

**Saint James Catholic School**  
**Addendum to Parent-Student Handbook**  
**COVID-19**

## Plan to Reopen

These measures help us to establish a plan for the 2020-2021 school year.

- ❖ To promote safety for our students and staff while on campus;
- ❖ To promote academic progression in the case of students who indicate medical fragility;
- ❖ To support our students with distance learning, should the Commonwealth of Virginia need to revert to an earlier phase this fall.

## Disclaimer

Saint James Catholic School reserves the right to alter, change or remove this plan based on student and staff needs and CDC recommendations.

## Reopening

Beginning on August 31, 2020, Saint James Catholic School will begin to welcome students. Each day during this week is designated for different grades to attend. Drop off will begin at 7:35 am and school will be from 8:00 am to 11:00 am on these days. Arrival and dismissal will be in both “A” and “B” lot. The schedule is as follows:

Monday, August 31<sup>st</sup> - Grades 1 and 8

Tuesday, September 1<sup>st</sup> - Grades 4 and 7

Wednesday, September 2<sup>nd</sup> - Grades K, 5 and 6

Thursday, September 3<sup>rd</sup> - Grades 2 and 3

Friday, September 4<sup>th</sup> - No School

These days are to help students become acclimated to their new surroundings. Students will learn the routine of walking in halls, classroom procedures, bathroom and water fountain procedures. The first two weeks of school will allow students and staff to reintegrate to the school day and become familiar with the newly implemented health and safety precautions.

Beginning on **September 8<sup>th</sup>**, all students will return to school for a full day of in-person instruction.



## Health Screenings

Every morning by 7:15 am, parents will submit a **digital report using the rSchoolToday app** to the homeroom teacher regarding the health of the child. For additional security, all student temperatures will also be taken during arrival at the car. A student with a temperature of 100 degrees Fahrenheit or higher and/or any of the COVID-19 symptoms listed below will not be admitted into the school building. All sicknesses should be reported to Nurse Campbell Ext. 107 ([nurse@saintjameschool.org](mailto:nurse@saintjameschool.org)) before the start of school. If someone displays symptoms of COVID-19, that person, (students and staff) must be cleared by a licensed independent healthcare provider (to include a physician, physician’s assistant, or nurse practitioner) and be fever free for **72 hours** without medication. If the healthcare provider orders

a COVID-19 test the results must be back before the student or staff member returns to school. Documentation for return to school must be submitted to school nurse.

Symptoms of COVID-19:

- Fever (100.0 degrees F) or 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

## Family Screenings

If someone in the home exhibits any COVID-19 symptoms, contact the school nurse and keep students home until the family member tests negative or student quarantines for 14 days.

**Failure to adhere to these reporting guidelines may result in disenrollment of your child/ children from the school.**

## Morning drop off

Students will begin arriving **at 7:35 am**. Students will be directed to enter the school building and proceed directly to their classroom. There will be no student safety patrols, only teachers will be out in parking lots. Students will enter by grade through the following doors:

Kindergarten and 1<sup>st</sup> - Door 12

2<sup>nd</sup> grade - Door 11

3<sup>rd</sup> and 4<sup>th</sup> grade - Door 17 (Mrs. Prahm and Mrs. Smith)

3<sup>rd</sup> and 4<sup>th</sup> grade - Door 18 (Mrs. Johnson and Mrs. Kilgallin)

5<sup>th</sup> grade - Door 21

6<sup>th</sup> grade - Door 16

7<sup>th</sup> and 8<sup>th</sup> grade - Door 15

\*See map for door locations



## Afternoon Pick Up

Students will begin **dismissal at 2:45 pm**. Students will be called over the loudspeaker to dismiss to “A-lot” or “B-lot” **by last name**. Parents are to stay with your car and your child will come to you. Students will be dismissed by grade to avoid crowding and keep in line with social distancing. Dismissal will begin at 2:45 pm. To avoid congestion in the office area, children may only be dismissed for a medical appointment no later than 2:30 pm. On early dismissal days no later than 11:00 am.

## Hand Hygiene

Students will be required to use hand sanitizer upon entering a classroom, office, and using water fountains. All rooms are equipped with hand sanitizer as well as at the entrances of all the doors to the classrooms. Students in grades 2-8 may bring in individual hand sanitizers to keep at their desk. Washing with soap and water will be encouraged whenever possible. Students must have their own supplies to avoid sharing.

## Facial Coverings

Students, staff and visitors will be required to wear a clean, dry face covering over their nose and mouth. Teachers will be wearing a mask and/or a clear helmet like covering throughout the day. Students will receive 2 fabric face coverings as part of the uniform. These face coverings will slide down the face to rest around the neck area. Update to guidelines: Following CDC guidelines, **all students in grades K-8** will be required to wear **2-ply gaiters**. These face coverings are **2-ply gaiter-style** coverings that the children may have around their neck when not in use to avoid misplacing the covering. Face coverings will be required throughout the day including class instruction, during arrival, dismissal, and hallway travel. Students will receive a break from the face coverings to eat lunch and outside socially distanced recess. Preschool students are asked to bring a clean face covering each day to school.

## Cleaning Protocols

Regular cleaning and sanitizing of high-touch surfaces will take place throughout the school day. Each classroom will be equipped with a child safe disinfectant spray. The teacher/aide will spray the desks and chairs throughout the day. The position of facilities attendant will be added to the school staff. The role of the “facilities attendant” will be to clean and sanitize high- touch areas and restrooms throughout the school day. A deep clean of the school and classrooms will be done in the evenings.



## COVID-19 Diagnosis Procedure

In the event that a student, staff member or teacher is diagnosed with COVID-19, families within that classroom will be notified. Saint James Catholic School will then follow the guidance of the local health department and CDC. Most recently, the CDC has recommended that the infected classroom close for 2-5 calendar days in order for a deep cleaning to be conducted and contact tracing be performed. In such an instance, students would transition to at-home eLearning for that time. Infected classes may be dismissed for eLearning for two weeks in order to quarantine. Siblings of infected student must quarantine at home for at least 14 days. There is a possibility that the sibling classrooms would need to quarantine for 14 days.



If a child is home for any reason all assignments will be posted through Schoology. Students will have the materials needed to complete the assignments at home. If an entire class is quarantined the teacher will provide eLearning to the students and use Schoology for assignments. If the sibling of a quarantined class must stay home, they also will continue their assignments through Schoology. All teachers will be using Schoology for assignments and school related information.

If a child does not feel well, a medical mask will be placed on the child. The child may have to answer triage questions for the teacher before being sent to the clinic. If the child presents with any COVID-19 symptoms or reports he/she has been exposed to a person with COVID-19, they will be placed in isolation. The nurse or another qualified staff member will tend to the child as needed with appropriate PPE until the parents pick up the child. The child must be picked up through door 12 (the exit closest to the clinic) within an hour of calling the parents.

A COVID-19 diagnosis of a student, family member, or staff should be immediately reported to the school principal and school nurse. This information is HIPAA protected. The identity of the person will be protected, and school will be notified of a positive case.

## Lunch

Students will enjoy lunch in their classroom. Yay Lunch will also be available for students and these lunches will be delivered to their classroom each day. Milk, juice and other lunch amenities will be available for purchase as usual. Please be mindful of those with a nut allergy. Students with a nut allergy will be safely positioned in the class. Students will wash their hands before and after lunch and desks will be wiped down. **Lunch bags should be brown bags**, so they can be disposed of after lunch. Ice cream birthday treat is available.



## Recess

There will be two opportunities for at least a 20-minute recess per day. Students will stagger their recess times throughout the day to avoid cross-contamination. The areas in which recess will be available are: “B lot”, grass behind the convent, and the area between the rectory and house of ministry. Sanitizer will be available in the recess areas. We will encourage social distancing so students can receive a break from the mask.

## Bathrooms

Students will be able to use the bathroom in limited numbers. Face coverings will be worn in the hallway and in the bathroom. Bathrooms will be cleaned throughout the day by the facilities attendant.

## Specials

Specials teachers will travel to the classrooms. There will be no shared supplies. Teachers will sanitize before and after each class. Physical Education will be taught outside. During inclement weather days, Health will be taught in the classrooms.

## Distancing and General Precautions

Students will maintain 3 feet distancing while in the classroom and 6 feet while in hallways and bathrooms. Clear plastic protectors on the desks will be used in grades K-8.

In order to decrease virus spread, we are implementing new procedures to increase the air flow in the classrooms. Windows will be open in most classrooms, weather permitting. Box fans will be used to assist with air flow. Classrooms that are not able to open windows will use a portable True HEPA air filter to assist air flow. New filters are being placed in the air conditioners and cleaned frequently, where possible MERV-13 filters will be used. Doors of the classrooms will also be opened to increase air flow.

All students may bring an individual pack of tissues as well as wipes to be kept at their desk for personal use.

If you or a family member are traveling to a high risk area, please contact the school nurse. A high risk area can be found through the Johns Hopkins website: <https://coronavirus.jhu.edu/region>

We are evaluating whether backpacks or draw-string bags may be used for students. All students are asked to use disposable lunch bags so that they may be thrown out after lunch. Any and all communications will go home on Friday and stay home. We will use as much paperless communication as possible.

### Visitors (pick up child or drop something off)

All visitors to the school are required to wear face coverings, allow for temperature checks, and fill out a COVID-19 questionnaire. At this time, no volunteers will be allowed in the building. We appreciate your understanding and patience at this time.

### Daycare

Due to cross-contamination risks and large number of students not enrolled in Daycare, we will not be having this program this year. Daycare employees have been hired to help out during the course of the day.

### Additional Health Precautions

- In classroom areas, at least 3 feet social distance between students will be maintained to the fullest extent possible. The learning environments will be arranged with desks and materials to support at least 3 feet between students.
- Health screenings must be completed and recorded each morning before students arrive to school.
- Additional hand sanitizing stations are throughout the school campus.
- The amount of students using a designated restroom will be limited.
- Students will remain in their classrooms; teachers will rotate locations. The only exception to this is middle school math. Middle school students will carry their laptops and supplies.
- Indoor assemblies and other large group gatherings will not be scheduled until restrictions lift.
- Use of shared supplies will not be permitted.
- Water bottle may be used. Hands free filling stations may be used. Students are encouraged to bring a water bottle from home.
- Lockers will not be used.
- True HEPA Air purifying systems will be in classrooms in which windows are not an option. Windows will be opened with box fans placed in window to provide air flow.

- Classes will be on a rotation for Mass. Only students and teacher will attend Mass on these days, Tuesday, Wednesday, and Thursday of each week at 9:30 am. Each class will attend every other week beginning with grade 3.
- At this time, no extracurricular activities will be available.

### More defined plans to look for in coming days

- Drop off and pick up routines
- Backpack use
- Still looking into a possible pizza Friday

Below you will find an Agreement Form. This form must be signed and returned to school.

## Elementary/Middle School COVID-19 Agreement Form

### PARENT/GUARDIAN

I have read the COVID-19 Addendum to the Handbook. In doing so, I acknowledge and agree to the policies obtained therein, and will comply with the policies which have been stated.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is

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(Parent's Signature)

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(Printed Name)

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(Date)