hands before and after recess
- Monitor spacing for lining up

### Indoor Recess

- Green
  - Recess in homeroom classrooms
  - Limit and play with items from your classroom
  - Grade level recesses in gym when gym is available (rotate by grade level)
  - Walk/play is encouraged
- Yellow
  - Recess in classrooms
  - Limit and play with items from your classroom
- Orange
  - Recess in homeroom classrooms
  - No group play/teacher lead activity, Go Noodle, free art

### Lunch

- Students will wash hands before lunch in the classroom and sanitize after lunch
- 3 lunch times for students with 10 minutes of cleaning time between each

- Students will eat at tables trying to socially distance as best as possible
- Lunch staff will follow DOE, DOH, CDC guidelines
  - Screen/take temperature of staff
  - Wear masks and gloves
  - Disinfect lunchroom
- Individual students will dispose of lunch, sanitize and exit the lunchroom
- No visitors at lunch
- Levels:
  - Green: Eat in lunchroom
  - Yellow/Orange: Eat in classrooms
    - Individual classes on a staggered schedule
    - Get school lunches in lunchroom and walk back to class to eat
    - Trash cans in hallway
    - Dump milks in sinks

#### **Mass:**

- Core to its Mission to catechize, evangelize, and make the Sacraments available to the youth entrusted to it, the celebration of Holy Mass will remain an essential part of the weekly activities at St. Agnes School. Masses will be prayed in accord with guidelines provided by the Bishop of Sioux Falls which have been issued in the context of the pandemic.
- Precautions in place:
  - Socially distance following the guidelines of the church
  - Students and staff will be expected to wear a mask
  - Students will sanitize before and after Mass at the church
- Levels:
  - Green: Attend Mass in person whole school
  - Yellow/Orange: Scheduled Daily Mass with one to two classes
  - Red: Attend Mass virtually
    - Fridays: Elementary at 9am

#### **Specials Precautions:**

- Keep classes as normal as possible
- Hand sanitizer/wash hands before and after each class.
- Sanitize equipment frequently
- Hold class in large spaces if possible
- Limited group activities
- Limited singing, encourage face masks/shields during music

#### **End of the School Day:**

- Outdoor Dismissal:
  - At 3:10: Preschool exit main doors
  - At 3:15: Teachers walk individual classes outside
    - 4<sup>th</sup> and 5<sup>th</sup> exit recess doors
    - Kindergarten and 1<sup>st</sup> grade exit gym doors
    - 2<sup>nd</sup> and 3<sup>rd</sup> exit main doors
    - Stay with own class until students are all gone or parents have been contacted and arrangements
- Indoor dismissal: (from classrooms): Lead Teacher will assist
- Playground:
  - Playground is **CLOSED** after school until further notice
  - Students keep backpacks with them at ALL times before and after school

## Distance Learning

- **Technology:**
  - Google Classroom/ Seesaw / Zoom
    - Students PK-5 will have email addresses assigned to them for Google Meet/Zoom and Google Classroom capabilities.
    - Individual, small group or class videos will take place via Google Meet/Zoom.
      - An E-learning class will be scheduled for parents prior to school starting.
      - Students will have on-going e-learning training in the classroom
  - Survey families for their technology needs
  - School website has necessary information about distance learning, textbook login, etc.
- **Expectations Administration**
  - Plan professional development for technology and/or e-learning needs for students, parents and staff.
  - Staff Training
    - Train staff on all safety protocols.
    - Conduct Technology training
  - Send emails/texts to staff and families in a timely manner.
  - Communicate and identify family needs.
    - Help develop a solution to needs of families
  - If teachers are unable to communicate with families or work continues to be incomplete, the principal will contact families.
    - Follow up if necessary
  - Hold weekly staff meetings.
    - Elementary, Specials/Academic Services
  - Attend Google Meets/Zoom, Google Classroom/Seesaw to observe e-learning at all grade levels.
- **Expectations for Teachers**
  - Establishing and maintaining routines
  - Lesson Plans/Learning Boards
    - Red: use learning board as lesson plans
      - Collaborate with grade level teachers to create learning board and similar timeline for content coverage
      - Indicate if assignments should be done independently
  - Only assign a manageable number of purposeful assignments for both the student and teacher (Grade smarter, not harder).
    - All work due on Thursday
      - Assignments not turned in
      - Mark 0 in the grade book, once turned in grade will be added in the grade book
      - If assignment is over a week late, points will be lost
    - Teachers will record **missing** assignments on Thursday and keep track weekly.
      - Monitor all student work completion: If students have multiple missing assignments, contact necessary staff for support.
    - Update grades one week from due date (Weeks run Friday- Thursday)



- Attendance will be taken based on state requirements.
- Post learning board by Friday @ 3 pm
- Teachers will use Google Classroom/ Seesaw to notify parents/guardians of missing work.
  - Parents can get notifications if they choose.
  - CC Mrs. Pohlson
- Students will receive regular feedback, such as rubric scoring, grades in and improvement recommendations.
- Teachers will have regularly scheduled office hours posted on learning boards.
  - Contact with teachers can be made via: Google Classroom, Google Meet, Seesaw, phone, email
  - Communication received from students and guardians after 3 p.m. can be expected to be answered the following day unless contact is made during office hours

<b>Distance Learning Instruction Guide for Teachers</b>				
<b>Grade</b>	<b>Approximate # of instructional minutes/day</b>	<b># of Meets/week</b>	<b>Content Area Covered during the week</b>	<b>Specials</b>
PK	20 minutes/day	1 meet/week	Reading, Math, Religion, social skills, fine/gross motor	Stay Active
K	45 minutes/day	1 meet daily	ELA (Reading, Writing, Spelling/Phonics) Math Religion Science Social Studies	<u>Elementary Specials:</u> Choose 2 of the following: PE, Music, Computers for 10 minutes each  Recess: 20 minutes/day
1st	60 minutes/day	1 meet daily		
2nd	75 minutes/day	1 meet daily		
3rd	90 minutes/day	1 meet daily		
4th	105 minutes/day	1 meet daily		
5th	120 minutes/day	1 meet daily	Language Arts Reading Math Religion Science Social Studies	

- **Expectations for Specials Teachers**
  - Create and include lessons for learning boards
  - Work collaboratively with classroom and content area teachers, support may include:
    - One-on-one time virtually for academic help
    - One-on-one reading
    - Small reading groups
    - Enhance reading skills with explicit small group instruction
    - Virtual study hall
    - Make personal contacts
  - Support parents to help guide their students
    - Touch base with families
    - Work one-on-one with families who have experienced Covid-19 to organize and get back on feet
  
- **Expectations for Students and Parents**
  - Students:
    - Check weekly learning boards for assignments
      - Complete weekly assigned work
        - Hand work in on time
          - Make corrections when advised
          - Multiple missing assignments may result in one-on-one academic assistance on Friday(s)
          - Assignments not turned in will be graded as a 0
            - Once turned in grade will be added in the grade book
            - If assignment is over a week late, points will be lost
    - Google Meet/Zoom/Videos
      - Elementary: Attend scheduled Google Meet(s)/Zoom
        - Contact teacher if unable to attend
  - Parents:
    - Review distance learning expectations
    - Communicate preferred method of communication to the school
    - Communicate any emotional, academic or technology needs
    - Check school website for all student learning boards
    - Check Google Classroom/ Seesaw (PK-5<sup>th</sup> grade) updates from teachers and learning boards

## Steps for Navigating Covid-19

- St Agnes School takes the health of our staff and students seriously and has created a plan to help prevent the spread of infectious diseases, while also keeping in mind the academic, emotional, physical, and spiritual needs of the students.
- St Agnes School staff and faculty will keep students at a safe distance from others while keeping in mind the size and space of specific areas.

### Face Masks and Face Shields

#### Wearing a cloth face mask or face shield is expected, let us tell you why!

- Mask use may look different at different age levels
  - Early Childhood
    - Masks will be worn as tolerated
  - Elementary School
    - Masks will be expected during transition times and times when social distancing is not feasible
- Scenario 1: If your **child is wearing a face mask** and comes in contact (within 6 feet for longer than 15 minutes) with someone with Covid-19 who is also wearing a face mask, **they are NOT considered a close contact and are able to remain at school.**
- Scenario 2: If your **child is wearing a face shield with coverage in the neck area** and comes in contact (within 6 feet for longer than 15 minutes) with someone with Covid-19 who is also wearing a face mask, **they are NOT considered a close contact and are able to remain at school.**
- Scenario 3: If your **child is wearing a face shield** and comes in contact (within 6 feet for longer than 15 minutes) with someone with Covid-19, **they ARE considered a close contact and would need to self-isolate for 14 days**
- Scenario 4: If your **child is NOT wearing a face mask** and comes in contact (within 6 feet for longer than 15 minutes) with someone with Covid-19, **they ARE considered a close contact and would need to self-isolate for 14 days**
- Steps to prepare your child for the school year
  - Teach and reinforce the use of face masks and face shields
    - Model wearing a mask with positivity
    - Discuss with children the importance of face masks and face shields
    - Maintain cleanliness way when putting on and taking off
    - Keep face mask and/or face shields in safe place
    - Practice wearing face masks or face shields
    - Clean face masks and face shields frequently (at least weekly)

## Support for Families and Staff

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Encourage healthy eating habits, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with a trusted adult about their concerns and how they are feeling.
- Community/National Outreach
  - Helpline Center 211
  - Text 4HELP
  - National Distress Hotline: 1-800-985-5990, or text TalkWithUs to 6674
  - National Suicide Prevention Lifeline 1-800-273-8255

## Illness

### General Illness:

- Students who are showing symptoms of illness and/or who have a fever of 100.4 or higher, stay home and/or contact medical provider
  - You may return to school when you are fever/symptom free for 24 hours without the use of fever-reducing medication or with a physician's note
- Students who are showing 1 or more symptom(s) while at school will be given a mask to wear during the day and will have their symptoms monitored. Parents will be notified of symptoms

## Dr. note: symptoms

### COVID-19

- Students who are sick or who have recently had close contact with a person with Covid-19 should stay home.
  - Close contact defined: Day 1 begins two days prior to symptoms of initial contact (contact with no mask, within 6 feet or more than 15 minutes of contact)
    - If a student is ill with symptoms of Covid-19 and chooses not to be tested for Covid-19:
      - Student may return to school when child after 10 days of the first onset of symptoms and has been fever/symptom free for 24 hours without the use of fever-reducing medication or with a physician's note
    - If a student has close contact, but is not tested for Covid-19:
      - Student must self-quarantine for 14 days from the last day of exposure
    - If a family member is being tested for Covid-19:
      - Family member is self-isolating
      - Sibling(s) MUST stay at home until results come back

- 
- Negative Covid-19 test:
  - Students may return to school when child has been fever/symptom free for 24 hours without the use of fever-reducing medication or with a physician's note
- Positive Covid-19 test:
  - Students may return when fever free (no meds) after 3 days AND respiratory symptoms have improved AND 10 days since symptoms first appeared
  - Other siblings MUST stay home and self-isolation
  - Mild symptoms, come out of isolation before siblings on day 14
- Do not send your child to school until fever/symptom free for 72 hours without the use of fever-reducing medication or physician's note.
- Designated COVID-19 Point of Contact: Mrs. Pohlson
  - Contact: 624-4144

**Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:**

- Fever or chills or 10 days from onset of
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## St. Agnes School COVID-19 Acknowledgement Form

I, \_\_\_\_\_(Parent/Guardian), understand that St Agnes School is taking precautions to keep my child(ren) safe and healthy.

I also understand that there may be times my child will be expected to wear a face mask when social distancing is not feasible, such as during transition times. Although St. Agnes School is taking responsible precautions and making the diligent efforts to reduce the risks of communicating disease, it is still possible that my child(ren) and/or others within the school could be exposed and/or contract an infectious disease.

By signing this form, I acknowledge that St Agnes School cannot be held responsible for protecting my child(ren) from contracting an infectious disease.

To assist St Agnes School in its effort to limit the risk of spreading infectious disease and to protect the most vulnerable within our school community, I am also agreeing to follow the guidelines, procedures, and expectations that have been put into place by St Agnes School. I also understand that procedures can change over the course of the school year.

Family Name (Print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_