

St. Jane Frances de Chantal School

Marybeth Okula

Plan Submitted By
Marybeth Okula

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

St. Jane Frances de Chantal School

What is your scheduled first day of school for the 2020-2021 school year?

Aug 31, 2020

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

The plan to bring students back to physical school buildings with social/physical distancing in place we plan to limit classrooms to 25 students or under and each desk will be spaced 6 feet apart. Privacy boards have been purchased for each students (Micro barriers 23x24 from Office Max). The health and safety of our faculty, staff, and students are our number one priority.

Students and staff will have to follow the Daily Symptom Monitoring Form before entering into school. See attached.

How did you engage stakeholders in the type of re-opening your school entity selected?

We will engage our stakeholders by sharing our approved plan with them via SchoolMessenger, prominently available on our website, and through our social media outlets (FaceBook and Instagram). In addition, I will hold a Webex explaining the plan and having time for questions -- Town Hall Meeting type of an event. It will be organized by the week of August 2-7, 2020.

How will you communicate your plan to your community?

The plan will be sent to each faculty and staff member. A separate meeting will be held with the faculty and staff members to clarify and discuss the plan with them. Parents will have the plan shared with them via our SchoolMessenger system. A follow-up Town Hall / Webex meeting will be held with families and an opportunity for questions and answers will be available.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

The decision making process to prompt school closure or other significant modification to our daily operations will be directed by the Diocese of Allentown Office of Education Superintendent, the PA Department of Education and the PA Department of Health.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Marybeth Okula	Principal/Administration	Both
2	Josh Dicker	Dean of Students/Pandemic Coordinator	Both
3	Katie Best	Parent/Health and Logistics Cooridator	Health and Safety Plan Development
4	Joseph Azzolina	Parent/Educational Framework Coordinator	Pandemic Crisis Response Team
5	Melissa Starace-Dittmar	Parent/Communication Coordinator	Both
6	Miriam Mello	Teacher/Educational Framework	Pandemic Crisis Response Team
7	Ellen Smith	School Nurse/Health and Logistics	Health and Safety Plan Development

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
8	Patty Cahill	Secretary/Health and Logistics	Health and Safety Plan Development
9	Diane Pacchioli	Teacher/Educational Framework	Pandemic Crisis Response Team
10	Connie Kelton	Teacher/Educational Framework	Pandemic Crisis Response Team

How will you ensure the building is cleaned and ready to safely welcome staff and students?

Our maintenance coordinator is spending considerable amount of time during the summer conducting a thorough cleaning. We have purchased two electro-static sprayers and scrubbers that will be housed in each of the school buildings for use during the day. We have an ample supply of Peroxy HDOX (www.HDOXinfo.com) which is a hospital grade disinfectant. Each classroom has their own spray bottle supple of this disinfectant for periodic cleaning throughout the day. Teachers, staff and students will wear a face shield or mask when social distancing cannot be achieved.

Water fountains will be closed. Children will be encouraged to bring their own personal water bottles to school this year. Lockers will not be utilized in 7th and 8th grade. Staggered drop-off and pick up times may be required to maintain proper social distancing. After school clubs/organizations will meet virtually. CCD/PREP program will be running virtually. All other church organizations are suspended from using our facilities. The Perfection Building Maintenance will be cleaning the school every evening daily.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Supplies are purchased through Office Basics and meeting OSHA/CDC requirements for COVID-19. We have an account with OFFICE Basics. We have the Peroxy HDOX system already installed in the school for ease of use. This product is an all purpose cleaner and disinfectant that kills 99.99% of germs including MRSA and Influenza. EPA disinfection kill claims: MRSA HA, MRSA CA, Trichophyton Mentagrophytes, Influenza A, RSV, HIV-1, Enterobacter Aerogenes, E. Coli, and Norovirus.

We are also going to request clorox wipes from students for frequent and quick wipes during the school day.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

The procedures of cleaning, sanitation, and disinfecting will be on a reasonable schedule (before and after snacks; before and after lunch; at the end of the day). Students will be encouraged to use personal and classroom hand sanitizer during the day -- when they arrive in the morning to the school and or classroom, before snack, afer snack, before and after bathroom breaks, before and after lunch, before they leave for the day; and teacher will encourage additional hand sanitizing as needed throughout day. Bathrooms will be utilizing the electro-static sprayer periodically throughout the day (3x times per day - after morning recess; after lunch; at the end of the day.) Perfection Cleaning company will

What protocols will you put in place to clean and disinfect throughout an individual school day?

Throughout the school day, cleaning will be conducted on a reasonable schedule. Handrails, door knobs, sinks, water fountains, bathroom stalls will be disinfected after high traffic times.

Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Everyone will be trained on cleaning, sanitizing, disinfecting and ventilation protocols. Training on-line will be provided by IU 20 -- to the Safe Schools Website. Training will include: hand hygiene, PPE usage, methods for contracting illness, coping skills, importance of staying home when sick. Faculty and Staff will be provided end of training quiz for their file.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Maintenanc	Peroxy HDOX Electro-Static	

Maintenance	Peroxy HDOX, Electro-Static Sprayer	Lead Individual & Position	Materials, Resources, and/or Supports Needed	No	PD Required (Y/N)
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Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

		Lead Individual & Position	Materials, Resources, and/or Supports Needed		PD Required (Y/N)
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Maintenance	Peroxy HDOX, Electro-Static Sprayer			No	
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Other cleaning, sanitizing, disinfecting, and ventilation practices

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>1. Frequent Handwashing throughout the school day will be encouraged for all faculty, staff and students. 2. Additional attention to high traffic areas for disinfecting such as handrails, bathrooms, water fountains and desks.</p> <p>3. Air conditioners will be used on most days in the beginning of the year, but windows will be opened periodically during the day to bring in additional fresh air.</p> <p>4. Filters for A/C units will be replaced before school begins, and will also be checked once a month to assess if it is necessary to clean or change</p>	<p>All protocols will remain the same during the Green phase as in the yellow phase</p>	<p>Tawnya Minniti/Faculty/Staff and Students</p>	<p>cleaning solutions for hands, Peroxy HDOX, etc.</p>	<p>Yes</p>	

How will classrooms/learning spaces be organized to mitigate spread?

Classrooms will utilize CDC recommendations of forward-facing desks spaced 6 feet apart. Also, privacy boards (micro barriers) will be purchased for each student. Small group instruction will not occur. Gym classes will be held outside when feasible and students will be socially distanced at all times. All other special arts teachers will travel from class to class to minimize student mobility. Chapel/Mass TBD. Shared classroom materials will not be permitted.

Students will need to use their own supplies for activities such as STEM, Art, Music, Gym, Computer, classes will be held in classrooms utilizing student's individually assigned chrome books. If computer lab is utilized, 1/2 the class will attend at one time using every other computer (for proper social distancing). The other 1/2 of the class will attend gym class (outside). When second 1/2 arrives, they will use the other 1/2 of the computers. Masks will be mandated for students to wear in classroom per Governor Wolf's order. Masks will be mandatory in all common spaces and entering and exiting the building.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

Students will have limited mobility. Students will be grouped in 6th, 7th and 8th grade based on Math abilities (which is determined by the teachers). Teachers will rotate to these homerooms for departmental classes.

What policies and procedures will govern use of other communal spaces within the school building?

Decals will be spaced throughout the school to encourage social distancing and one-way communal spaces. For example hallways will have one way directional (hallways will be divided as two ways) and stairways will be utilized in an up and down direction. Cafeteria use will be limited and socially distanced spacing of students forward-facing.

How will you utilize outdoor space to help meet social distancing needs?

Repaving of parking lot adjacent to school. Painted activities will be completed for students. No equipment will be permitted in outdoor spaces. Consideration for groups of 25 or less students are encouraged during outdoor activities.

Lot adjacent to FFH will be divided into boxes of 6x6 and used for gym classes when feasible.

How will you adjust student transportation to meet social distancing requirements?
This will be dependent on the school district busing protocols.

What visitor and volunteer policies will you implement to mitigate spread?
Non-essential visitors will not be permitted. Volunteers that serve in our lunch room will be dependent on the feasibility of running a cafeteria. Volunteers will need to follow Diocesan policy of face mask, temp check, questionnaire upon arrival.
Contracted services (IU 20/Title I) will follow their set protocols as directed by their agency.

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
All protocols in place for all students in the St. Jane School community.

Which stakeholders will be trained on social distancing and other safety protocols?
When and how will the training be provided? How will preparedness to implement as a result of the training be measured?
Dean of Students/Pandemic Safety Coordinator, Maintenance and Principal will be trained on social distancing and other safety protocols. Training will be provided class by class the first two weeks of school. Announcements will be made daily to reinforce social distancing and other safety protocols. Videos will be utilized in classrooms for information. Faculty and staff will verbalize understand and reinforce the good habits in classroom and periodic checks will be made by the pandemic coordinator and/or principal.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Desks will be spaced 3-6 feet apart. Each student will have a privacy board on their desk.	same as yellow	Teacher/Admin/Maintenance	Tape measure/ duck take	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	The cafeteria will be used with 50% capacity at each lunch period. Lunch served by Maschios will be packaged in such a way that it safe and sanitary. Students in K-1 and all the "A" classes will alternate lunch with K-2 and All the B classes everyday. On alternating days, teachers and students will eat in their classrooms.	same as yellow	Admin/Maintenance/Lunch Manager/Maschios	Cleaning supplies, Maschios packaging supplies, social distancing markers	No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	Teach and reinforce washing hands and covering coughs and sneezes among students and staff. Teach and reinforce use of face coverings among all staff. Post signs on how to stop the spread of COVID-19, such as properly washing hands, promote everyday protective measures, and properly wear a face covering.	same as yellow	School Nurse/Admin/Maintenance/Teachers/Staff	Posters/H and sanitizer/ hand soap	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Posting signs in highly visible locations (entrances, hallways, stairways, cafeteria, classrooms, bathrooms). Daily reminders over the loud speakers in the morning and at the end of the day, and most likely in the middle of the day. Encourage students to create videos and posters to share with their classes. Health classes will emphasize hygiene and how to prevent the spread of COVID.	same as yellow	Admin/Maintenance/teachers/staff	Posters	No
Identifying and restricting non-essential visitors and volunteers.	Large group activities such as assemblies, Mass, field trip will be postponed until further notice. Only essential volunteers (lunch, nurse aide) will be allowed in the school.	same as yellow	Admin/Nurse/Staff	Waivers/Information protocols for entering the school building including questionnaire and temp checks.	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	Gym and recess will continue but the size of the groups attending will be reduced as much as possible so that social distance practice can be observed at all times. Gym classes will be held outside as feasible. Activities will include physical fitness rather than group game activities.	same as yellow	Phys. Ed Teacher/Admin/teachers	Information will be shared via weekly email from Principal	No
Limiting the sharing of materials among students	Teachers will create individualized materials for projects. Students will be encouraged to have all materials on hand. No sharing will be encouraged.	same as yellow	Admin/Teacher	Information will be shared via weekly email from Principal	No
Staggering the use of communal spaces and hallways	Classes will be assigned times to use the lavatories. Classes will allow one class to pass through before proceeding to their location.	same as yellow	Admin/Teacher/Staff	Information will be shared with faculty, students, staff and families	No
Adjusting transportation schedules and practices to create social distance between students	This is dependent on our busing situation. Buses will come regular scheduled times, and car riders will be coming at a later time.	same as yellow	Admin	Information will be shared with all	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classroom desks will be designed with the social distancing of 3-6 feet apart. Privacy boards have been purchased for each student. Students will be assigned a chrome book for the entire school year. Teachers will utilize programs that can be used on the chromebooks. Students will not be in small groups. Student mobility will be limited within each classroom.	same as yellow	Admin/Teacher	Information will be shared with all	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Extended Care will be offered with a limited capacity. Students will be spaced socially distanced in aftercare.	same as yellow	Admin/Extended Care Staff	Information will be shared with all	No
Other social distancing and safety practices	Decals will be used throughout the school indicating the 3-6 feet social distancing.	same as yellow	Maintenance	Decals	No

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Staff will self monitor every morning upon entry into school following the Diocesan protocols (temp. check, questionnaire, sign offs filed for one month.)

Students with suspecting symptoms will be referred to the nurse. Parents will be called if any symptom of COVID-19 is present. Parent/designated guardian must pick up student as soon as possible and expected to pick up student within a 30 minute time frame.

Student/parent will contact health care provider to determine if COVID testing is needed. Protocols set forth by the medical agency will be followed.

Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

Arrival to school will be the primary monitoring and evaluation time. Parents will be asked to take temperatures at home before sending student to school. We may have parents complete a form that will be accessible on our website (mobile accessible as well) that parents will need to complete before sending their child to school. The data will be collected via the mach form data based and shared with the school nurse that will students with rising temperatures throughout the day. This is the most practical application of temperature monitoring that will insure the confidentiality of our students. Each classroom will have a thermometer available for quick temp checks happen before snack (before removing masks for eating); before lunch (before removing masks for eating); at the end of the day before going on the bus. Quick temp checks will also be used for students who are complaining about headaches or not feeling well. Teacher will assess and then contact the school nurse for further guidance and direction.

What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

The policy for staff, student or other member of the school community that becomes ill or has been exposed to an individual with confirmed positive for COVID-19 would follow the CDC guidelines:

If presented during school day: individual will be brought to an isolation area. Each student will require an emergency contact that can pick up within a 30 minute time frame or a time that is reasonable. Close off the area used by the sick student and do not enter before cleaning and disinfecting (electro-static sprayer will be very helpful in this case).

If staff/student COVID positive-- they must stay home at least 10 days after symptom onset and fever free for 72 hours. If someone in the household or a close contact with a COVID positive individuals-- and is not sick, must quarantine 14 days--should continue to work remotely when possible.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

School nurse, Pandemic Coordinator, Principal

What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

Conditions for a staff or student confirmed to have COVID-19 to safely return includes staying at home 10 days from symptom onset and fever free for 72 hours without any medication. In addition, a doctor's note/release will be required to return to school/work.

To accommodate staff who are unable to return to work because they are uncomfortable, PPE and socially distanced precautions will be re-evaluated. Individual may remotely work from home as long as they are physically able to (not being ill).

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

Conditions for a student confirmed to have COVID-19 to safely return includes staying at home 10 days from symptom onset and fever free for 72 hours. In addition, a doctor's note/release will be required to return to school/work.

To accommodate students who are unable to return to school because they are uncomfortable, PPE and socially distanced precautions will be re-evaluated. Possibilities of virtual learning may be implemented at home as long as they are physically able to (not being ill). This will include a Virtual Learning option for families. See Virtual Learning Agreement.

When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?

We will follow recommendations of Department of Health at the local and state level in collaboration with the Diocesan Office of Education.

Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

At this time, the protocols for monitoring student and staff health will be on the school nurse and the Wilson Area School District Nurse.

Monitoring Student and Staff Health

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
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	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	Check for signs and symptoms of staff daily upon arrival. Self-temperature and personal questionnaire must be completed before entering the school building. Parents will be asked to take temperatures at home before sending students to school. Parents must complete the form accessible from our website daily for each child. Encourage students and staff to stay at home if feeling sick.	same as yellow	Nurse/Parents/Admin	thermometer/student health files	No
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	An isolation/quarantine room will be set up for anyone exhibiting symptoms or a history of exposure. Right now it will be located in the Conference Center of the campus.	same as yellow	Nurse/Admin	thermometer	No
Returning isolated or quarantined staff, students, or visitors to school	Conditions for a staff, students or visitors confirmed to have COVID-19 to safely return includes staying at home 10 days from symptom onset and fever free for 72 hours.	same as yellow	Nurse/Admin	file/waiver	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	We will follow recommendations of Department of Health at the local and state level.	same as yellow	Admin on the guidance for the local Department of Health	SchoolMessenger	No
Other monitoring and screening practices	Every staff, students or visitor that exhibits a symptom will be given a questionnaire to complete in addition to the questionnaire staff and visitors already receive upon entering the school.	same as yellow	Nurse	Checklist	Yes

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

Face coverings are required upon entrance into school building for all. Staff may remove face covering only when stationary in the classroom when teaching. If teacher is moving within the classroom, face covering must be worn.

Policy for face coverings: no bandanas, can be handmade double cloth without offensive patterns, designs or words, preferably solid in color. Must cover nose, mouth and chin. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks may also be worn. KN95 masks are permitted.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

Students at higher risk will be given preferential seating in the classroom. Additionally, students and staff at higher risk for severe illness will be offered additional PPE.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

We have a list, which will need to grow. We will advertise for substitutes in the local church bulletins and on social media

How will the School strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

The administration will work closely with the staff and faculty to make sure they are equipped with the necessary instructional tools for students to have quality learning opportunities. In addition, St. Jane School will utilize the IU NPSS for psych support. We are also looking into the on-line 2nd step program. We are also going to utilize any therapeutic services offered by Catholic Charities. One way we can closely monitor the mental health of our students are informal surveys with the class where students can share their feelings in a healthy way.

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	Preferential seating. Additional PPE can be provided.	same as yellow	Teacher/Admin/SIT staff	PPE	No
Use of face coverings (masks or face shields) by all staff	Must cover nose to chin. Disposable and cloth masks are permitted. No offensive designs, patterns or words. Preferably solid in color.	same as yellow	Admin	From self.	No
Use of face coverings (masks or face shields) by older students (as appropriate)	Must cover nose to chin. Disposable and cloth masks are permitted. No offensive designs, patterns or words. Preferably solid in color.	same as yellow	Admin/Teachers	from home. Names must be on inside of face coverings	No
Unique safety protocols for students with complex needs or other vulnerable individuals	Preferential Seating	same as yellow	Admin		No
Strategic deployment of staff	Utilize IU 20 NPSS psych services as well as Catholic Charities therapy services. Utilize informal surveying of classes for feeling and monitor the student's mental health during this time of COVID	same as yellow	Admin/Teachers/IU 20 NPSS staff	2nd Step On-line program	Yes

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Hand hygiene	Students /Staff	Nurse/Health teachers	virtual	video and in-person	first week of school	15-20 minute sessions
2	Monitoring/Questionnaire	Staff	Nurse	virtual	slide show/powerpoint	orientation week	15-20 minutes
3	Symptoms of COVID	Staff	Nurse	virtual	slide show/powerpoint	orientation week	15-20 minutes
4	Blood born Pathogens	Staff	Nurse	virtual	slide show/powerpoint	orientation week	30-60 minutes

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
5	Mental Health during COVID	Staff	Nurse/IU 20 NPSS staff	virtual	powerpoint	orientation week	60-90 minutes
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Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Building Sanitation	All stakeholders	Admin/maintenance	Webex/Zoom/School Messenger	August 1, 2020	August 15, 2020
2	Health and Safety Protocols	Faculty and Staff	Admin/nurse	Zoom	August 1, 2020	August 7, 2020
3	Arrival and Dismissal Procedures	All stakeholders	Admin	Zoom	August 1, 2020	August 15, 2020
4	Delivery of Academic programs	All stakeholders	Admin	Zoom	August 1, 2020	August 15, 2020
5	Extracurricular Programs	All stakeholders	Admin/Extracurricular Moderators	Zoom	August 1, 2020	August 15, 2020
6	Lunch Procedures	All stakeholders	Admin	Zoom	August 1, 2020	August 15, 2020

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Everyone will be trained on cleaning, sanitizing, disinfecting and ventilation protocols. Training online will be provided by IU 20 -- to the Safe Schools Website. Training will include: hand hygiene, PPE usage, methods for contracting illness, coping skills, importance of staying home when sick. Faculty and Staff will be provided end of training quiz for their file. The procedures of cleaning, sanitation, and disinfecting will be on a reasonable schedule (before and after snacks; before and after lunch; at the end of the day). Students will be encouraged to use personal and classroom hand sanitizer during the day -- when they arrive in the morning to the school and or classroom, before snack, after snack, before bathroom breaks, after bathroom breaks, before lunch, after lunch, before they leave for the day; and teacher will encourage additional hand sanitizing as needed throughout day. Bathrooms will be utilizing the electro-static sprayer periodically throughout the day (3x times per day - after morning recess; after lunch; at the end of the day).

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Classrooms will utilize CDC recommendations of forward-facing desks spaced 3-6 feet apart. Also, privacy boards will be purchased for each student. Small group instruction will not occur. Gym classes will be held outside when feasible and students will be socially distanced at all times. All other special arts teachers will travel from class to class to minimize student mobility. Chapel/Mass TBD. Shared classroom materials will not be permitted. Students will need to use their own supplies for activities such as STEM, Art, Music, Gym, etc. Computer classes will be held in classrooms utilizing student's individually assigned chrome books. If computer lab is utilized, 1/2 the class will attend at one time using every other computer (for proper social distancing). When second 1/2 arrives, they will use the other 1/2 of the computers. Masks will be encouraged for students to wear in classroom. Masks will be mandatory in all common spaces and entering and exiting the building.
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	50% capacity; contactless lunch service
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Training, reinforcement, frequent times throughout the day to complete.
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Decals that are in line with our school's logo and colors will be made by Working Dog Press and will be displayed throughout the school.
Handling sporting activities through formal "Return to Play Plan".	Awaiting decision from CYO
Limiting the sharing of materials among students	Each student will have their own materials and during projects will also be given their own set of supplies.
Staggering the use of communal spaces and hallways	Sign ups will be set up for teachers to schedule bathroom breaks, recess breaks, etc.
Adjusting transportation schedules and practices to create social distance between students	Will be flexible with sending school districts.

Strategies, Policies & Procedures

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Classroom size is limited to 25 where feasible.

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Extended Care will be limited to 35 students after school.

Other social distancing and safety practices

Social Distancing and face coverings will be utilized at all times.

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

The nurse will in-service us regarding what to look for when monitoring student's health. Each classroom will have it's own thermometer.

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

An isolation/quarantine room will be set up on-site.

Returning isolated or quarantined staff, students, or visitors to school

Protocols will be followed for returning to school--10 days from the onset of symptoms and 72 hours symptom free. A doctor's note/release will be required before returning to work/school.

Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols

We will follow recommendations of Department of Health at the local and state level in collaboration with the Diocesan Office of Education.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Students at higher risk will be given preferential seating in the classroom (i.e., maximum social distancing to others, closer to additional ventilation). Additionally, students and staff at higher risk for severe illness will be offered additional PPE and the option for virtual teaching/learning.

Use of face coverings (masks or face shields) by all staff

Face coverings are required upon entrance into school building for all. Staff may remove face covering only when stationary in the classroom when teaching. If teacher is moving within the classroom, face covering must be worn. Policy for face coverings: no bandanas, must be handmade double cloth without offensive patterns, designs or words, preferably solid in color. Must cover nose, mouth and chin. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks may also be worn. KN95 masks are permitted.

Strategies, Policies & Procedures

Use of face coverings (masks or face shields) by older students (as appropriate)

Face coverings are required upon entrance into school building for all. Staff may remove face covering only when stationary in the classroom when teaching. If teacher is moving within the classroom, face covering must be worn. Policy for face coverings: no bandanas, must be handmade double cloth without offensive patterns, designs or words, preferably solid in color. Must cover nose, mouth and chin. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks may also be worn. KN95 masks are permitted.

Unique safety protocols for students with complex needs or other vulnerable individuals

Virtual learning will be offered to these students. Parents, principal, school nurse, physician, and school psychologist will conduct SIT meeting to work on the best plan for these students.

Strategic deployment of staff

The administration will work closely with the staff and faculty to make sure they are equipped with the necessary instructional tools for students to have quality learning opportunities. In addition, St. Jane School will utilize the IU NPSS for psych support. We are also looking into the on-line 2nd step program. We are also going to utilize any therapeutic services offered by Catholic Charities. One way we can closely monitor the mental health of our students are informal surveys with the class where students can share their feelings in a healthy way. Quality learning opportunities will be provided through in school and virtual learning. Virtual learning will be available for vulnerable students and concerned families.

School

St. Jane Frances de Chantal School

Date

Jul 23, 2020

Plan Approved By

Signature

Philip J. Frosmuth, Ph.D.

Date

7/24/20