

## Health and Safety

### Health Screening Protocols for Students and Staff:

At STMSTC School, we have established a protocol for students and staff to enter the building. All Families will be sent a screening form at 5:00 each morning. All families must complete and submit the screening form by 7:30 to ensure that their children are healthy. No student will be allowed to enter the building if the waiver is not complete. All staff will have to complete this same screening form to enter the building as well.

Pre-K temps will be taken on site by parents/guardians and shared with the teachers and logged before entering the building.

Kindergarten students will have their temperatures taken by parents/guardians each morning and re-checked upon arrival.

No one with a temp at 100 or above will be allowed to stay in school. Parents/guardians must have arrangements in place for immediate pick up from school. Children & adults with suspicious symptoms or fever will be quarantined in a space removed from others and monitored until pick up. This pick up must occur within 30 minutes.

Anyone with a fever or symptoms or in violation of these rules will not be allowed to remain in school.

### Personal Protective Equipment:

All students and staff will be required to wear face masks throughout the day. We will be providing one for every student and will have additional ones available if needed.

Parents are strongly encouraged to help their children become accustomed to mask wearing during the normal day. Begin in short increments and increase daily, with breaks. Parents should be prepared to send their children with 2-3 masks per day so that if one is dropped or lost, it can be replaced. All masks must have the child's name written on it in some fashion. Cloth masks may be of any color or design as long as they adhere to our uniform code and Catholic identity. No depictions of weapons, frightening features,



foul language, or other inappropriate designs. Cloth masks should be washed each evening. The school will be providing one mask with the STMSTC logo on it. We will also have on hand additional disposable masks for those who forget them.

**Note:** Outdoor mask breaks will be provided at various times throughout the day. During those times, students will be spaced 6 feet apart. These breaks might also occur in the gym if weather does not permit going outdoors.

### **In school dress code:**

Students should come to school in their regular school uniform or their gym uniform, whichever is most comfortable and convenient.

### **Hand Sanitizer:**

Hand sanitizer stations will be placed throughout all school facilities, in classrooms and at entrance/exits for use prior to entering the building. Anyone that enters any of the buildings will be required to use hand sanitizer.

### **Hand Washing:**

Hand washing will be required before and after meals, as well as encouraged throughout the day. Signs will be placed in all restrooms with proper hand washing procedures. All students must use hand sanitizer upon entering and leaving the classroom. That means upon entry in the morning and before and after using the restroom. Hand washing will take place before and after meals, at restroom breaks, and as mandated by teachers at each grade level. Those schedules are being created.

### **Health Room:**

SMTSTC has established an isolation area where students and staff who are experiencing symptoms of COVID-19 can be separated from the rest of the school population. All Catholic schools will use this guidance to establish an isolation area for the start of the new school year. Our School Health Suite has been evaluated and has been modified to ensure healthy students who need medication to be dispensed or who need other non-illness related treatment, will be cared for without exposure to potential infection.

## **Covid-19 Testing:**

Students and staff whose possible exposure to COVID-19 are being investigated, and those who are exhibiting symptoms, will be required to be tested in accordance with recommendations of state and local health authorities.

## **Facility Management**

### **Cleaning and Disinfecting:**

To mitigate the transmission of the COVID-19 virus in schools, cleaning and disinfection protocols have been established and will be implemented on a daily basis. Maintenance Team will continue to clean common areas, bathrooms, sinks, and high touch areas throughout the day. In addition, at night, all touch point areas will be sterilized daily by an outside professional crew. Bathrooms have been adjusted to handle less children in a socially distant manner.

### **Signage:**

Signs have been placed at all entrance/exit doors stating the mask policy. Posters on proper hand washing will be displayed in every bathroom. Directional signs have been placed on floors, guiding the flow of traffic in the hallways to mitigate risk and to promote social distancing. Stairwells have been labeled indicating up and down usage. There are designated entry and exit paths throughout the building. Markers on floors will indicate proper social distancing intervals for waiting areas and lines.



**Classroom**



**Spaces:**

Students will be spaced apart in each classroom, following the spacing recommendations of the American Academy of Pediatrics and the Centers for Disease Control. In order to maximize space to allow for proper social distancing, bookcases, filing cabinets, flexible seating options, and other non-essential classroom items have been removed when needed. Communal gathering spaces such as the cafeteria and gym will not be used for large groups but maybe used for additional classroom space. The classroom desks have been spread out to accommodate the proper spacing of 5-6 feet. Most of our regular classrooms can accommodate up to 20 students with desks spaced 5 feet apart. Some classes will be smaller and not require this many desks. This enables a large space around each child and exceeds the current guidelines from the AAP and the CDC that we have received for classroom spacing for children wearing masks.



### **Materials and Student Supplies:**

Supplies, equipment, and devices will not be shared. Each child's belongings will be separated and stored in individually labeled storage containers. Students will just bring their own personal water bottle each day and their lunch. No book bags will be needed at this point. Beginning of the school year paperwork will be either entered in School Admin or sent home electronically and must be returned electronically. This would include but is not limited to healthforms, handbook agreement, ethical use of technology, etc...

**Recess:**

Recess is an important part of the school day for students and will continue to be incorporated into the schedule. To mitigate the transmission of the COVID-19 virus, protocols for recess and using playground equipment have been established and implemented here at STMSTC. Students will be provided a socially distant recess with opportunities for an outside “mask break” with weather permitting. At this time, students will not be allowed to share sports equipment. Recess will be more of a structured break than a physical activity. For the younger students, the playground will be opened for them to use in a structured environment. The equipment will be sprayed with a protective coating that will inhibit the growth of bacteria and other harmful germs.

**Food Service/ Lunch:**

Students will be eating their lunches in the classrooms. The Archdiocese of Baltimore will still provide food service but at this point it will just be of the bag lunch variety. All monies for school purchased lunches must be put on your child’s account. No money will be allowed in school to purchase lunches and snacks. More information will be provided. Students must wash their hands with soap and water before and after eating. Students should bring their own lunch or be served in individual disposable containers. There will be no microwavable foods or peanut allergy foods and no sharing of food or drinks will be allowed since we will be eating in the classrooms. Students should keep their lunch bags in their designated area so there is less handling. Students will be eating at their desks in their classrooms. After lunch, the students’ desks will be disinfected to ensure that they have a clean and healthy work station.

**Extended Day:**

In order for students to remain safe throughout the day, they will be staying within their classrooms as part of their cohort. This will provide them with the most protection from outside germs that will be present throughout the school. Before and after care will not be able to provide this same protection. So at this time, we will not be providing day care. This could change based on current conditions and advice from the AOB and the CDC.

**Visitors:**

To ensure the safety of all the students, staff and faculty members, visitors will not be allowed in the building during regular school hours. If students need to be picked up

early due to a doctor's appointment or other emergency, parents will need to call ahead and their child will be escorted to the exit door and handed off to the parent.

## **Learning Experience**

### **Curriculum and Instruction:**

Students will be learning in person and at home. The Archdiocese has provided us with the required instructional minutes for each subject to ensure that we are maximizing learning for the students. The school day will run from 8:00-3:00, with the expectation that even at home, students will be engaged in learning throughout the day. Our current plan is that daily schedules for both at school and in-home instruction will closely resemble a regular academic day and will include all subjects, including Art, Music, Library, Technology and Physical Education. In addition, Spanish will also be offered for students in grades 4th-8th. Attendance will be taken daily for both our in person and remote learners. We have added 5 additional school days to make up for some of the instructional time lost since March 2020. The added time came from eliminating days off of school and the change of half days to full days. These days were added to provide teachers and students extra time for review, remediation, and enrichment.

Teachers will be utilizing a variety of platforms to meet the needs of the students. Generally speaking, we will continue to utilize ZOOM as our video conferencing platform. Some have suggested other platforms, but we have examined them and have decided that Zoom is currently the best and most secure educational platform for us. We will continue to use Seesaw in grades Pre-k through 2 and Google Classroom will be used in grades 3-8. Wide angle cameras and sound boards will be utilized by teachers in their classrooms to provide a broad view of the classroom. This will enable the remote learners to see the teacher as she/he is instructing. Importantly, all teachers will provide LIVE, synchronous instruction for students whether at home or in school.

### **Pedagogy:**

Given the changing educational landscape, (e.g., social distancing in classrooms, remote learning for three months in Spring 2020, some students accessing content remotely while most are in the classroom, etc.), all archdiocesan educators will be provided with targeted professional development, additional resources (e.g., technology), and guidance on promising instructional practices for all three modes of learning. All teachers will receive a comprehensive document containing instructional

strategies for hybrid and remote learning. These pedagogical practices are grade and content-specific. Strategies include: guidance to safely set up classrooms and clean materials used in class; guidance for engaging all students while some are in the classroom and others are at home; ways to effectively assess student learning in order to provide high-quality instruction based on student knowledge and skill acquisition.

### **Professional Development:**

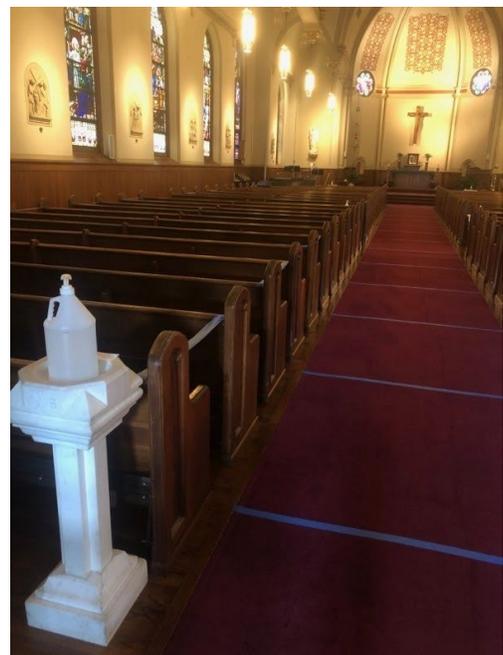
Increased professional development will be and has been provided for all educators across the archdiocese, focusing on learning modules related to technology use, planning for the 2020-21 academic year, and implementing a new assessment platform. Technology modules have been developed to provide a menu of options for professional learning based on teacher needs and comfort levels.

Modules include:

- Video conferencing resources (ZOOM and Google Meet).
- Tutorials, applications, tips, and examples to integrate G-Suite into teaching.
- Digital tools by subject areas to support technology integration.
- Set-up and deployment of the camera/sound bar unit for a variety of classroom settings.

### **Catholic Identity:**

Due to social distancing issues, we will not be attending Mass together in the Church. However, we will be live streaming the Masses and will watch the Masses together throughout the school and at the homes of our distance learners. If there are opportunities for small groups to attend Mass in our lovely Church, we will of course explore that as well. Students will be completing daily prayers both in person and at the homes of our distance learners.



### **Student Support Services:**

Students Accommodation Plans will continue similarly as they have in the past. Our counselor, Kate Dannals, will be in touch with families whose students have previously had plans to discuss needed updates in Late August or Early September. Though we are excited to welcome the students back through our doors and get the year started, we know this will likely be a more stressful year than years past due to the times in which we live. As we venture together through this new territory, if you find that your student is struggling with in-person or remote instruction or with the stress of the present time, please reach out to his/her homeroom teacher and/or our counselor. Students support plans will be updated this year to reflect remote learning and the supports needed for the students to be successful. Stress will naturally be a large part of what families are dealing/ struggling with during this pandemic. STMSTC is here to support families in any way possible. Ms. Dannals has put together a wide range of supports that include the creation of a digital calming space/ a counseling Google classroom, socio-emotional supports for the classroom teachers to assist them within the classroom as well as varying supports for parents and community members.

### **Extracurricular Activities:**

Gatherings, events, and extracurricular activities will be limited to those where social distancing can be maintained. Teachers will be creating opportunities for students to collaborate in a non-academic setting, such as virtual choir, drama, tech club, etc...

### **Technology:**

Students and staff will be using individually assigned technology materials. There will be no sharing of materials. Remote students that do not have the required technology may borrow a chromebook from STMSTC. We have purchased one AMX Acendo Vibe camera/sound bar for every classroom. This technology will enable our teachers to present synchronous instruction to students who are learning at home and in the classroom. The Archdiocese of Baltimore has provided training sessions involving mock classes with teachers providing synchronous instruction to participants at home and in the classroom. This was done



so that faculty are able to “test drive” this new method.

### **Transportation:**

### **Drop off/ Pick up Procedures:**

Due to the nature and the conditions we are operating under during the COVID-19 Pandemic, only children will be allowed to leave their cars in the morning. Parents must remain in their cars during arrival and dismissal. Since we will not be able to offer before and after care right now, all doors will be opened at 7:50. At each entrance/ exit, we will only allow specific grades to enter and exit to reduce the possibility of different grades interacting with each other. Below are where the students should enter/ exit:

Laboure’ Front door on Madeline	2nd and 3rd Grades
Laboure’ Back door between the buildings	Pre-K, Kindergarten and 1st
Main Building Back door between the buildings	4th and 5th Grades
Main Building Front door on Willow	6th, 7th and 8th Grades

**\*Please note if families have siblings in different grades, we will accommodate but this needs to be discussed with administration.**

### **Guidelines for Distance Learners**

Recommendations for parents and students to make distance learning a success:

1. Establish a daily routine for your school day.
2. Find a distraction-free place in your home where you can work.
3. Check your email every day.
4. Complete the work outlined by your teachers and seek clarification for any assignments.
5. Read directions multiple times to avoid missing important details.
6. Take advantage of Q&A or additional help sessions.
7. Schedule breaks and time for exercise or other off-screen activities.
8. Establish a way to monitor assignments (to-do lists, planner).
9. If your internet is spotty consider joining video conferences by phone (audio only).

## **Netiquette for Online Classes for Students**

In the online classroom certain behaviors are expected as you communicate with both your peers and your teachers. These guidelines for online behavior and interaction are known as “netiquette”. The purpose of the following information is to help you be a more effective and successful student when communicating via video conferencing, email, chat rooms, or on discussion boards as a part of your online learning activities this School Year.

### **Academic Integrity**

Whether in the physical classroom or online, our Honor Code still applies. Our expectation is that you will not plagiarize any of your work, including the use of online translators, dictionaries, or other reference materials. You may not copy work from others, or complete work collaboratively, unless directed to by your teacher. There will be times when you are asked to collaborate with your fellow students to gain a deeper understanding of the material however this does not mean you would copy each other’s work.

### **Zooming/ Google Meets**

1. You should dress appropriately during all video conferencing throughout the day. Although we are not requiring uniforms, students should be dressed appropriately for school. No pajamas.
2. Students should be working at a table/ desk space during school hours. This space should be neat and free of distractions. Students should not be completing school assignments in their beds or with the TV on.
3. Your video camera should be turned on during all lessons.
4. Your microphone should be muted during lessons unless you have been recognized to speak.
5. When speaking, and using the chat feature, you should adhere to the same courtesies that you would use when interacting in the classroom.
6. Physically raise your hand, or use the raise hand feature, when you want to speak during the web lessons and wait to be acknowledged before speaking.

## Email

1. Make sure identification is clear in all communications. Begin with a salutation (“Hi Mrs. Godlewski!”) and end with your signature (Joe Smith).
2. Review what you wrote and try to interpret it objectively. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time.
3. All caps (“I’M SHOUTING”) and exclamation points (“Give me a break!!!”) can be misinterpreted as intense anger or humor without the appropriate context.



## FAQ'S About Reopening of STMSTC

**If I choose to keep my child at home for remote learning, will I have the option to send them to school if I change my mind later? How about if I send them to school initially and then decide to have them stay at home for remote learning. Will I be able to do this?**

Yes, you will have the option to send your child to school if you change your mind later. If you send your child to school initially and then decide to have them stay at home for remote learning, you will be able to do this.

**If my child starts out on campus but then becomes sick, can they access remote learning?**

Yes.

**How will I get textbooks and devices for my child/children if they will be learning remotely?**

Textbooks and devices will be provided for your child/children if they will be learning remotely.

**What percentage of students will be learning on campus?**

Approximately 50% of students will be learning on campus.

**Approximately how many students are in the on-campus cohorts?**

There are approximately 100 students in the on-campus cohorts.

**When will I receive the information about my child's homeroom teacher and room number?**

Groups and scheduling will be completed next week. You will receive the information about your child's homeroom teacher and room number.





# ARCHDIOCESE OF BALTIMORE CATHOLIC SCHOOLS DECISION AID

Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps

**For the purposes of this decision aid, COVID-19-like illness is defined as:** New onset cough or shortness of breath **OR** At least **2** of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting or diarrhea).

**NOTE: This definition was adapted from the clinical criteria in the [CDC case definition of a probable case of COVID-19](#).**

## STUDENT OR STAFF WITH SYMPTOMS

Person (child, care provider, educator, other staff) with **ONE NEW** symptom not meeting the definition of COVID-19-like illness.



Exclude person and allow return when symptoms have improved and criteria in the [Communicable Diseases Summary](#) have been met as applicable. If person develops symptoms of COVID-19-like illness, follow processes below for person with COVID-like illness.

## PRESUMPTIVE COVID-19 CASE

Person (child, care provider, educator, other staff) with COVID-19-like illness.

- Exclude person and recommend that they talk to their health care provider about testing for COVID-19 or whether there is another specific diagnosis.
- The person must isolate pending test results or evaluation by their health care provider.
- Close contacts of the ill person should quarantine per [CDC guidelines](#).

Person has positive test for COVID-19.

The ill person should stay home at least 10 days since symptoms first appeared AND until no fever for at least **24 hours** without medication AND improvement of other symptoms.

Close contacts should stay home for 14 days from the date of last exposure **even if they have no symptoms or they have a negative COVID-19 test done during quarantine.**

Person does not receive a laboratory test or another specific alternative diagnosis by their health care provider.

The asymptomatic person must stay home for 10 days from positive test.

Person has a negative test for COVID-19.

The person should stay home until symptoms have improved and the criteria in the [Communicable Diseases Summary](#) have been met as applicable.

Close contacts **DO NOT need to remain at home** as long as they remain asymptomatic.

Health care provider documents that the person has a specific alternate diagnosis (e.g. influenza, strep throat, otitis) or health care provider documents that symptoms are related to a pre-existing condition.

Person should consider being tested/ retested for COVID-19 if symptoms do not improve.

## POSITIVE COVID-19 CASE

A symptomatic or asymptomatic person (child, care provider, educator, other staff) tests positive for COVID-19.

The ill person should stay home at least 10 days since symptoms first appeared AND until no fever for at least **24 hours** without medication AND improvement of other symptoms.

The asymptomatic person must stay home for 10 days from positive test.

Close contacts should stay home for 14 days from the date of last exposure **even if they have no symptoms or they have a negative COVID-19 test done during quarantine.**

