



Saint Peter Claver Catholic School

COVID-19

2020-2021

Reopen Procedures, Policies and Guidelines

7/15/2020 (revised 7/17/2020)

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SAINT PETER CLAVER CATHOLIC SCHOOL

Founded in 1894

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Dear SPC Families,

The COVID-19 pandemic has affected the lives of all humans of the world. As such, it is incumbent upon us to not only ensure the safety of the entire SPC community, but to also ensure that our students continue their academic and social and emotional growth in order to fulfill the Saint Peter Claver Catholic School's mission.

The Administration, Faculty and Staff of Saint Peter Claver Catholic School are committed to welcoming students and families back to a faith-filled and safe school community. Schools are fundamental to child and adolescent development, well-being, and provide our children and adolescents with academic instruction, social and emotional skills, as well as many other benefits. The American Academy of Pediatricians (AAP) strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020 (Guidance for School Reentry-American Academy of Pediatricians, p.1).

On the pages that follow, you will find information that will allow us to safely reopen SPC. We are very aware that conditions change frequently. The goal is to mitigate risks but there is no way of completely eliminating all risks. Due to this, this document may undergo revision as new information is provided.

We continue to pray that through Christ, our SPC community remains safe and healthy and that peace and health return to all the world's communities.

God Bless,

Sr. Maria Babatunde, SSMA

Principal

Mission Statement: Saint Peter Claver Catholic School is a sanctuary of faith, hope and love where each child is prepared for their future in a supportive learning environment centered around God and nourished through Sacrament and Word!

Saint Peter Claver Plan Overview

As of the date of this document, SPC plans to open the 2020-2021 school year on **Monday, August 24, 2020**, with dismissal at 3:00pm. Parents/Guardians will choose one of two options: physical school, where these Procedures/Policies/Guidelines will be enforced, or eLearning where the student will connect to the physical school through the Internet. In the case of eLearning, the student will follow the complete physical school schedule. Should it be required to completely close SPC, the plan followed at the end of last year, where devices were sent home and virtual learning took place, will occur. As circumstances change and/or new information is available, this document will be revised.

Below you will find procedures, policies and guidelines that will be implemented for physical school to ensure a successful 2020-2021 school year. Please note that this is a living document which will be revised according to current Centers for Disease Control (CDC), the State of Florida, the Florida Department of Education, the Health Department, and other health agency guidelines and after consultation with the Office of Catholic Schools and Diocese of St. Petersburg (DOSP)

However, parents and guardians should recognize that entering any public spaces, such as schools, carries a risk. A DOSP signed waiver acknowledging that you understand this risk will be required.

It is possible that the opinion of those choosing physical school do not align with the details of this document. However, the success of this plan is dependent on the full cooperation of all parents, guardians, families, students, faculty and staff. Therefore, these procedures/policies/guidelines will be enforced. To that end, the current SPC P.A.W.S., PATHS, and Community Building programs already in place will be enhanced to include community cooperation due to COVID.

Comprehensive Safety Plan

General Policies

- Visitors will not be permitted on school grounds without a prior appointment.
- On campus visitors will be required to physically distance and wear face masks.
- Whenever there is reference to temperature checks, temperature readings must be 100° or lower using a touchless temporal (forehead) thermometer.
- Whenever there is reference to symptom questionnaire, the symptom questions recommended by the CDC will be asked.
- SPC uses the VOSRI dismissal system. This system has been upgraded to use E-Cards with a QR code that can be downloaded to smart phones. Parents/Guardians will only permit authorized individuals to have the code. In addition, there are carline, pick up, drop off options that a driver will use for safety reasons.
- As much as possible, the main building hallway will be designated for one-way use.

- There will be a designated up and down staircase.
- Faculty/staff will wear face masks at all times.
- Faculty/staff will have daily temperature checks and will answer daily symptom questionnaire.
- Students in all grades will have temperature checks and will answer symptom questionnaire upon departure from vehicle.
- Additional student temperature checks will occur, and be recorded, upon initial entry into homeroom, prior to lunch, and if enrolled, prior to aftercare.
- Students in Grades K-8 will be required to wear face masks. The first mask will be provided; there will be a charge for additional ones.
- Students who arrive with temperature above 100° F at morning drop off will be returned to the vehicle. Vehicles may not leave until temperature has been checked and is acceptable.
- Disinfectant products will be CDC approved.
- Touchless hand sanitizing stations will be installed. Students will receive instruction for appropriate use.
- Within classrooms, students will physically distance at least 3-6 feet apart as much as possible, as recommended by the AAP.
- Early Childhood and Kindergarten students must provide multiple changes of clothing in case of accidents. These will be kept in the classroom.
- Students will be provided with individual classroom supplies, to be stored in a separately marked pouch. Students will not share items.
- As per the iPad policy, iPads are not to be shared. In addition, iPads will undergo regular disinfection.
- Students will be taught to line up using “airplane arms” to maintain appropriate physical distancing.
- Support Plans will be reviewed and modified if necessary.

Morning Drop Off

- Students will not be permitted to have book bags.
- Parents/Guardians/Drivers will not leave the vehicle. Students will exit the vehicles wearing their face masks.
- Students arriving between 6:30 and 7:30am will have a temperature check/symptom questions asked by Morning Care Staff at drop off. Only students with temperatures below 100° F will be permitted to stay. The vehicle should only depart after temperature has been verified.
- Because of physical distancing protocols, we **STRONGLY** discourage the use of Morning Care unless absolutely necessary.

- Students in E3, VPK/E4 and Kindergarten will go directly to the classroom. Teachers will be in classrooms at 6:30am.
- Students arriving between 6:30 and 7:30am in Grades 1-8 will go to designated areas under the Pavilion.
- Other teachers and staff will arrive at 7:15am.
- Teachers and other staff will be in classrooms at 7:30am to receive students.
- Students arriving before 7:30am will go from the Pavilion to homeroom classrooms at 7:30am.
- Students arriving between 7:30 and 8:00am will have a temperature check/symptoms questions asked by non-homeroom faculty and other staff at drop off. Only students with temperatures below 100° F will be permitted to stay. The vehicle should only depart after temperature has been verified.
- Students arriving between 7:30 and 8:00am will go directly to the homeroom.
- As students arrive in homerooms, teachers will take attendance and record temperature readings.
- Students will have breakfast in the classroom. Community prayer and announcements will be over PA.

Tardy Arrival

- Parking lot gates will be locked at 8:00am.
- Students arriving between 8:00 and 8:15am must arrive through the Governor Street Gate.
- A school employee will open the gate and allow the student to enter, following previous drop off procedures.
- After 8:15, the driver will contact the school office by phone. The student will remain in the vehicle. Once contact has been made, the driver will use the VOSRI dismissal system.
- The student will have a temperature check/symptoms questions asked. Arrival time will be noted and recorded. Only students with temperatures below 100° F will be permitted to stay.
- The vehicle must remain until it has been established that the student's temperature is below 100° F.
- The student will go to the classroom.

Early Pickup

- The driver will call the school office when arriving to pick up the student prior to regular dismissal. The driver will be asked to provide his/her name and whether or not the VOSRI dismissal scan information is available.
- The driver will use the VOSRI dismissal system to assure permission for pickup.
- The child will be brought to the Governor Street entrance for dismissal.

Dismissal

- Students will remain in homeroom at the end of the school day.
- Drivers picking students up by vehicle will use the VOSRI carline check in process. This will notify teachers that the child is ready for pickup.
- Faculty/Staff will assist classroom notification and student arrival to the proper vehicle.
- Students in aftercare will be dismissed to the appropriate location.

Aftercare

- The complete plan does not yet exist.
- Students will either be separated by grade or by activity.
- Physical distancing and other school safe practices will be in place.
- Temperatures will be checked and recorded.
- Dismissal will be through VOSRI car check in process.

Recess

- Recess has been scheduled to limit student interaction.
- Classes will have designated recess areas.
- Disinfection procedures will be followed after use.

Physical Education

- All students in Kindergarten through Grade 8 will wear PE clothes on days when PE is scheduled.
- Physical distancing will be practiced.
- Students in Grades K-8 will wear masks unless prohibited by activity. DOSP and CDC guidelines will be followed.
- Equipment will be disinfected after use.

Art

- Students will be assigned materials individually. Materials will be stored in the Art room.
- Classroom and materials will be disinfected after use.

Grade 5-8 Transitions

- A transition rotation has been built into the schedule to allow physical distancing.
- Students will wipe down desks and chairs prior to dismissal from each class.

Lunch

- Midday temperature checks will be done and recorded prior to lunch.

- Students in Early Childhood through Grade 2 will have lunch in classrooms. The picnic area may be used.
- Students in Grades 3 through 8 will follow a staggered lunch schedule to limit student interaction. Areas will be marked for physical distancing and students will be assigned seats.
- All tables/benches will be disinfected between use.
- Students who normally wear masks during the day will receive instruction about mask care during lunch.

Restrooms

- Early Childhood through Grade 2 and Grades 5-8 science classrooms have self-contained restrooms.
- Schedules and classroom assignments for Grades 3-8 will determine which restrooms will be assigned to classrooms.
- Scheduled restroom breaks will occur to limit student interaction.
- Restrooms will be locked after student use.
- Regular disinfecting procedures will be employed.

Water Fountains

- Water fountains will be disabled.
- Various ways to allow for student hydration are being explored.

Classrooms

- Non-essential items will be removed from classrooms to increase space for physical distancing.
- Classrooms with two doors will have one assigned for entry and the other for exit.
- Classrooms with one door will have an entry/exit plan established.
- Early Childhood and Kindergarten classrooms will have barriers placed between centers.
- Early Childhood and Kindergarten students will remain in assigned centers until instructed otherwise.
- Students in Grades Early Childhood-4 will remain in the same classroom except for specials.
- Students in Kindergarten through Grade 4 will remain in assigned seats.
- Students in Kindergarten through Grade 4 will have individually assigned materials, including any text books.
- Students in Grades 5-8 who use textbooks or other materials in any classroom that must be shared, will disinfect these after use and before storage.

Emergency Drills

- Emergency drills will continue to occur for safety reasons.
- Emergency drill procedures will be modified as much as possible to ensure physical distancing.

Extra-Curricular Activities

- The Diocesan Task Force on Catholic Education is developing recommendations for interscholastic athletics for the 2020-2021 school year. There is currently no finalized plan in place.
- Other extra-curricular activities will develop specific procedures to ensure student safety.
- Students who do not attend physical school will not be eligible to participate in extra-curricular activities.

School Masses

- At this time, school Mass will continue to be held as scheduled.
- A limited number of homerooms may travel to SPC Church, practicing appropriate physical distancing. Temperature check/recording will take place and seating will adhere to physical distancing guideline.
- Students in all other homerooms will participate in Mass virtually within homeroom classes.

Illness Procedures/Policies

- Emergency contacts will need to pick up students exhibiting symptoms within 1 hour (60 minutes) of contact. If pickup is not timely, emergency (911) contact will be made.
- If a student/staff member test positive for COVID-19, SPC will follow the directions given by Local Health Department and consult with the Office of Schools and Centers.