



RETURN-TO-SCHOOL PLAN

**St. Rose of Lima Academy
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INTRODUCTION

We have created this plan to support our safe return to school in September amid the current pandemic. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face the same complications public sectors may have. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state (NJ.gov/education), and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to SRLA. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. Cohorts: In the spirit of “reducing the denominator,” Students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - b. Hygiene: Within cohorts, we will emphasize strong, hygienic practice.
 - c. Distance options: If a student or their family wish to learn 100% remotely, we will provide the option of continuing independent, remote learning through live-streaming of each class.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working outside the home - we want our students at school in their cohort for the day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. We will share any updated documents on the school website and through the school information system.

GENERAL PROTOCOLS

Social Distancing

- All persons at school will practice social distancing of six feet whenever possible
- Close contact interactions (for the purposes of determining contact tracing) is considered $< 6\text{ft}$ and > 15 minutes
- Signage will be used throughout school to support social distancing and proper hygiene norms
- Ad-hoc interactions by adults should be avoided at school (No Faculty Room Gathering or Meal Sharing)
- Mass gatherings, such as in-person assemblies, are prohibited at this time
- Students will be mindful of the social distancing and health practices as instructed, or they will not be allowed to remain at school
- No more students will be admitted into a restroom at a time than there are sinks! Extra Signage!!!

Student Cohorts

- Students will operate in cohorts at all times (classes, recess, lunches (when reinstated), etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

There will be limited access to certain workspaces to reduce exposure and ensure safety. Workspace usage is as follows:

Office Capacity – Danny will restrict the number of persons in the offices to maintain social distancing. No one may use Danny's phone.

Conference Rooms– Conference rooms will be closed until further notice. All staff meetings will provide virtual options, even for employees in the office or school

Breakrooms or Teacher Lounge/Multipurpose Room – These spaces will be extremely limited, including the use of shared appliances such as coffee machines, refrigerators, and microwaves

Copy Room – There will be limited access to the copy room as per Danny. Signage indicating restrictions will be posted

Screening

- Students and staff must conduct a daily self-check (See Appendix B Student Checklists) before they come to campus
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document
- During the day, any person experiencing or showing symptoms will report to the Nurse's Office (now located in the former Music Room) a designated isolation space for screening
- The principal will retain a record of employee temperatures
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of overall protection for everyone.

Everyone at school must wear a mask, with the following exceptions:

- Students engaging in socially distanced (6' separation) outdoor physical activity
- **In limited situations**, where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by the teachers in the classroom instead of a

cloth face covering as long as the wearer maintains physical distance from others (remember, only in special and limited situations). Staff must return to wearing a face covering outside of the classroom.

- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

Gloves

All custodians service personnel must wear gloves.

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as choir, are not permitted unless outdoors
- Activities that involve singing must only take place outdoors or socially distanced in the church (music class for the fall, at least, will be held in the church)
- Implement procedures for turning in assignments to minimize contact
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting (Adding additional picnic tables for outside lectures and lunches)
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses (Every night in the PreK 3 and Prek-4 rooms!)

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern. Approved visitation by Mrs. Underwood will be conditional on the visitor passing the same screening process as our SRLA staff.

We will not allow normal visitation to our school. It will certainly be very different at St. Rose until further notice. Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the Mrs. Underwood

Food & Package Delivery

Bringing in food items, outside those provided through the school's official food service programs, or sharing refreshments is prohibited. Personal food or package deliveries is not permitted. **Parents must either pack your student's lunch or order directly from *No Fuss Lunch*. Parents will not be allowed to drop off food at any time of day.**

Travel Restrictions

Everyone must self-quarantine after visiting a state on the most current quarantine list 14-days prior to the opening of school. Please be aware of the ever-changing list and plan accordingly.

COVID SYMPTOMS & CASE RESPONSE

Note: Each school has a designated contact tracer. Our school nurse, Linda Zuckerman, is the contact tracer for St. Rose of Lima Academy.

Steps to Take in Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)

SCENARIO	IMMEDIATE ACTIONS	COMM.
<p>Scenario 1: A student or staff member either answers “yes” to a health screening question</p> <p>-OR-</p> <p>Exhibits the following COVID-19 symptoms</p>	<ul style="list-style-type: none"> • Student/staff are isolated in the new Nurse’s Room until they can be sent home or to a healthcare facility <p>To return to school: Wait at least 10 days after symptom onset AND 24-hours after symptoms begin to improve AND at least 24 hours without a fever (without the use of fever reducing medications).</p> <p style="text-align: center;">-OR-</p> <p>If medical attention is needed, the individual should contact their healthcare provider. The healthcare provider will determine if the individual needs a COVID-19 test.</p> <ul style="list-style-type: none"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. • In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies) <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to individual or individual's guardian</p> <p>The Archdiocese will provide a letter of notification which will be sent out immediately.</p>

Scenario 2: A family member or someone in close contact with a student or staff member (**outside the school community**) tests positive for COVID-19

- Student/staff sent home
- RD & COVID-19 School Nurse notified
- Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, **for a full 14 days after:**

The date of last exposure to a COVID-19 positive non-household contact

-OR-

The date COVID-19 positive household member completes their isolation

- If student/staff begin to show COVID-19 like symptoms, it is recommended to be tested.
- If student/staff test positive, see Scenario 3

- **School site will remain open.**

Student (Guardian) or Staff: Immediately notify the COVID-19 School Nurse if they are defined as a close contact of a confirmed case

Scenario 3: A student or staff member tests positive for COVID-19

- Student/staff sent home, if not already at home
- School administration, RD and county COVID-19 School Nurse notified
- Public Health – School Unit notified
- Close off and clean any areas used by the person who tested positive, per [CDC](#) guidance
- **Student/staff that tested positive:** will isolate for 10 days after symptom onset or test date
- **School-based close contacts:** identified and instructed to self-quarantine and monitor symptoms for 14 days.

*If close contacts begin to show COVID-19 like symptoms, it is

COVID-19 positive

Individual: Notify school administration and/or COVID-19 School Nurse immediately

School Site:

- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.
- Confirmed COVID-19 case notification sent to school community

recommended to be tested. Testing does **not** shorten 14-day quarantine

- **School site will remain open.**

Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	Student/staff may return to school after 24 hours with no fever (without fever reducing medicine) and improvement in other symptoms.	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after: <ol style="list-style-type: none"> 1) The date of last exposure to COVID-19 positive non-household contact <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> 2) The date that COVID-19 positive household member completes their isolation 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> • Can return to school/work immediately 	No action is needed

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some situations, it may be difficult to determine whether individuals have met this criterion, and an entire cohort or group may need to be considered exposed, particularly if they have shared time indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Additional Details

Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning

School Closure and Subsequent Reopening:

Even if our local school districts offer remote only learning, SRLA will still offer in-seat instruction.

*******Please Note: If Governor Murphy changes direction and requires that all schools are to begin with remote-only learning, Catholic schools in the Archdiocese of Newark will follow that directive.**

SAFE ENVIRONMENT

The safety of our students and employees is our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings in addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

Product Guides

Hand Sanitizer

Ethyl alcohol-based hand sanitizers are preferred and used.

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- We do not use hand sanitizers that may contain [methanol](#), which can be hazardous when ingested or absorbed.

Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N,”](#) and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	After each class and at the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks,	After each period

	restrooms	
Common Areas	Cafeteria, Library, Gym, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used (rooms with air conditioners)
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, and multiple fans
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule
- Ensure proper ventilation during cleaning and disinfecting
- When cleaning, air out space before children arrive; plan to do a thorough cleaning when children are not present

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer	1/site	55-gallon drums for refill stations
Individual Hand Sanitizer	1/person	Provided by SRLA and the student

Cleaning Solution		Alcohol-based
Restroom Soap Dispensers		Automated Hand sanitizers located outside the restrooms as well
<u>Pencil box/supply bin</u>	1/student	Students are not to share supplies and provide their own supplies for the year
IR Therm	8/school	Housed in Mrs. Underwood's office and Nurse's office
Acrylic/Plexiglass	K-8	Secure guards in classrooms

SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Early Morning Drop-Off Hours: 7:00 AM - 7:45 AM

Regular Drop-Off Hours: 7:45-8:10 AM

Regular Pre-School Drop-Off: 8:15 AM –8:25 AM

Protocol: Students will exit their cars/bus in the parking lot and be directed at the front door to head directly to their classroom. Parents will not be admitted on campus. Teachers will be at their doors to do a second screening and admit students. Students will enter and go directly to their assigned seats.

Protocol: Students will eat lunch at their assigned seats in their classrooms. The hot lunch program, staffed internally by an aid, will deliver to classrooms masked and gloved. Students will put their trash in their classes hall trash can. Students will recess in separate areas of the campus (upper playground, lower playground, field. Play structures will not be in use.

Recesses and Physical Education

Staffing: Teachers and Aides

Protocol: Recesses and Physical education will be structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE.

Masses

Students Kindergarten-8th will attend mass by cohort in the church.

K-4

5-8

After School Pick-Up

Time: Pre-K 3: 11:25 am (Playground Door)
Pre-K 4: 2:30 pm (Playground Door)
K-8: 2:45 pm (Bus Dismissal)
K-8: 2:55 pm (Car Line)
K-8: 3:00 pm (Walkers)

Staffing: Teachers and Aides

Extended Care

Hours of Operation: Morning Shift 7 am– 7:45 am (Library)

Afternoon Shift 2:50 pm – 6:00 pm

Staffing: School employees

Protocol: Extension will be held in two aftercare rooms on the lower level with distanced and assigned seats. Each student will have their own supplies. They will be the only population to use the space during the course of the day. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the Playground entrance; they will not be admitted into the space.

APPENDIX: FAQ

What if a student arrives late?

Students will enter the main office to be admitted, Their temperature will be taken before they are admitted to their homeroom.

What if a student needs to use the restroom?

Restroom time is scheduled for cohorts on an hourly basis to support social distancing, use outside the allotted time will still entail social distancing, and follow restroom sanitation protocols.

What is the plan for inclement weather recess and physical education?

The gymnasium will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will be used by one class at a time.

Restroom Use

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space on returning to class

Teacher Cleaning Expectations

- Teachers will remind students to wipe down their desks after snack, lunch and when deemed necessary
- In addition, they will remind students to clean hands, wear masks and when appropriate, wear gloves

AGENCY UPDATES & RESOURCES

Links to pertinent agency documents are below. This list will be updated regularly.

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)

Links to general documents about COVID:

- American Academy of Pediatrics' statement on returning to school:
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

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< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? ____Yes ____No

Date the employee returned to work: _____

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Links to pertinent agency documents are below. This list will be updated regularly.

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
- [CDPH Guidance for Use of Face Coverings](#)
- [County Data Monitoring](#)

Links to general documents about COVID:

American Academy of Pediatrics' statement on returning to school:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

DISTANCE LEARNING

The Distance Learning opportunities provided by our school are intended to keep us safely in our loving St. Rose of Lima Academy community.

Distance Learning Outline

A. While we have in-seat learning - Our primary goal is to provide a quality education while in school. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher

Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times and office hours for our teachers.

This program will provide seamless reentry to an on-site experience for the child when the time comes to return.

B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule.

C. 100% Virtual - The entire school will move to distance learning if the school is closed by the Governor, health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, masses, etc. Students on independent, remote learning will be folded into the entire site distance learning program.

Independent, Remote Learning for At-Risk Students and Students Who Wish to Learn Remotely

Overview

Program Intent

Our school emphasizes local, personal interaction through an in-person community and when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an independent, remote learning program.

Content

Instruction in math, language arts, science, religion, and social studies will be provided to all students. Additional content in P.E and World Languages will also be integrated into the curriculum on-site and off.

Roles and Responsibilities

Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle and is available to all parents in a regular fashion (phone, email, appointment).

Student

Keeps to their schedule by starting each day on Google classroom with the morning announcements, attends their remote lessons, and progresses through the content at their pace during the day content is assigned.

Daily Schedule

Will be published closer to the start of school.

Next Steps & Additional Information

For additional questions or to sign-up for this program, please call or email the school office.

Memorandum of Understanding: Rather than have parents sign a waiver, legal counsel is developing a Memorandum of Understanding that will be signed by parents of students attending in-person learning. Think of this as part of a covenant between our school and our parents - the school will do its part and the parents will do their part to mitigate any risks to the health and safety of those in the school community. This Memorandum of Understanding will be sent to the schools as soon as it is finalized. I know that we need to get this to parents before students return to the school building.

Please note, if the governor changes direction and requires that all schools are to begin with remote-only learning, Catholic schools in the Archdiocese of Newark will follow that directive.

Face Masks: ALL students over the age of 2, faculty and staff must wear face masks when they are in the school. This is non-negotiable. Any request for exemption from this requirement due to medical reasons should be well-documented. Parents requesting to have a child attend school without a face mask due to medical reasons should be encouraged to consider remote-only learning. This could be highly problematic for the families of children who are wearing masks.