



Office of Education
Diocese of Belleville
Reopening of Schools
Sister Thea Bowman
Catholic School
East St Louis, IL

August 12, 2020

**This document is produced as a guideline for ReOpening the school,
and it will be updated often to incorporate the latest guidance for
mitigating the impact of COVID 19 in the school.**

Contents

School Reopening Plan Development Timeline6

Major Updates Due to Current COVID Situation6

Fact Sheet7

Health and Safety Strategies Action Plan and/or Procedure8

1) Maintaining hygiene standards throughout the day:8

 HAND WASHING AND PERSONAL HYGIENE8

 FACE COVERINGS8

2) Temperature monitoring of students, staff and guests (including entry into building upon arrival)9

 BEFORE SCHOOL9

 AT SCHOOL.....9

3) Procedure for faculty/staff/students who become ill during the school day.....9

 COVID 19 TESTING10

 COVID 19 SYMPTOMS.....10

 COVID 19 EXPOSURE10

 TECHNOLOGY STUDENTS SENT HOME OR AT HOME.....10

 COVID 19 COMMUNICATION10

 FAMILY AND STAFF REPORTING11

 RETURN TO SCHOOL11

 COVID 19 CLEAN UP.....11

4) Training for office staff for signs/symptoms of COVID 19 and how to isolate, if suspected .11

5) Documentation and location of temperature checks storage12

6) Physical distancing in the classroom and corridors and other areas of the building.....12

7) Traffic pattern upon arrival, departure, and throughout the school day.....13

 BUS13

 MORNING DROP OFF.....13

PICK UP AND END OF DAY	13
EXTENDED DAY	14
8) Monitoring hand washing and distancing in the bathrooms; sanitization during the school day	14
9) Physical distancing on the playground, cafeteria, gymnasium(s), library, & weekly school mass or other church-related activities	14
CAFETERIA/LEARNING CENTER.....	14
Library.....	15
School Prayer and Mass.....	15
10) Arrangement of staff room to allow for physical distancing and maintaining hygiene	16
11) Signage in classrooms and throughout building areas	16
12) Vulnerable teacher and staff protection.....	16
13) Training for substitute teachers, volunteers, and procedures to ensure health & safety maintained	17
14) Regular HVAC maintenance for ventilation and hygiene.....	17
15) How to dispose of PPE in classrooms and building areas.....	17
Physical Infrastructure Strategies Action Plan and/or Procedure.....	18
1) LEARNING CENTER	18
2) Signage for health & safety and where posted in building, classrooms	18
3) Entrance and exit traffic plan to ensure social distancing and safety.....	18
4) Plan for utilization of spaces within the building for special and co/extracurricular activities to ensure health & safety and social distancing	19
5) Location of “sick bay” and if isolation is needed	20
6) Ordering procedures for Personal Protective Equipment (PPE)	20
7) In-house custodial crew – disinfectants and supplies to meet criteria for COVID 19 sanitization	20
8) Appointed COVID 19 contact person on-site at school	21
9) Water Fountains	21
Scheduling and Staffing Strategies Action Plan and/or Procedure	22
1) Adjustments made and/or needed for classrooms based on social distancing.....	22
2) Staffing needs based on social distancing and vulnerabilities.....	22
3) Accommodating student needs.....	22

4) Sharing re-opening and procedures with school community.....	23
5) Staffing plan for high-risk and vulnerable faculty/staff	24
6) Updating remote learning plans for use when a student is quarantined at home or if state mandates “shelter in place” due to resurgence of pandemic risk level.	24
7) Decision on whether to close school “campus” and not allow visitors, guest speakers, or volunteers to be at school.	24
8) Plan for rotation and scheduling of grades 6-8 to minimize cross contamination	24
Transportation and Food Service Strategies Action Plan and/or Procedures	25
1) Discussion with local public school and the plan for bussing students to ensure health, safety, and social distancing for students and driver	25
2) Entry and exit building door for bus students and how temperatures will be taken upon arrival.....	26
3) Procedures for lunch periods, location, hygiene, food, food allergies, forgotten lunches & cleanup	26
4) Procedures for indoor and outdoor recess, supervision, social distancing, grouping, & equipment sanitization	27
Extended Care Action Plan and/or Procedure	28
1) Expected need for before- and after- school care in dedicated room	28
2) Facility adjustments to ensure health, safety, and social distancing	28
3) School building door assigned for entry and exit of extended care students	28
4) Staffing needs based on enrollment and space.....	28
5) List of trained substitute staff to supervise, when needed	29
6) Staff training on health standards, sanitization, hygiene, and food handling	29
7) Messaging to parents regarding drop off and pick up, snacks	29
8) Disinfecting toys, games, equipment	29
9) Outdoor activities	29
10) Signage in extended care room (refer to CDC website).....	29
Additional Items	30
1) THURSDAY ENVELOPE.....	30
2) LOCKERS AND DESKS	30
3) COMPUTER CLASSES.....	30
4) CELL PHONES.....	30

5) DESK AREA STORAGE30

School Reopening Plan Development Timeline

During June and July 2020, the Sister Thea Bowman Catholic School Staff and ReOpen Plan Team:

1. Developed a ReOpen Plan to have all procedures and processes in place to open the school in August with the primary focus on in-person and an option for remote learning.
2. Provided a copy of plan to Diocese, staff, families, advisory board, and reopen plan support team.

In early August:

1. COVID 19 infection rates rose quickly in St Clair County and specifically in the zip codes of our school families. Over 2/3 of families contacted the school and asked for a Remote Learning Option. Many staff also indicated their fear of in-person learning based on health concerns for themselves, students, and families based on the COVID disproportionate impact on families from the same demographics as our school.
2. Staff met to discuss options to meet the goals of our school while mitigating the risk of COVID 19 as much as possible with the new high infection rate in the community.
3. Several options, with a school recommendation, were presented for the Diocese of Belleville School Superintendent and Bishop to review and approve. We have approval to provide in-person learning as described in this document for safety reasons, and we will monitor the situation and adjust our in-person approach as necessary to allow more in classroom learning when possible. Updated areas are highlighted.

Major Updates Due to Current COVID Situation

- 1) Students will not be in the main school building or classrooms to lower the risk of spread of COVID. In-person students will be in a Learning Center set up in the cafeteria. They will attend the class Zoom sessions, and they will be assisted and monitored by teacher aides and other school staff.
- 2) Bus service will still be provided.
- 3) All in-person students will attend from 8AM – 3:30PM daily. All remote students will attend from 8AM – 3PM daily.
- 4) We will monitor the local situation and stay in contact with the Diocesan leadership, Health Department, staff, and families to adjust our plan as possible under current conditions.

Fact Sheet

School Name: Sister Thea Bowman Catholic School

Location(s): East St Louis, IL

Pastor/Chaplain: Fr. Carroll Mizicko

Principal: Dan Nickerson

School Reopening Team Members: Sr. Kathleen Murray, Ms. Roberta Trost, Ms.

Karen Waide, Ms. Francine Gordon, Ms. Mary McGeathy, Fr. Carroll Mizicko, Ms.

Latrisha McGee, Rev. Tracy Holliway-Wiggins, Mr. Kevin Keuster, Ms. Ebony Jethro,

Ms. Michelle Mixon

School Phone: 618-397-0316

Approximate number of students: 132

Approximate number of full-time faculty & staff: 23

School email: sistertheabowmanschool@srthea.org

School website: stbcs.com

Social media- links: <https://www.facebook.com/theabowmanschool/>

Office of Education Review of Plan

Date: _____

Approved _____

Returned for Revision _____

Health and Safety Strategies Action Plan and/or Procedure

1) Maintaining hygiene standards throughout the day:

HAND WASHING AND PERSONAL HYGIENE

- Students entering the cafeteria for the morning breakfast program will be required to wash and sanitize hands upon entering the cafeteria. After eating, and before leaving the cafeteria, all students will be required to clean their eating area and wash/sanitize hands.
- Students will be required to sanitize hands upon entering the building.
- Students will be required to wash hands after each bathroom break.
- Students will be required to wash/sanitize hands before lunch or snacks.
- Students will clean/sanitize work areas anytime they are required to leave their area for another work area. Teacher/staff will squirt some sanitizer on the work area, and student will use a paper towel to wipe the area.
- Staff will announce daily the “COVID 19 Hygiene Tip of the Day”
- School is investigating hallway temporary handwashing stations to provide more facilities to the students. Possible locations: cafeteria, K-2 hallway, 3-5 hallway, STB Academy hallway.
- School is investigating classroom ‘wall units’ for hand sanitizer to enter/leave classroom.

FACE COVERINGS

- **All individuals in school buildings must wear face coverings at all times unless** they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
 - Face coverings include a cloth or appropriate material face mask or approved face shield. They should not have a valve on the front of the mask, as the mask is to protect others from the wearer’s germs, so a heavy cough or sneeze would allow for germs to be expelled to a person in front of the wearer. Side valves are fine.
 - Face coverings must be worn at all times in school buildings even when social distancing is maintained.
 - Face coverings do not need to be worn outside if social distance is maintained.
 - School requires physician’s notes for students and staff who are not able to wear a face covering due to trouble breathing.
- There is significant evidence that face coverings provide protection and decrease the spread of COVID-19.

- Face covering should fully cover the mouth and nose, and fit snugly against the sides of the face with no gaps.
- School will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.
- School will provide two cloth, washable face masks for each in-person student at the beginning of the school year.
- Mask will be added to supply list.

2) Temperature monitoring of students, staff and guests (including entry into building upon arrival)

BEFORE SCHOOL

- Families will be provided with a thermometer device to check students before they leave home each morning. Families must keep a student home if they have a temperature of 100.4 °F or higher.
- Families will be required to use the MIINE Health app to provide a self-assessment by 7:30 each morning.

AT SCHOOL

- The school will use a contactless thermometer for checking temperatures for staff, students, and any additional people entering the building for school business. Anyone with a temperature of 100.4 °F or higher is considered to have a fever by the CDC, and they will not be allowed to stay in the school.
 - If a temperature of 100.4 °F or higher is registered, the staff member will wait 10 minutes and retest to insure results.
- All staff will enter their MIINEHealth App self-assessment by 7:30 each morning. The school secretary will ensure all staff have completed the daily entry and track any quarantine requirements.
- Students will be checked at the door for temperature. Any students showing a temperature at the beginning of the day or during the day will be sent to a quarantine area by the office until they can return to home.
- Any students showing any COVID 19 possible symptoms (Fever 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) will be checked for a temperature of 100.4 °F or higher and procedures will be followed.

3) Procedure for faculty/staff/students who become ill during the school day.

COVID 19 TESTING

- COVID 19 Testing is not mandatory for students or staff, however it is a very accurate way to determine whether you have the virus.
 - Staff and students are encouraged to be tested before the start of the school year to have some peace of mind about their health. Free testing is available at JJK and several St Clair County locations, including mobile testing sites.

COVID 19 SYMPTOMS

- Any students showing any COVID 19 possible symptoms (Fever 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) will be checked for a temperature of 100.4 °F or higher and quarantine procedures will be followed.
- Any staff members showing any signs of illness, including COVID 19 symptoms will be checked for temperature. If they show any symptoms of COVID 19, they will be sent home. For faculty, a substitute will be provided for their classes.
- A single symptom, like a runny nose, will not cause quarantine, but will cause the staff to check for a temperature or other possible symptoms.

COVID 19 EXPOSURE

- Individuals who did not have close contact with the person who is sick can return to school immediately after disinfection.
- Individuals who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days.
 - Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes.
 - Additional cleaning and disinfecting is not necessary if more than seven days have elapsed since the person who is sick visited or used the school.

TECHNOLOGY STUDENTS SENT HOME OR AT HOME

- School will allow students to take their Chromebook home to complete assignments and attend virtual lessons.
- Teachers will broadcast lessons via Zoom, so students can keep up with lessons.
- Teachers will communicate assignments through Google Classroom.

COVID 19 COMMUNICATION

- School will communicate with families and staff about any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness must go/stay home.

-- Communication will be provided via Option C, written notice, direct phone call, or best combination of these depending on case and urgency.

-- No names will be used to protect the rights of the person testing positive for or suspected of having COVID 19.

FAMILY AND STAFF REPORTING

- Families and staff must also report possible cases to the school where the individual attends school or works to initiate contact tracing.

-- In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return.

-- All suspected cases of COVID 19 or exposure to COVID 19 should be reported immediately to the local Department of Public Health: **St. Clair County Health Department: 618-233-7703.**

RETURN TO SCHOOL

- Criteria to return: whether student/staff were tested or not, 72 hours must elapse from resolution of fever (without fever reducing medication) and 10 days must pass after symptoms first appeared.

-- To expedite a return to school, a student/staff member may also get tested at any local testing center and provide the results to the administration showing no COVID 19 infection.

- Students or staff returning from illness related to COVID-19 must call to check in with the school office following quarantine and at least one day before a return to school.

COVID 19 CLEAN UP

- School will close off any areas of the school used by a sick person and will not use these areas until after proper cleaning and disinfection procedures have been completed.

-- Staff will move students out to a new location, such as the library, and the closed off area will be marked off with cones and signage as appropriate.

-- School staff will open windows to increase air circulation in the area.

-- School custodial staff will clean and disinfect all areas, such as classrooms, offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick.

4) Training for office staff for signs/symptoms of COVID 19 and how to isolate, if suspected

- All staff, including office staff, will be provided training on COVID 19 symptoms based on the training and documentation found at the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- All staff will be trained on isolation procedures before school starts in August.
 - Signs and symptoms of illness
 - How to get students to the office for isolation
 - Family contact procedure for student pick-up
 - Testing available at JJK center in East St Louis.
- All families will be briefed on COVID 19 symptoms, procedures, and testing available at JJK center in East St Louis.

5) Documentation and location of temperature checks storage

- The school will use the MIINE Health program to monitor student health information in respect to symptoms, fevers, quarantines, etc.
- Additionally, as a back-up a temperature check documentation form will be filled out for all students and staff who have had a fever. A copy of the document will be kept in the office to track who is out, and what steps have been taken for a return to school.

6) Physical distancing in the classroom and corridors and other areas of the building

- Please see LEARNING CENTER information in “Physical Infrastructure Strategies Action Plan and/or Procedure” Section.

- Students and staff will maintain a social distance of 6 ft. from other individuals.
- Classroom desk arrangements will be spaced to have all students facing the same direction, and the rows will give 6 ft. of distance between them. A maximum of 15 desks can be put in a classroom based on physical boundaries.

- LEARNING CENTER seating will have a maximum of 45 students in the cafeteria socially distanced at the tables set up there. Each student will have a designated seat marked for their use daily. Students will not sit at other seats.

- All students and staff will be required to wear masks while moving about the school buildings
 - Faculty may use a face shield as an exception if needed to provide better communication for instruction.
- Students and Staff travelling through corridors will walk on the right side, single file while wearing masks

7) Traffic pattern upon arrival, departure, and throughout the school day

BUS

- Bus Arrival will be in parking area parallel to Church Lane and in front of the Chapel as in year's past.

- Bus departure: Buses will enter West gate, proceed behind the school and park adjacent to the school near the East (office) door. The office gate will be opened for them to leave once buses are loaded.

- Bus loading, unloading, and travel: Students must have a mask during the entire time they are loading, unloading, or travelling on the bus.

- Students arriving by bus will go directly to the cafeteria.

MORNING DROP OFF

- Students arriving for the breakfast program shall enter through the West gate, proceed behind the school and drop off students at the Northwest corner of the cafeteria, near the entrance door. Only the student should exit the vehicle and enter directly into the cafeteria. Breakfast arrivals are from 7:15 AM to 7:35 AM.

- Students being dropped off in the morning, without breakfast, must arrive between 7:45 AM and 7:55 AM.

-- All students report to the cafeteria.

PICK UP AND END OF DAY

- ALL Students will be dismissed from in-person learning by 3:30 PM each day. Remote Learning Students will end their day at 3 PM.

- If a student needs to be picked up during the day, the family member will follow normal protocol by reporting to the East school (office) door. All family members must follow social distance rules and wear masks at the school.

- At the end of the day, students will be dismissed on a staggered release schedule:

-- Mon – Thu: All K-5th bus riders will be released at 3:20 to report to the Office exit door area to board the bus.

-- K-5 will release at 3:25 and proceed to the front of the school for pick up.

-- All 6–8th bus riders will be dismissed at 3:25 to report to the Office exit door for bus boarding. All other students will exit to the front of the school for pick-up.

EXTENDED DAY

- At this time, we will not be able to offer Extended Day due to the elevated COVID rates. However, we will ask families for the need for Extended Day, and we evaluate possible safe ways to provide Extended Day.

- Extended Day would start on August 24, as planned if we are able to offer it.

8) Monitoring hand washing and distancing in the bathrooms; sanitization during the school day

- Students will go to the bathroom by class at scheduled times to give the students ample opportunity to use facilities. Bathrooms will be limited to four or less students at a time per normal rules. All students must wash hands with soap and water before returning to class.

- Bathrooms will be cleaned and disinfected each morning, midday and at the end of the school day. Additional cleaning and disinfecting will take place if somebody using the bathroom is sick or is suspected of being sick.

- Face masks will be worn in bathrooms.

- Student work areas should be cleaned at least 3 times per day.

9) Physical distancing on the playground, cafeteria, gymnasium(s), library, & weekly school mass or other church-related activities

- The student lunch and recess schedule will match the staggered schedule for all student classes by grade level.

- Lunch and recess breaks will be staggered from 11:30 – 1 PM. Younger classes will start their breaks at 11:30, and older students will begin close to noon time.

- Physical distancing practices will be put in place based on the “pod” concept where we will have three groups (K-2), (3-5), and (6-8). Modifications may be made based on in-person numbers.

CAFETERIA/LEARNING CENTER

- Cafeteria entrance will be through the gym/cafeteria main entrance door.

- Cafeteria exit will be through the west Chapel door.

- Cafeteria table space will be expanded to handle up to 50 students.

-- Since the students will also eat in the cafeteria at their table, all students will wipe down their eating areas after eating. Staff will clean and disinfect areas after meals. Custodial and cafeteria staff will keep floors and common areas clean after all eating times.

-- Students will be spaced 6 ft apart for eating. Each table will have 3 students facing the same direction. Seating space will be marked.

- Students will wear masks outdoors during recess or physical education classes if they are not able to meet social distancing standards. Recess times will be staggered to allow students time to play with their cohort/grade.

- Physical education classes will focus on individual sports or fitness activities. Any group activities will be done with face masks.

- We will minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.

- All students must wash/disinfect hands before and after participation.

Library

- The Library will not be used during the time students are only in the LEARNING CENTER. Once the situation allows students back into classrooms, the below guideline will be used.

- The library may be used for checking out books only. Teachers can bring age-appropriate books out and put them on the library tables, and have the students select the books they want before returning to class. Books need to be disinfected before being returned to the shelves.

-- Teachers will schedule their classroom library time per usual practice. Any surface areas or chairs used by the students need to be cleaned/disinfected before leaving the library.

-- Many classrooms also have classroom 'libraries', so similar procedures must be followed to minimize the amount of physical touching of multiple books and cross contamination.

School Prayer and Mass

- The below guidelines will be used after students are allowed by the situation to return to classrooms. Until that time, mass will be celebrated on Fridays at 2 PM in the Chapel. In-person students will attend in their designated chapel assigned seats based on social distancing. The mass will be attended by remote students via Zoom.

- Traditional School Prayer in the school front foyer will be modified. Only three grades will gather for the main foyer prayer at one time, one per wing. The hosting grade will be one of the grades present.

-- Students will be socially distanced. One grade will use both sides of their hall as appropriate.

-- All other classes will participate in prayer in their rooms via Zoom session.

- School masses will be scheduled to minimize the amount of students in the chapel at one time. Grade levels for mass will be: A, K-2; B, 3-5; C, 6-8. Those groups not attending mass will

watch the mass live-streamed in their rooms. 8th Grade students will rotate being servers at the mass.

-- Students will not go to communion for a blessing. The general blessing for the group will be done after all Catholic students receive communion.

-- Covid 19 mass procedures and safety precautions as followed by St Augustine of Hippo, East St Louis, will be followed at our chapel.

- **On Hold: Song practice** will follow the mass schedule with proper social distancing rules when Illinois State Board of Education and Illinois Department of Public Health guidelines allow group singing.

-- A possible second song practice will be scheduled if the Choir Director schedule allows.

10) Arrangement of staff room to allow for physical distancing and maintaining hygiene

- The staff room will maintain the large square table configuration to provide enough seating for up to 8 people at a time. With staggered lunch schedules, this should suffice.

- Staff must clean/disinfect their eating area after they complete their meal. All dishes must be washed immediately, dried and stored away/or taken with you. No dishes/cups can be left in the sink or on countertop.

- Staff meetings will be moved to the chapel for social distancing.

- Counters must remain clean and cleared of any food items.

11) Signage in classrooms and throughout building areas

- CDC recommended signage will be displayed in the school:

-- Office and common areas: COVID 19 symptoms, hygiene, CDC updates, testing information

-- Bathrooms: washing hands, hygiene

-- Classrooms: COVID 19 symptoms, hygiene

12) Vulnerable teacher and staff protection

- For our vulnerable teachers and staff, or those with vulnerable family members, extra precautions will be reviewed and used in their work areas or classrooms to provide an extra layer of safety. This may include, but is not limited to:

-- Smaller class or student group size

-- Additional social distancing in the work area or classroom: less proximity, additional barriers, etc.

-- Videoconference instruction from a different room or home as needed

13) Training for substitute teachers, volunteers, and procedures to ensure health & safety maintained

- Staff, Family, and Volunteer handbooks will be updated with an addendum on COVID 19 Health and Safety procedures.

- All staff, including substitute teachers, volunteers, and part-time staff will be provided the procedures and will be trained on them before working in the school in 2020-21.

14) Regular HVAC maintenance for ventilation and hygiene

- All HVAC systems will be checked and cleaned over the summer break, and filters will be cleaned, disinfected and replaced as necessary.

- All HVAC filters will be cleaned/disinfected or replaced monthly; specific area ones will be cleaned/disinfected or replaced after any known exposure occurs in that area

15) How to dispose of PPE in classrooms and building areas

- Any PPE needing to be disposed of will be placed in a separate small garbage bag (provided in each room), and the bag will be tied to be airtight.

- The student or staff disposing of the PPE item will handle the bag and PPE, and place it in a larger trash receptacle.

- Immediately after disposal, all involved in the disposal will wash and sanitize their hands.

- No PPE that needs disposal should be left on any working surface or the floor, and it should not be thrown directly into a trash receptacle.

Physical Infrastructure Strategies Action Plan and/or Procedure

1) LEARNING CENTER

- The cafeteria will be designated as the school LEARNING CENTER for use by all in-person students.
- Learning Center will be set up in the cafeteria (separate building from classroom building).
 - Learning Center has space, tables, and internet coverage to provide enough room for up to 45 students.
 - Students have assigned seating, and they would keep all materials in their workspace for easy access.
 - Students can have breakfast and lunch at their table at an area not used for school work to limit possibility of cross contamination.
 - Homeroom teachers teach from their homeroom for easier staff communication, access to tools of education, support to teacher's aides assisting Learning Center students.
 - Only essential staff would be allowed into the main school building to conduct their duties (teachers, office staff, and support staff as needed).
 - Students needing a safe structured place to attend remote sessions would be placed in Learning Center with teacher aides to monitor them as they attend remotely from that location.

2) Signage for health & safety and where posted in building, classrooms

- CDC recommended signage will be displayed in the school:
 - Office and common areas: COVID 19 symptoms, hygiene, CDC updates, testing information
 - Bathrooms: washing hands, hygiene
 - Classrooms: COVID 19 symptoms, hygiene

3) Entrance and exit traffic plan to ensure social distancing and safety

- Currently, all entrance for the Cafeteria will be via the cafeteria door, and exiting will be done through the West Chapel Door. Below are the procedures for when the situation allows for students to return to classrooms.
- The school has 10 ft wide hallways and double-doors for all main entrances and exits, so students, staff and guests will walk single file on the right side of the hallway, and they will enter/exit through the corresponding door.
- Morning entrance and afternoon exit will utilize both doors to enable students to leave in a more efficient manner. Lines will form on both sides of the hallway to provide social distancing.

- For entry and exit from the cafeteria or chapel, since there is only one door, only one group of students will be allowed to enter/exit through the doors at one time to maintain a one-way traffic flow and allow for proper social distancing.

4) Plan for utilization of spaces within the building for special and co/ extracurricular activities to ensure health & safety and social distancing

- Below are the procedures for when the situation allows for students to return to classrooms.

- Violin classes will be limited to 15 students at a time in order to maintain proper social distancing. Split classes will be used to limit the number of students in the violin room at a time. We will try to split classes into two 20 minute sessions; 20 minutes for each group.

- Afternoon classes (6th-8th) will be conducted in the chapel for proper social distancing.

-- Students will enter single file and take their violin directly to their position starting at the back right of the room and filling the positions from row closest to the window to the row closest to the door. All students will face the front of the class.

-- Ventilation will be on for the entire day, and the room will be disinfected after each day's use.

- BELIEVE Room use will be limited to 15 students at a time. Sign-up is necessary.

-- Staff will provide the students books to read. Students will not replace books on the shelves, but will instead put them in a collection basket.

-- Books will be left for a 24 hour 'rest period' before they are returned to the shelves by a staff member.

- Physical Education Classes will be held outside when weather permits. In case of bad weather, physical education classes will consist of individual stretching and light activity in the chapel area.

- Efforts are being made to find funds to replace BELIEVE Room, Religion Room and Library carpet with easier to clean flooring.

-- Carpets will be cleaned three times per week by custodial staff after hours.

- Aesop's Attic Reading Intervention Room will be set up and used by limited students at one time to maintain proper social distancing.

5) Location of “sick bay” and if isolation is needed

- Students that are showing any symptoms of sickness will be sent to the office with a ‘Health Form’ from a staff member. The form will have the name, symptoms, and staff member signature.

- Students will be checked by office staff for a fever. If the student has a fever, they will be immediately placed in the quarantine area near the office, and a family member will be called to pick them up.

-- Quarantine area will be a partitioned portion of the main hallway near the office to allow for students to still use the unpartitioned portion of the hall with proper Building Safety clearances.

-- Office staff will document the symptoms, and provide that information along with a ‘Return to School’ form to the family member describing what needs to take place to return the student to school. Copies of both will be put in the Office Health Tracking File.

-- If COVID 19 Symptoms are present, the staff will be notified. Staff will identify any persons (student, staff, volunteers) who have had close contact with the possibly infected person and notify them of quarantine/testing requirements.

6) Ordering procedures for Personal Protective Equipment (PPE)

- The Assistant to the Principal shall monitor PPE requirements, inventory, and needs. They shall coordinate all orders with the Principal and administrative staff as necessary to ensure a proper amount of PPE is available for staff and students to maintain a safe environment.

-- Since PPE levels and lead-times will vary for different resources, the Assistant Principal will make a chart to track PPE equipment stock levels and reorder times.

- PPE ordering and use will follow CDC and local IDPH guidelines for schools.

7) In-house custodial crew – disinfectants and supplies to meet criteria for COVID 19 sanitization

- School will follow IDPH guidelines for cleaning/disinfecting the school environment. IDPH specifications for disinfecting supplies and cleaning guidelines will be followed to ensure a safe environment for staff and students.

- Additional part-time hire will be made to assist with afternoon and weekly deep-clean efforts.

8) Appointed COVID 19 contact person on-site at school

- The Assistant to the Principal shall serve as the COVID 19 contact person at the school, and she shall direct questions or issues to the proper person. She shall attend meetings or discussions provided to better promote safety at the school, as it pertains to COVID 19.

-- The Principal will be the secondary contact person if the Assistant is not available.

9) Water Fountains

- Students will be encouraged to use the current water coolers to fill their water bottles. The water fountains will remain open per IDPH guidance until they can be replaced with water bottle filling stations (expected late-August).

Scheduling and Staffing Strategies Action Plan and/or Procedure

1) Adjustments made and/or needed for classrooms based on social distancing

- K-5 students will remain in their Homerooms as much as possible to decrease unnecessary movement through common areas.

- 6-8 students will remain in their Homerooms as much as possible to decrease unnecessary movement through common areas. Teachers will switch classes to instruct students instead of students constantly switching classes.

- Classrooms will be set up with a maximum of 15 students in a forward-facing, individual desk layout, with the teacher at the front of the classroom for instruction.

- Short plastic sheet dividers will be set up between rows of students to prevent excessive cross flow of air to provide an extra layer of social distancing protection.

- Staff will wear a face shield or face covering (mask) while instructing. If a student needs individual help, staff will ensure the maximum social distancing possible while still serving the student's needs.

2) Staffing needs based on social distancing and vulnerabilities

- Additional staff (teacher's aides) will be needed to assist with large class social distancing requirements while supporting the academic requirements of the students. Possible staffing increase may be needed in 1st, 3rd, and 5th grades.

- Due to more need for the Secretary and Principal to attend to student health issues based on quarantine requirements and contact tracking, additional Administrative Assistant staffing will be needed to complete administrative functions.

-- Secretary and principal will be key members of the initial fever checks, quarantine, and any symptom occurrences throughout the school day. They will also be involved with risk assessment and family communications if a COVID 19 case or suspected case is identified.

3) Accommodating student needs

- Currently, all tutoring by Title and Attic staff will be provided through Zoom. Below are the procedures for when the situation allows for students to return to classrooms.

- Students will continue to need academic intervention from our Reading Specialists, Title Resource Tutors and volunteers, who provide one-on-one and small group instruction.

- Staff will need to meet K-2 students at their classrooms and take them to the classroom or work area where instruction takes place.
- Gr 3-8 students will be given instruction on how to report to the classroom or work area, and this will be staff led for at least the first week of specialized instruction.
- Special instruction may be given via videoconference if necessary to better protect our more at-risk staff. This will be discussed with each instructor to determine best approach.
- Students with special medical circumstances which prevents them from attending in person classes or from wearing a mask will be identified to determine the safest way for them to participate in instruction. Options include:
 - Remote Learning via videoconference or recorded instruction and online or printed student packet will be used.
 - Special face shields will be offered as an alternative to the mask.
 - Special seating arrangements for them to participate in class instruction or activities, but from a remote and safe location.
 - Each case will be analyzed and discussed among the team of administrative staff, faculty, student, and family.

4) Sharing re-opening and procedures with school community

- Mandatory orientation sessions have been set up via Zoom to virtually meet with all families/ students. Additionally, all families/students are receiving an updated ReOpen Plan, eLearning Plan, and they are attending a Welcome Zoom with classroom teachers on August 14.
- Completed Re-Open Plan will be sent to all registered families, and will be posted on our website for review.
- All families and students will attend one of several mandatory Re-Open sessions in the week before school starts.
 - Topics will include: Re-Open Plan; COVID 19 Symptoms; COVID 19 Procedures and Family / Student Responsibility; Contingency Hybrid and Remote Learning Procedures
 - Sessions will be scheduled to accommodate families in social distance or videoconference format to ensure all understand the importance of compliance to the school rules for the safety and health of students, staff, and families.

- Families will have input into Re-Open Plan during development, and they may enter comments, suggestions, or concerns directly to the Assistant to the Principal for discussion and resolution.

5) Staffing plan for high-risk and vulnerable faculty/staff

- We have several staff members in the high-risk category. These staff members will work with the Principal and Assistant to the Principal to identify concerns/limitations of their involvement in In-Person instruction in the school building.

- Options may include, but are not limited to additional social distancing measures, remote involvement where reasonable, and additional physical barriers for increased safety.

6) Updating remote learning plans for use when a student is quarantined at home or if state mandates “shelter in place” due to resurgence of pandemic risk level.

- If a student must be out of class due to illness, they will just be moved to the remote learning program to provide as little disruption to their learning as possible. Since they will be in a remote learning mode already, transition should be smooth.

-- Students will have assigned Chromebook devices to use for both in-class and remote learning.

7) Decision on whether to close school “campus” and not allow visitors, guest speakers, or volunteers to be at school.

- Currently, our school is closed to volunteers unless they are providing services via Zoom in coordination with homeroom teachers. Below are the procedures for when the situation allows for students to return to classrooms.

- Our school relies on volunteers and guest speakers to best educate our students with a holistic learning experience. We will not close our school to these important educators unless a change in the Phase changes for our region.

- Volunteers and guest speakers will be required to review and abide by school COVID 19 safety measures to be allowed to serve at the school. They will be screened the same as students and staff before entering the school building.

8) Plan for rotation and scheduling of grades 6-8 to minimize cross contamination

- Currently, 6-8 grade students requesting in-person learning will be in the LEARNING CENTER, so this is not an issue. Below are the procedures for when the situation allows for students to return to classrooms.

- Grades 6-8 will remain in homerooms as much as possible with subject teachers travelling from room to room to instruct students.

- Schedules will be reworked to identify the most efficient schedule to accommodate academic learning while putting student and staff safety at the forefront.

- Academy Enrichment classes and activities (3 - 5PM Mon – Thur) will be evaluated to minimize cross contamination by analyzing potential amount of mixing by grade level during these sessions and minimalizing cross contamination.

Transportation and Food Service Strategies Action Plan and/or Procedures

1) Discussion with local public school and the plan for bussing students to ensure health, safety, and social distancing for students and driver

- Discussions have started with District 189 on the bussing schedule and modifications due to the COVID 19 restrictions.

- School will maintain the same basic schedule and routing as last year.
- Buses will arrive at school no later than 7:30 to provide students with a chance to have their health check (temperature) done, and for them to receive a hot breakfast before proceeding to the school.
- Bus students will follow previously listed schedule and procedure for end of the day bus routine.
- Buses used for end of the day student pick-up will be parked near the Office (Main) door instead of in the bus drop-off area to promote easier boarding and social distancing control, as well as to provide more parking for families picking up students on the staggered pick up schedule.
- Bus company will do initial temperature check on students before they board the bus in the morning. Bus company is working with District 189 administration and school administration on procedures for when a student is identified to have a fever at the bus stop.
 - At a minimum, the student will be sent home, and the school will be notified of the symptom.

2) Entry and exit building door for bus students and how temperatures will be taken upon arrival

- All students will have temperature checks upon entering the cafeteria. Any students showing a sign of a fever shall be sent to the office for quarantine and return home.
- All bus students will go from the bus directly to the cafeteria in the morning.
- The District, bus company, and our school will jointly determine if end of the day fever check will be done by the school or by the bus driver before buses are boarded.

3) Procedures for lunch periods, location, hygiene, food, food allergies, forgotten lunches & cleanup

- Due to the longer school day and need for students to get fresh air and some movement, lunches will be served in the cafeteria using a staggered lunch schedule to minimize the amount of students in the cafeteria at one time (under 50).
 - Teachers will get their students to lunch (cafeteria) and ensure students are seated before they leave them under the supervision of the cafeteria staff.
 - Students will get their lunches brought to them to eliminate the need for lining up and touching common areas.

- All students will wash hands before going to the cafeteria, and all will sanitize their hands before eating.
- Students will clear and clean their eating areas after eating, and area sanitation will be completed by or under the guidance of cafeteria staff depending on the age group.
- Normal practice for forgotten lunches, food allergies, etc will be followed as specified in the school handbooks.

4) Procedures for indoor and outdoor recess, supervision, social distancing, grouping, & equipment sanitization

- Outdoor recess will be conducted according to the previously listed schedule.
- During Phase 4, students will participate in individual or grade level activities to avoid cross contamination to the maximum extent possible. A minimum of two recess supervisors will be with each recess group to help maintain appropriate social distancing.
- Any equipment used, such as kick balls, will be sanitized at the beginning and end of recess sessions.
- Students will be required to wash and sanitize their hands before they enter the classroom, as supervised by homeroom teachers.
- Use of outdoor play equipment will be limited per IDPH guidance.

Extended Care Action Plan and/or Procedure

1) Expected need for before- and after- school care in dedicated room

- Before school care (7:00 – 7:15 AM) will be provided in the cafeteria as per normal school practice.

- Extended Day K-2 students: K-2 students will meet in the Believe room. If there are more students than social distancing allows, then student work stations will also be set up in the hall near the Believe Room.

- Extended Day 3-5 students: Gr 3-5 students will meet in the hallway between the 3rd grade and 4th grade rooms. Extended Day will be done in the cafeteria.

- Friday only: Extended Day 6-8 students will meet in the hallway between the 8th grade room and the front door. Extended Day will be done in the cafeteria.

- Extended Day students will exit the front door. K-2 students will release at 4:55. 3-8 students will release at 5:00.

2) Facility adjustments to ensure health, safety, and social distancing

- Extended Day students will stay in the hallway at their social distancing places until the Extended Day staff can ensure the room or area desks/tables they are using has been cleaned/disinfected.

- All students will wash and disinfect hands before entering Extended Day room for snack and study.

- Extended Day snacks will be distributed by the Extended Day Staff at the location where each student is sitting for the extended day session.

- All students will wash and disinfect hands after snack.

- Staff will provide students with guidance on pre-designated seating, room entrance and exit, and hygiene requirements.

3) School building door assigned for entry and exit of extended care students

- Entrance and exit details are in section 1.

4) Staffing needs based on enrollment and space

- Based on normal Extended Day enrollment numbers, we expect to have two staff members and two locations for the K-2 program and the same for the 3-5 program.

- On Fridays, the 6-8 Extended Day will have one staff member, and they will meet in the cafeteria.

5) List of trained substitute staff to supervise, when needed

- Based on limited ability to attract substitute teaching staff, we will train our regular subs, and we will also recruit part time employees to help with supervision, especially if we have a prolonged or sudden staff sickness or exposure to COVID 19.

- We will begin recruitment of additional staff to help with supervision in emergencies, but also for additional assistance with monitoring bathroom breaks and student recess time.

6) Staff training on health standards, sanitization, hygiene, and food handling

- We are planning specific training on health standards, sanitization, hygiene, and food handling for the week before school starts. Additionally, CDC and IDPH guidance will be distributed to staff and families for their use in educating themselves on COVID 19.

7) Messaging to parents regarding drop off and pick up, snacks

- These topics will be incorporated in the mandatory family / student sessions which will be conducted before school begins.

- Additional information will be sent via Option C e-mails and posted on our website.

- Informational flyers will be distributed to families on a periodic basis in Thursday Envelopes to keep rules and procedures updated and clear.

8) Disinfecting toys, games, equipment

- Any items used by students that can be shared shall be cleaned/disinfected before distribution to students, and will be cleaned/disinfected upon return to the staff.

- Outside equipment that may be used by students will be cleaned/disinfected at least daily in the morning before use.

9) Outdoor activities

- Outdoor individual or social distanced group activities will be encouraged to provide the students with safe outdoor learning opportunities.

- Outdoor activities shall be monitored by staff to ensure safe and healthy procedures are being followed to protect the students and staff.

10) Signage in extended care room (refer to CDC website)

- Extended Day rooms are used by students during the school day, so the signage will not change.

Additional Items

1) THURSDAY ENVELOPE

- Thursday envelope will be used, but the envelopes will be held in student cubbies, mailboxes, desk, or locker as directed by the homeroom teacher.
- Thursday envelope materials will be distributed to students at their desks, and they will be self-stuffed by the student.
- Thursday Envelope materials will be at a minimum as much of the information will be provided through Option C messaging or Website notices.

2) LOCKERS AND DESKS

- Lockers will be used specifically for coat and backpack storage.
 - All books and consumable academic resources should be placed in a desk or open storage area (shelf) for students to have easy access.
- Desks will be checked on a daily basis by staff to ensure only required items are stored there. Old papers or materials must be sent home, disposed of, or kept in a student portfolio file.

3) COMPUTER CLASSES

- Initial computer classes will be held in the classrooms using the Chromebook devices.
 - The Computer room will be reserved for minimal use by students who need to attend a session in the room based on session content.
 - Staff will be responsible for cleaning keyboards, mice, and work areas before use and after use.
 - Students will need to wash and sanitize hands before entering computer room.

4) CELL PHONES

- Cell phones will still be turned in at the office daily. Larger envelopes will be used for storing the cell phones to ensure the students can turn in and retrieve their cell phone each day without physical handling by staff.

5) DESK AREA STORAGE

- Teachers will evaluate student desk area storage solutions such as seat back holders, desk side storage, etc to be sure students have what they need in their work areas at their desks to limit the need to get up to retrieve items from the locker or classroom spaces.
- All storage solutions must be kept clean and organized to prevent clutter.