

# St. Gerard Majella Catholic School

Coronavirus-COVID19  
School Re-entry Protocols  
July/August 2020

***“We are all in this together.”***



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### ***Mission Statement During Coronavirus Pandemic***

St. Gerard Majella School strives to provide the highest level of protection and service to our students, staff, parents, and community members. During this pandemic we will continue to provide the means necessary to uphold and support the emotional, physical, spiritual and intellectual well being of all in our community.

### ***Guidance Documents***

Return to School Guidance- St. Louis County Department of Health (STLCO)

CDC Considerations for Schools (CDC Schools)

AAP COVID-19 Planning Considerations : Guidance for School Re-opening (AAP)

CDC Reopening Guidance for Cleaning and Disinfecting (CDC Reopening)

COVID-19 Symptoms of Illness (CDC Symptoms)

Archdiocese of St. Louis Transition 2020 Task Force (ARCH)

Archdiocese of St. Louis Wellness/Health Manual 2020 (Well)

### ***Task Force Members***

The Task Force was made up of the following:

Ms. Chrisell Guthrie-Principal

Ms. Lucy Gintz-Preschool Director/Assistant Principal

Miss Claire Buechler-faculty

Mrs. Julie Degenhart-faculty

Mrs. Joanna Fisher-faculty

Mrs. Julie Krummenacher-faculty

Miss Katie Lebbing-faculty

Mrs. Julie Missel-faculty

Mrs. Karen Pollmann-faculty

Mrs. Mary Ryan-faculty

Mrs. Christy Schiller-faculty

Mrs. Suzi Wilson-faculty

Mrs. Lisa Zwiesler-faculty

Mrs. Sarah Veninga-Vice President School Board

Dr. Joseph Craft-parent

Dr. Mia Ganninger--consultant

Mr. Jim Gamel--consultant

Mr. Al Litteken--consultant

Fr. David Skillman--consultant

The task force concentrated on daily routine, signage, space, surveying the parents, collecting documents and collaboration on the best practices for St. Gerard Majella School.

### ***General Guidelines***

- ❑ St. Gerard Majella School will follow the health and safety guidelines of the St. Louis County Health Department and the directives of the School Nurses' Cooperative of Cardinal Glennon and the Archdiocese of St. Louis--Catholic Education and Formation Office.
- ❑ School access is limited to essential staff only. All others will be given access only as needed and must be screened by the nurse or office personnel and wear a mask to enter the building

(STLCO) Essential staff includes, but not limited to: playground supervisors, tutors, aftercare workers, and cafeteria volunteers.

### **Student/Parent Responsibilities**

- ❑ Parents/Guardians must complete and submit on-line health screening each school day by 8:00 am. Each family will receive their own link to the SGM Daily Health Screening.
- ❑ A parent/student who answers yes to any of the questions on the health screen or who has a temperature of greater than or equal to 100.4 degrees will not be allowed to attend school until the following is provided to the school:
  - ❑ Documentation of a negative COVID-19 test
  - ❑ Or a note from their healthcare provider indicating that they do not need to be tested and symptoms are not related to COVID-19
  - ❑ They have met the established criteria detailed in the Health Care section of this document.
- ❑ The other children in the household will also remain home until the above criteria is met. (STLCO, Arch)
- ❑ Students will not be allowed to enter the building through the front doors unless it is after the 7:50 bell. Exceptions to this protocol are 6:30 am servers, safety patrol, walkers and bike riders.
- ❑ Students will not be allowed to exit their vehicles without wearing a protective mask/gaiter. (STLCO)
- ❑ All students K-8 must wear masks/gaiters that cover the nose and mouth to enter and exit the building, in the classrooms, walking in the hallways, and while using the restroom. Students may remove their masks during mask breaks while seated at their desks. (STLCO)
- ❑ Face masks may be cloth or paper and should properly cover the nose and mouth. Masks should be clearly marked with the name of the student. Students should be able to put their masks on by themselves (ARCH). Students should have more than one mask. One for everyday would be the best option and cloth masks should be washed daily. Filtered masks should be cleaned daily. **Masks with values will not be allowed.**
- ❑ Students may choose any mask appropriate for school. Sports logos, disney characters, etc. No advertisement for alcohol, drugs, heavy metal bands, etc.
- ❑ Students will be provided a mask lanyard which is to be worn around the neck with the mask attached.
- ❑ Each student will bring a personal water bottle labeled with their name each day. Students will be able to use the bottle fillers on each floor to replenish their bottle. Sharing of water bottles will not be permitted. (STLCO) The preference is a water bottle with a flip top or sports lid and non breakable.(No exposed straws)
- ❑ Water fountains will be turned off and bottle fillers will be placed at all fountain locations.
- ❑ Students may bring their own lunch or purchase a cold lunch from food service. Only a cold option/salads will be available until October. Drinks will be available, no snacks. One caveat, we will have pizza one day per week. Pizza will be on Wednesdays.
- ❑ Frequent handwashing with soap for at least 20 seconds and disinfecting of hands will be required of students throughout the day. (CDC Schools)
- ❑ Students who have sensitivity to sanitizers may bring their own sanitizer from home (no heavy scents).
- ❑ Students should sneeze either in the mask or in the bend of their arm (elbow). Students will be instructed and reminded how to do this.

- ❑ When a student exhibits symptoms of COVID-19 while at school, the student will be sent home immediately. The student will wait for the parent/guardian in a designated area away from others and wear a face mask while waiting. (STLSM) Siblings of this student may be asked to leave the school building as well. (See Quarantine under the Health Care section)

### **Staff Guidelines**

- ❑ Temperature and COVID-19 symptoms must be personally checked and recorded daily.
- ❑ Respond to the daily screening questions via email.
- ❑ A staff member who answers “yes” to any aspect of the screening question or who has a temperature greater than or equal to 100.4 degrees will not enter the building until they display:
  - documentation proving a negative COVID-19 test,
  - a note from their health care provider indicating they do not need to be tested and their symptoms are not COVID-19 related
  - Or they meet the established criteria detailed in the Health Care section of the document.(STLCO, Arch)
- ❑ A staff member who exhibits symptoms of COVID-19 will be sent home immediately and will not return until they meet the established criteria detailed in the Health Care section of this document.
- ❑ All staff members will wear protective masks/shields while in the school building. Masks are not required when working alone.(STLCH)
- ❑ Frequent hand washing and hand sanitizing is essential. (CDC schools)
- ❑ If a teacher is required to leave, then a designated staff member will become responsible for the class.

### **General Operations**

#### **Arrival**

- ❑ Students will not be allowed to enter through the front doors of school unless after 7:50 am bell. The exceptions to this protocol are safety patrol, 6:30 servers, walkers and bike riders.
- ❑ The doors will open at 7:25 am.
- ❑ Students must remain in cars until the door is opened to allow for social distancing
- ❑ All students must exit the vehicle with a mask/gaiter and it must remain in place throughout the day with exception of mask breaks, lunch, snack, recess, and PE.
- ❑ Two staff members will monitor each door to help with social distancing.
- ❑ All students will proceed directly to homerooms.
- ❑ Students arriving after the 7:50 am bell will be required to enter through the front door and parents will be required to wear a mask to sign the student in while standing in the foyer. The student will proceed to his/her classroom through the school office with face covering. The parent will not be admitted to the office.

#### **Hallways/Staircases**

- ❑ All hallways and staircases will be marked with directional arrows. (CDC schools) (Back stairwell is down, front stairwell is up)(both up for drop off in morning)
- ❑ The floor outside the school office, the nurse’s office, and Liguori Hall will be marked to encourage social distancing. (CDC schools)
- ❑ Students and staff will be required to sanitize their hands before entering and upon returning from shared space.
- ❑ Stair rails will be cleaned and sanitized by housekeeping staff.

## **Restrooms**

- Restroom use will be limited to one student from a classroom at a time. Whole class and small group restroom breaks will not be allowed. (STLCO)
- The floor outside the restroom will be marked to encourage social distancing.
- Students are to sanitize their hands before leaving the classroom and when returning.
- Students are to wear masks/gaiters in the restroom.
- All automatic hand dryers will be disconnected and paper towels will be provided in those restrooms.
- Restrooms will be cleaned and sanitized by housekeeping throughout the day and a record will be kept of when cleaned.

## **Lunchroom**

- No money will be exchanged. (all transactions will be through lunch card)
- Social distancing while in the lunch line.
- Students will eat with their cohorts. (class)
- No more than 4 students will be allowed at a lunch room table. Dividers have been placed on tables.
- Masks/gaiters may be removed for lunch and recess.
- Students will eat lunch in the lunchroom, classroom, or outside with weather permitting.
- Students will wash or sanitize hands before lunch and after lunch or recess.
- Additional help will be needed to maintain social distancing.
- All tables will be sanitized at the end of each lunch period.
- This process may need to be revised as conditions improve.**

## **Recess**

- The school will use the field and blacktop for recess**
- The playground equipment may be utilized by appropriate age groups.
- Outdoor recess everyday (weather permitting) is essential for all students.
- Masks/gaiters will not be required at recess.
- Primary will set up a schedule for morning recess. (cohort only)
- Students may play with only the students in the cohort. (cohort is grade level only)
- Physical distancing will be maintained as best possible.
- Playground equipment will be designated by class/cohort and sanitized daily.
- Students will wash their hands when recess is concluded.
- Playground supervisors and staff members will monitor recesses.

## **Special Classes and Resource**

- Students will attend PE outside (field or blacktop) or in the gym.
- Students may come dressed in PE uniform for school on PE days--Kindergarten and first grade are exempt from PE uniforms this year.
- Art, Music, Spanish, Computer will alternate between homerooms and own classrooms.
- STREAM will remain in the STREAM room unless teachers determine the class should be in the students classrooms. (masks/gaiters will be worn)
- Collaborative work/close proximity in specialty classes will require a mask/gaiter.

- Specialty will require the students to wear a mask/gaiter in class.
- Students with IEPs will report to resource with mask/gaiter.
- Resource teachers and aides may take small groups for instructional purposes to designated areas within the school. Masks/gaiters will be worn while traveling.
- Teachers and students will sanitize hands when they enter the location.
- Desks and seats will be sanitized after each use.

### ***Mass Attendance (masks/gaiters required)***

- Middle School will lead Mass every Friday. Only  $\frac{2}{3}$  of MS will attend every Friday. They will follow a schedule.
- The Friday Mass will be streamed to all classes.
- Students in grades 1-5 will attend Mass in the church on an assigned day every other week. Masks/gaiters will be worn during Mass. Only one or two grade/s will be present in Mass at a time.
- Students will be socially distanced with one child per kneeler.
- Reconciliation will be offered to students as in the past. One grade per week will attend. Masks/gaiters required.

### ***Dismissal***

- While waiting for pick up, parents are not to go up to the playground area with young ones.
- Parents need to wear masks and social distance while waiting to pick up their child/ren.
- As soon as child/ren arrive, move immediately to your vehicle and do not congregate.
- Teachers or parent volunteers will help facilitate leaving the lot.
- Students will be dismissed after the 2:50 prayer by level beginning with Kdg-2 at 2:55, followed by 3-5 at 3:05, followed by 6-8 at 3:10.
- All students and staff will be required to wear masks/gaiters at dismissal.
- As soon as students are clear of the lot the teachers will dismiss the vehicles. Please follow the instructions/directions of the teachers.
- Any student left will be directed to the stage area for pick up with social distancing.

### ***Classroom Procedures***

***All students in K-8 will be required to wear masks during class.***

***Masks/gaiter breaks will be scheduled.***

- Upon arrival of students a bell ringer activity should be available.
- All unnecessary furniture should be removed to allow for optimal spacing between student desks 3 feet minimum.
- Keep a seating chart of each desk's occupant to aid in contact tracing. (STLCO)
- Doors will be open as often as possible to promote air circulation.
- Students are to place all coats, hats, gloves etc. in their lockers or cubbies.
- Middle School will carry book bags to alleviate the return to lockers after every class.
- Manipulatives, chromebooks, etc. should be disinfected if used by multiple students.
- Teachers should take advantage of outdoor learning areas and conduct class sessions outside as often as possible. Tented areas are provided.
- Use the restroom before going down to Specialties.

## Teachers

- ❑ **Teachers are required to wear face shields while teaching. If working closely with students will add masks. While sitting at their desk away from the students, they may remove the shield.**
- ❑ Students desks/tables will be “socially distanced”--some may be equipped with barriers of some sort (plexiglass or privacy shields), if insufficient space.
- ❑ Each room will be equipped with disinfectant for cleaning any and all shared materials.
- ❑ Each room will have a supply of disinfectant for desks and chairs, hand sanitizer, paper towels, and tissues.
- ❑ Teachers will disinfect “high traffic” areas throughout the day that are used by the whole class. (door handles, small group tables, etc)
- ❑ Bathroom passes will be used in grades 1-8 and any “special” classes.
- ❑ Desks and chairs are to be disinfected by the last group of the day.
- ❑ Teachers will disinfect the classrooms before leaving at night-- light switches, door handles, any shared materials.

## Students

**Wear masks/gaiters into the school and during class for K-8. Also while moving around the building and classroom**

### ❑ PROCEDURE FOR ENTERING THE CLASSROOMS

- ❑ Students will have their temperature taken before they enter the classroom or level floor as an extra precaution.
- ❑ Place backpacks on desks and unload, including water bottle. (all belongings need to be marked)
- ❑ Place any belongings not needed for the day in the locker, including jackets, lunchbox, etc.
- ❑ Turn in homework as required by the teacher.
- ❑ Participate in bellringer activity.
- ❑ Place a water bottle on the desk and prepare for the day.

### ❑ MOVING THROUGH THE SCHOOL AND CLASSROOMS

- ❑ **GENERAL MASK/GAITER REQUIREMENTS--masks must be worn by all students in grades K-8 during the day. In classroom and outside classroom--i.e.Moving to small groups, whole group lessons on rug, going to cubbies, lockers, getting textbooks/materials from shelves, going in the hallway, in restrooms, moving in and out of the building. When social distancing is not accessible.**
- ❑ Washing of hands or use of hand sanitizer should be used when needed.
- ❑ Tissues (blowing nose) need to be used and disposed of immediately. Sanitize hands afterwards.

### ❑ PROCEDURE FOR DISMISSAL FROM CLASSROOMS

- ❑ Students gather backpacks in small groups. (scattered to eliminate crowding)
- ❑ Pack up belongings.
- ❑ Place the backpack on the floor next to the desk/table.
- ❑ Sanitize the work space and chair seat.
- ❑ Stand behind the chair and wait for the teacher's direction for “lining up”/dismissal. (spacing between students)



## **Health Care**

### **❑ RETURNING TO SCHOOL AFTER EXCLUSION (see algorithms)**

Persons with COVID-19 Symptoms or Exposure (*from Archdiocese of St. Louis Transition Task Force 2020/Health Guidance. Returning to school after exclusion as of June 3, 2020*) **Persons who have not** received test proving or disproving the presence of COVID-19 (or provide a note from a healthcare provider indicating that they do not need to be tested and their symptoms are not due to COVID-19) but who experience symptoms may return if the following three conditions are met:

- ❑ Have had no exposure to COVID-19
- ❑ No fever for at least 24 hours (**one full days of no fever without the use of medicine that reduces the fever**) and
- ❑ Other symptoms have improved (for example, when coughing or shortness of breath has improved) and
- ❑ **Persons who have** experienced symptom and have been tested for COVID-19 may return to school if the following three conditions are met:
  - ❑ Negative swab
  - ❑ No fever (without the use of medicine that reduces fever) and
  - ❑ Other symptoms have improved (for example, when cough or shortness of breath has improved) and
- ❑ **Persons who have** not had symptoms but test positive for COVID-19 may return when they have gone fourteen calendar days without symptoms and have been released by the County Health Department.

### **Siblings or Other Students in the Household**

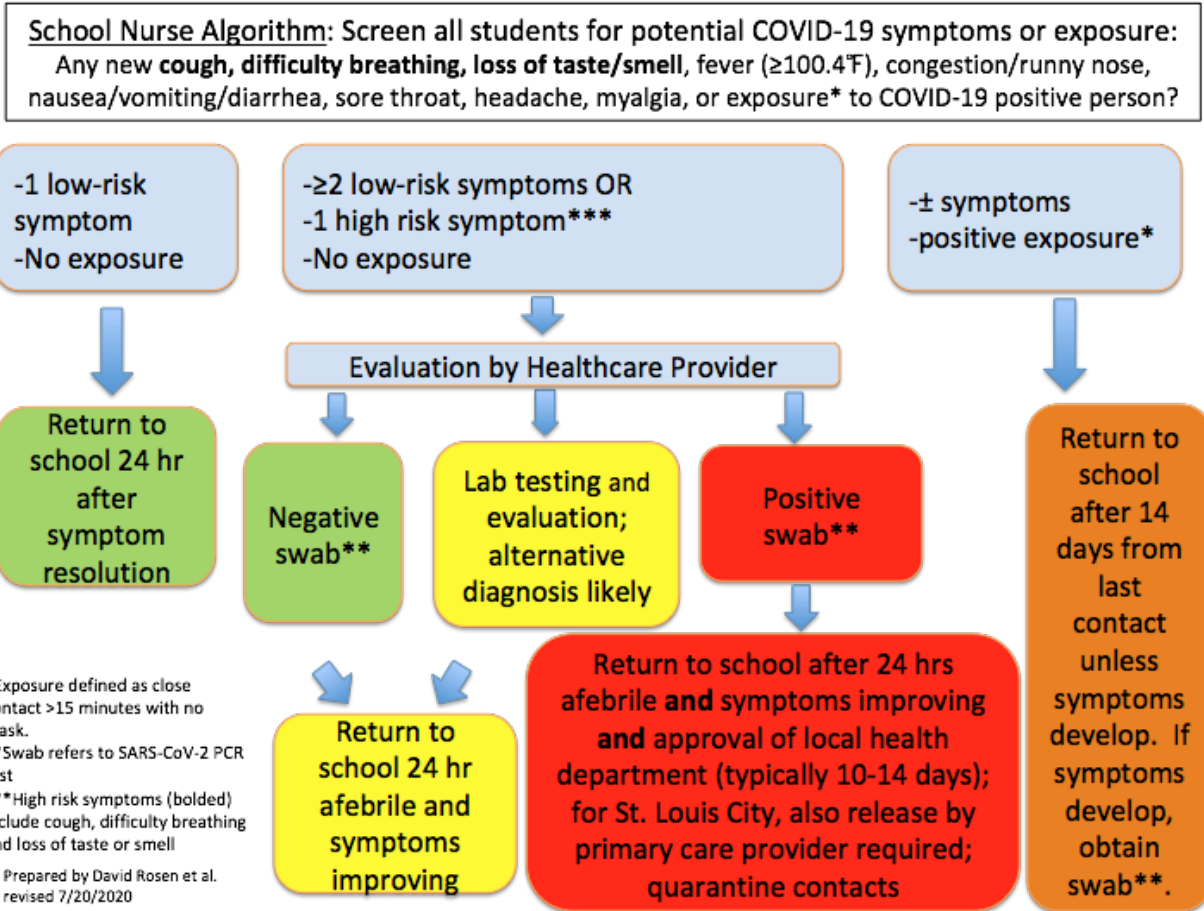
- ❑ If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will also be excluded from school.

### **Self Quarantine**

- ❑ Anyone who has been in close contact with someone who has COVID-19, this includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.
  - ❑ What counts as close contact?
    - ❑ You were within 6 feet of someone who has COVID-19 for at least 15 minutes
    - ❑ You provided care at home to someone who is sick with COVID-19
    - ❑ You had direct physical contact with person (touched, hugged, or kissed them)
    - ❑ You shared eating or drinking utensils
    - ❑ They sneezed, coughed, or somehow got respiratory droplets on you
  - ❑ Steps to take
    - ❑ Stay home for 14 days after your last contact with a person who has COVID-19
    - ❑ Watch for fever ( greater than or equal to 100.4) cough, shortness of breath, or other symptoms of COVID-19
    - ❑ If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

### **Contact Tracing and Notification When a Case is Identified**

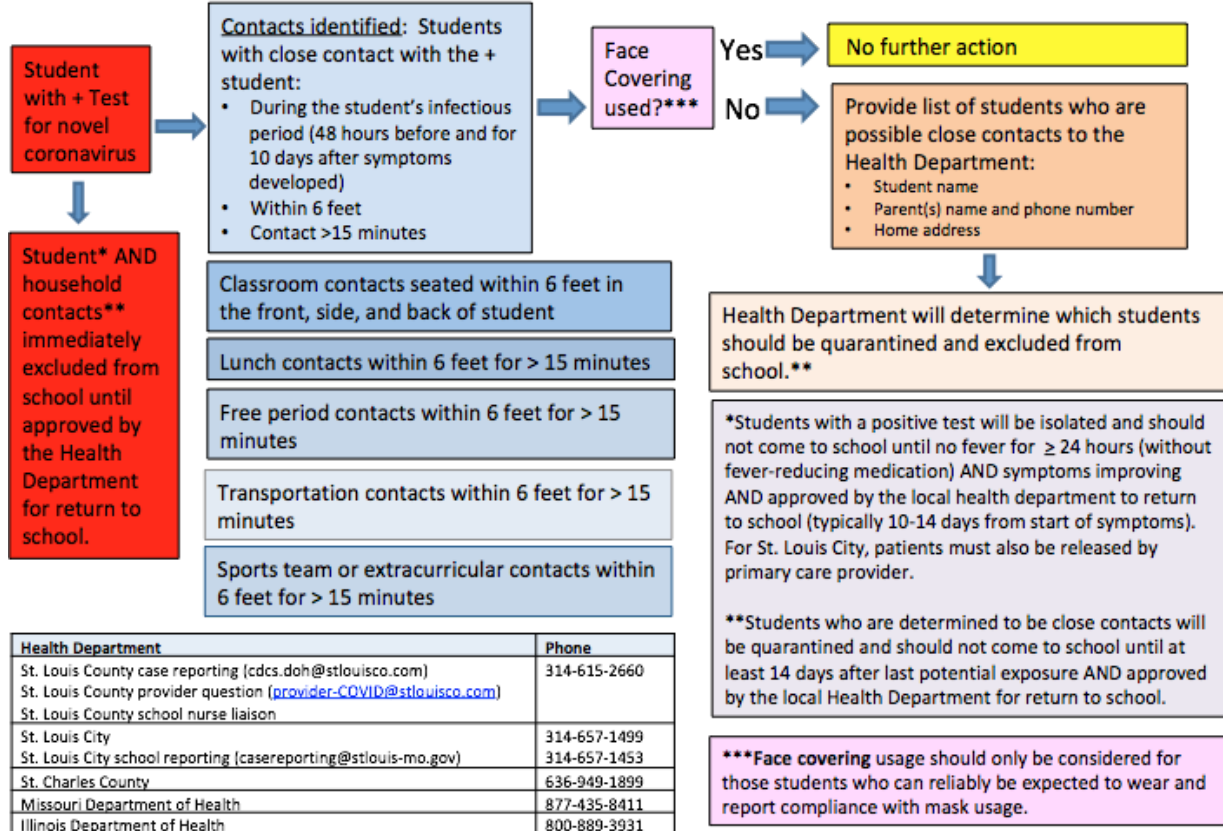
- If an individual within a school building is tested positive for COVID-19, the school must work with the local health department to identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes. If specific contacts cannot be identified, quarantine everyone who was in the same room, or other areas. (*Archdiocese of St. Louis health Guidance:Return to school after exclusion June 2020*)



### **Notify the School Community**

In the event of exposure the school will contact the school community once given the go ahead from the Public Health Department. In the event of a + case within the school, the school will follow the protocol of the Public Health Department.

## Protocol for Schools Assisting Health Department in Close Contact Identification for COVID-19 Cases



Prepared by Rachel Orscheln, revised- 7/20/2020

### School Building Access

#### Students arriving Late or leaving early

- Parents?Guardians should call the office before arriving so that their child can be waiting.
- Parents/guardians wearing masks may enter the front door of school to drop off or pick up students and sign them in a log book located in the foyer of school. (STLCO)
- Only one parent/guardian at a time will be permitted in the school. Others will need to wait outside or in the car. (STLCO)
- Parents should sanitize their hands when entering the building.

#### Parents needing to drop Off or Pick up Items

- Parents/Guardians may enter the front door of the school and drop items (with name) on the table located in the foyer.
- Items will be placed or picked up from the designated area in the foyer.

### OFFICE PROCEDURES

#### Daily Envelopes

- Daily envelopes can be brought to the office by a mail carrier for each floor.
- Office personnel will return the envelopes to the teachers mailbox.
- Students do not need to come to the office to retrieve at the end of the day.

#### Communication From Teachers to the Office

- ❑ Teachers needing to inform the office of maintenance items that need to be addressed should phone the office from the classroom. Do not send students down.
- ❑ All questions or concerns that need to be communicated with the office should be phoned from the classroom or emailed.

**Deliveries and Mail to the School Building**

- ❑ Mail and all deliveries will be made via the front door of school.
- ❑ All persons entering the school must be wearing a mask before being admitted.
- ❑ Large deliveries will be accepted at the front door.
- ❑ All deliveries for maintenance and food service will be accepted at the garage.
- ❑ A delivery that takes longer than 15 minutes in the building will require a health screen check before proceeding past the foyer.

**Lost and Found**

- ❑ Found items can be placed in the bin outside the office and gym area.
- ❑ Small items such as jewelry, money, watches to be placed in the office.
- ❑ Students, with permission from the teacher, can check the bins at the end of the day.
- ❑ Items not claimed at the end of each day will be in the Lost and Found bin on the lower level.
- ❑ All unclaimed items will be donated

**Cleaning and Maintenance**

- ❑ Maintain a cleaning log to assist with contract tracing if necessary. (STLCO)
- ❑ Disposable gloves must be worn whenever cleaning and disinfecting. (STLCO)
- ❑ High touch surfaces and objects (such as tables, doorknobs, light switches, phones, desks, keyboards, faucets, etc) should be cleaned and disinfected regularly. (STLCO)
- ❑ ***CDC guidelines must be followed regarding the cleaning and disinfecting of the school building***

St. Louis County Guidelines for Reentry and SGM Response

STLCO Guideline	SGM Response
Establish a plan for daily screening for illness or exposure to the coronavirus	Completed at home and documented through daily email
Minimize interaction--stagger lunch times, alternate common space usage and keep students in cohorts to the extent possible	Students are kept in cohorts during class time. Lunch is in classroom, cafeteria, outside
Keep students physically distanced in a classroom to the extent possible	Students are spread out as much as possible and all facing one direction. Students will be instructed to distance when in line and moving through building
Avoid large gatherings that mix multiple groups and do not allow for social distancing. Avoid assemblies and pep rallies for the near future	No inter-grade activities with the exception of middle school electives and mass attendance. Students will stay with grade level cohort during recess
Develop contingency plans to respond to changes in the level of transmission in the community. Protocols should be developed for virtual learning that can be activities if the circumstances dictate.	Plans are being developed for all school, or all grade distance learning. Individual distance learning is only available to those with medical conditions that warrant quarantining. Support will be available through school.

