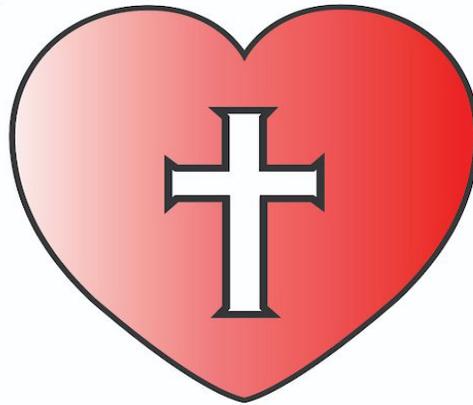


Sacred Heart



Grade School

**Sacred Heart Grade School
Reopening Plan for the 2020-2021 School Year**

Prepared by Susan Malinoski, Principal
updated September 1, 2020

SHGS COVID-19 Policies & Procedures

Based on what is currently known about the Novel Coronavirus (COVID-19), COVID-19 spreads from person-to-person through close contact (within about 6 feet) via respiratory droplets. Symptoms range from mild to severe and include fever, cough, and shortness of breath.

After reviewing information provided by the Center of Disease Control (CDC) and working with the Kanawha Charleston Health Department, and in following guidelines of the Diocese of Wheeling-Charleston, the following is our protocol for addressing COVID-19. We will continue to monitor information from the WVDHHR, the West Virginia Department of Education, and the CDC and update this guidance as needed and as additional information becomes available.

All practices, policies, and procedures are subject to change per any advice of the CDC or Kanawha County Health Department. All staff, students, and families are asked to adhere to these guidelines for the health and safety of our SHGS community.

Our Goal is Regular Attendance with Social Distancing

We are called to care for God's creation. In that call is the duty to care for ourselves and for others. The guidelines below were written in response to this call. Following these guidelines will allow us to be together to learn while keeping our friends, classmates, and teachers safe at school. Following these guidelines will also allow us to care for our extended family members, parents, grandparents, aunts, uncles, caregivers, etc., who we encounter once we leave the school building.

We expect each student, along with faculty and staff, to take steps to be safe, including mask-wearing, proper physical distancing and handwashing (see details below).

Our ability to offer in person instruction and programs depends on the individual actions of our students, faculty & staff, and community members. Each of us must accept personal responsibility and accountability. Families can help keep our SHGS community safe by reinforcing the importance of the safety measures SHGS is taking to their children. By working together, we can answer the call to care for God's creation in the walls and halls of SHGS.

Following the state health department, CDC recommendations, and Diocesan guidelines we will observe the following:

I General Guidelines and Practices

- We will practice social distancing. (see details below *What social distancing will look like at SHGS*)
- Face masks/coverings (that cover the mouth and nose) are required to be worn by all staff and students as well as any essential visitors to the school while in the school building. Masks can be disposable or cloth reusable. At this point, face shields (without a mask underneath) will not be allowed. Masks must be appropriate to be worn at school. A helpful link: [Helping Kids Get Used to Masks](#)
- We will regularly clean and disinfect surfaces and equipment according to CDC recommendations. Janitorial staff will receive training specific to these guidelines.
- We will practice thorough hand washing for at least 20 seconds before meals, after participating in meetings, after using the restroom, and whenever hands are visibly dirty.
- We will continue to educate staff and students to avoid touching eyes, nose and mouth.
- We will continue to demonstrate cough etiquette.
 - Always cover cough or sneeze with a tissue then throw the tissue in the trash.
 - If tissues aren't available, cough into the inside of the elbow.
- We will use hand sanitizer with 60% - 90% alcohol when soap and water is not available. CDC approved hand sanitizer will be available and students are encouraged to bring their own supply as well.
- We will discourage the sharing of items that are difficult to clean or disinfect.
- We will keep each child's belongings separated.
- With parent support we will ensure adequate supplies to minimize sharing of high touch materials (pencils, scissors, crayons, etc) to the extent possible or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- We will avoid sharing electronic devices, toys, books, and other games or learning aids. If used, we will disinfect before and after use.
- We will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors when possible and safe.
- Students and staff will bring their own reusable water bottles filled with water from home. They may use our filling stations to refill the bottles. Water fountains will not be open to drink directly from.
- If necessary and when possible we will install physical barriers in areas where it is difficult for individuals to remain socially distant.
- We will establish travel routines (including one way hallways) and schedules that reduce student to student contact in the halls.
- Staff and students who are sick must remain at home.
- Staff and students who appear to have respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to school or who become sick during the day will be sent home.
- We will follow the health guidelines below for return to school for student and staff attendance. (The guidelines below are based on recommendations released in mid July. We will update them to reflect any changes before the start of school in September.)

- These guidelines will be used any time a student or staff member is ill.
- A family should contact a school administrator prior to return to school in the case of a COVID positive or COVID exposure.

| | |
|--|--|
| Exposure to Covid 19; no symptoms | Home for 14 days since exposure |
| Diagnosis of Covid-19; no symptoms | Home for 10 days since first positive Covid 19 test |
| At least 1 new symptom (even non COVID related illnesses): <ul style="list-style-type: none"> ● Fever of 100.2 or higher ● Chills ● Shortness of breath/breathing difficulty ● New cough ● New loss of taste or smell | Home until <ul style="list-style-type: none"> ● 10 days since first symptoms ● No fever for 3 days (without fever medicine) ● 3 days of symptom improvement, including coughing and shortness of breath |

- If a student or staff member becomes infected, we will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting.
- If a staff member or student has had direct contact with an individual who has had a confirmed diagnosis of COVID-19 it should be immediately reported to the SHGS office.
 - Deep cleaning and sanitizing will be completed in common spaces, bathrooms, and classrooms used by the diagnosed person.
 - We will work with the Kanawha Charleston Health Department to follow protocols to identify additional exposures and next steps for our school (cleaning, testing, potential closure, etc.).
- All staff who enter SHGS will follow the self-screening protocol:

-Have you or has anyone in your home had contact within the last 14 days with any person under screening or with anyone with known or suspected COVID-19?

-Have you or has anyone in your home visited an identified COVID out of state “Hot Spot” in the last two weeks? Please note that hot spot designation can change based on COVID flare ups, especially in high volume tourist destinations. Please check the CDC/applicable state websites for information.

-Do you or anyone in your home currently have any of the following symptoms?

- Fever (100.2°F or higher), or a sense of having a fever.
- Body chills (feelings of coldness accompanied by shivering).
- New cough that you cannot attribute to another health condition.
- New shortness of breath that you cannot attribute to another health condition.
- New sore throat that you cannot attribute to another health condition

- New muscle aches (myalgias) that you cannot attribute to another health condition, or -that you cannot attribute to a specific activity (such as exercise).
- New loss of taste or smell that you cannot attribute to another health condition.
- Congestion or runny nose, nausea, and diarrhea

II Arrival Procedures

Parents will receive a text alert each morning reminding them to check their child's temperature and check for symptoms.

- **All students will enter SHGS through the driver's line.** Students will wear masks upon exiting their vehicle. **There will be no walk-in/up drop off option.** Teachers and administration will be present during drop off in the alley. There will be separate, staggered arrival times for grades 3-5, K-2, and preschool classes. This staggered arrival will allow us to social distance with reduced numbers during arrival. Families with more than one child will arrive during the time slot for the oldest child. Younger siblings (only) will wait in the gym wearing masks and spaced 6 feet apart until their designated time to go to class or will be escorted to their classroom by SHGS faculty or staff. For the safety and health of our students and staff, please adhere to these times and guidelines consistently and **do not arrive prior to your child's assigned time.**

Arrival times:

7:30-7:45 grades 3-5

7:45-8:00 grades K-2

8:00-8:15 preschool classes ECE, PREK

8:15-8:30 preschool classes TH

- Note that teachers will be signing preschool students in and out daily. Parents will sign off on these sheets monthly.
- **Students will have their temperatures taken daily before entering the school.** **SHGS faculty on duty for arrival will be equipped with touchless thermometers and a touchless fever kit scanner.** If a child might be uncomfortable with a teacher taking his/her temperature, parents should plan to keep a thermometer in their vehicle in order to take their child's temperature and show the reading to the teacher on duty. **Students will wait in their vehicle until the teacher on duty comes to get them. Parents should not drive away until the teacher on duty gives them the all clear for their child to enter school.**
- Teachers and administration will also do a daily student health assessment before the student enters the building. We encourage parents to do this health assessment before coming to avoid upsetting a child who has symptoms or a fever upon arrival and then has to be asked to not come into the school.

-Have you, your child, or anyone in your home had contact within the last 14 days with any person under screening or with anyone with known or suspected COVID-19?

-Have you, your child, or anyone in your home visited an identified COVID out of state “Hot Spot” in the last two weeks? Please note that hot spot designation can change based on COVID flare ups, especially in high volume tourist destinations. Please check the CDC/applicable state websites for information.

-Do you, your child, or anyone in your home currently have any of the following symptoms?

- Fever (100.2°F or higher), or a sense of having a fever.
 - Body chills (feelings of coldness accompanied by shivering).
 - New cough that you cannot attribute to another health condition.
 - New shortness of breath that you cannot attribute to another health condition.
 - New sore throat that you cannot attribute to another health condition
 - New muscle aches (myalgias) that you cannot attribute to another health condition, or -that you cannot attribute to a specific activity (such as exercise).
 - New loss of taste or smell that you cannot attribute to another health condition.
 - Congestion or runny nose, nausea, and diarrhea
- All students will clean their hands with hand sanitizer upon entry into the building. Younger students will be supervised closely.
 - Students in grades 3-5 will walk directly to their classrooms on their own as they arrive.
 - All preschool classes-2nd grade will meet their teachers in the gym during their assigned morning drop off time (see above), wait socially distanced in the gym, and then walk up to their classrooms with their teachers and/or instructional aides.

III Dismissal

- **All SHGS students will leave school through the drivers line. There will be no walkers line pick-up.** There will be a designated pick-up time for various grade levels in order to stagger departure and reduce the number of children arriving in the gym. Please adhere to these times and guidelines. Families with more than one child will arrive during the time slot for the oldest child. Younger siblings will wait in their classroom until the designated departure time for the older sibling. For the safety and health of our students and staff, please adhere to these times and guidelines consistently and **do not arrive prior to your child’s assigned time.**

Dismissal times:

2:10-2:30 preschool (TH, ECE, PRE-K)

2:30-2:45 grades K-2

2:45-3:00 grades 3-5

- After School Care students will be picked up by ASC staff in small groups and walked to their ASC classrooms.

IV What social distancing will look like at SHGS

Preschool classes (Tiny Hearts, ECE, & PreK)

- Social distancing means that each class will stay together throughout the school day and will not combine or mix with other classes (cohorting). The teacher and aide will remain with the class throughout the day.

Kindergarten-5th grade

- Desks will be spaced allowing for social distancing.
- Desks will face in the same direction (rather than facing each other), or students will sit on only one side of tables, spaced apart.
- Students will stay with their classroom family throughout the day (cohorting).

Mass

Students, grades 1-5, will attend Mass in person by grade level. Each week, one grade level will attend Mass in the Basilica to allow for proper social distancing. Other grades will watch the livestream of the Mass in their classrooms.

- Only one grade level will attend each Mass.
- Social distancing guidelines (every other pew), six feet between individuals will be used for seating.
- There will be no handshakes or touching for the sign of peace.
- The Precious Blood will not be offered during communion.
 - Masks will be lowered only in the moment of receiving communion and then will be returned to the face.
 - Communion should be received on the hand with the mask lowered for consumption after stepping away from the Eucharistic Minister.
- There will be only instrumental music, no singing.
- This Mass will not be open to the parents or the public.
- All guidelines issued to parishes by the Diocese of Wheeling-Charleston will be observed.

V Additional social distancing measures

- We will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and parent meetings (ie PVA meetings).
- Nonessential visitors and volunteers will be limited. Only essential visitors (student services, etc.) will be admitted into the school. Any essential visitors must wear a mask/face covering.
- Preschool and Kindergarten classes will have staggered orientation sessions for families (1 child and 1 parent) prior to the first day of school. Details to be shared by classroom teachers.

- Information about special activities (Gym Jam, Read Aloud, classroom parties, etc.) will be shared in the near future. When possible, these events will be altered to allow us to celebrate and participate in a fun, but different and safe way.
- Parents picking students up early for appointments will send a note or email. The student will be brought to the front door when the parents buzzes. A written note, email, or phone call to the school office is required.
- Parents picking up half day preschoolers (TH) will pick their child up at the front door after buzzing.
- Parents may call to schedule phone calls or conference calls in lieu of face to face meetings with teachers or administration.
- When moving through the school is required, schedules will be in place so classes avoid contact in the halls when possible.
- Classes will not gather together or mix.
- Lunch will be in classrooms. Hot lunch and milk will still be available and will be delivered to students in their classrooms in individual covered trays. *Lunches brought from home will not be able to be microwaved.*
- Daily recess and outdoor breaks will be with individual classrooms.
- The playground will be disinfected between classroom uses.
- In most cases, specials teachers will come to the home base classroom to teach.
 - PE will still meet in the gym for low intensity, low contact activities
 - Music will meet in the home base classroom for music education activities not related to singing.
 - Art & French will meet in the home base classroom.
 - Reading Center will meet in the home base classroom with classroom book collections available for check-out.
- In cases where students change classes (5th grade), the teacher will move, not the students.
- Back to School Night: Teachers will email pre-recorded introductions and information to parents via email.
- Conferences (grade K-5) will be held over Zoom.

VI Attendance Policy

- If a student is unable to attend school for an extended period of time due to a diagnosis of COVID or an exposure to COVID, students will be given an opportunity to attend school remotely.
 - Teachers can choose to record their class for students to watch the next day and complete any missed assignments that then can be submitted to Google classroom or
 - Teachers can choose to have students attend “live” classes by using Zoom or Google Meet to attend the class virtually during the day

VII E-day Learning

If at some point, it becomes necessary to return to extended E-day learning, the procedures below will be in place.

By 9:00 a.m. on days that school is closed, teachers will post instructions for their class on the class page on the school website and/or Google Classroom through any internet connection, e.g., computer, phone, iPad, etc. Additional information will be shared via Ren Web parent email communications and classroom Remind. Please make sure your email address is always up to date in RenWeb to ensure receipt of this information.

- Teachers will present live, daily, online instruction at times to be determined and shared by each teacher. The delivery platform (Zoom or Google Meet), instructional times, and other class specific directions related to assignment sharing (Google Classroom) will be communicated by teachers.
- Students without internet access may need to call a friend to get assignments.
- In order for a student to count the E-day as a day of attendance, the student must attend the remote live instruction session(s) and assignments must be submitted within the timeline established by the teacher. Students who do not attend the remote live session(s) and do not submit assignments within the timeline established by the teacher may be marked absent. If a child is unable to attend an online session due to a parent work schedule, etc., arrangements must be made ahead of time with the teacher. Teachers may record sessions for student/parent reference after the live online session occurs or students will get assignments posted on Google Classroom.
- Because there may be rare cases in which families do not have home internet access, either through a computer, phone, or other device, individual allowances may be made to allow all students the opportunity to complete assignments and count toward attendance. Parents should communicate these issues with teachers. These allowances may be made at the teacher's discretion.
- Completion of each subject's assignments is required. Each e-day assignment may count as a grade in teachers' gradebooks. Failure to complete an assignment may result in a zero for that assignment.

VIII Options for High-Risk Students

- Parents of students with medical conditions that put them at higher risk for severe illness should contact Mrs. Malinoski directly to discuss these concerns and the details related to attendance options due to medical need.

IX After School Care

SHGS ASC will follow the same health and safety protocols as detailed above. Below is additional information regarding the ASC Program.

General Preparedness and Planning Clean and Disinfect Building

- We will be following CDC guidelines, "Cleaning and Disinfecting Your Facility".

Prevent the Spread of COVID-19

- Staff and children will be required to wear masks in the building.
- Staff and children will be encouraged to take preventive actions such as washing hands frequently, covering coughs and sneezes, etc.
- Each room will be equipped with soap and hand sanitizer for hands, sanitizing wipes, and sanitizing solution to regularly wipe down items used daily.
- We will require sick children and staff to stay home. If a child becomes ill during the day, parents will be called to pick them up. The child will be separated from all children with adult supervision at all times while waiting to be picked up.

Social Distancing

- Additional classrooms will be utilized in Seton Hall to allow for social distancing and cohorting.
- There will be no field trips, visitors, or volunteers.
- There will be no group gatherings or events. Children and staff on the playground will be kept with their own group and will not be mixing with other groups. There will be no mixing together of groups.
- KCCHD will be notified immediately if a case of COVID-19 is diagnosed among a member of the staff or one of the children.

Parent Pick-Up

- Pick up will be at the main entrance only. (Additional details to follow) No parent will enter the building at any time. Parents will buzz in and stay outside during pick-up. Parents should wear masks and remain 6 feet apart while waiting to pick up their child.
- At pick-up, parents will ring the buzzer at the main entrance. A staff member will get the child/ren or call for them (depending on age). The staff member will sign them out and take them out to their parents.

Screening Staff Upon Arrival

- All staff will be screened daily, using WVDHHR Daily Screening form, prior to entering the building.
- All staff must enter and exit the building using the main door only.