



## Guidance and Procedures for Reopening

September 2020

### **Introduction**

This document will provide information regarding the plan to return to Brick-and-Mortar learning for the 2020-2021 school year. Before we discuss the specific aspects of the plan, let us start with an introduction to several of the key foundational premises that the plan is built upon. The principles listed below, will allow us to remain open and only use virtual learning for those who have been identified with COVID-19 or in a situation in which a parent feels working from home is beneficial.

**Partnership** – Saint Aloysius Academy is inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and to remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child’s health daily. Most importantly, this means that children who are experiencing symptoms – such as fever, 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, parents need to keep their child home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

### **Cohorting**

*A cohort is a group of students in the same grade, most cases, this is a single homeroom but, in some situations; it could be a larger group.*

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although, Saint Aloysius will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. If a case of COVID-19 were to surface with a cohort, we would then move to virtual learning at home with just the identified cohort. The rest of the school would continue to operate with in-class instruction.

**Social distancing** – Social distancing is also a fundamental practice in all our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens the chances of catching and spreading COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.

**Strategic Use of Masks** –In compliance with the latest guidelines mask (face covering) will be worn by the students throughout the day. There will be frequent “mask breaks” when the students are in their own desks during class. Masks will be mandatory in certain situations, such as travel in the hallway, on the bus, or when travel about the classroom is necessary without effective social distancing. When a child is at his desk with his cohort in a socially distance situation, the student may remove his mask unless a parent indicates they would like their child to keep their mask on the entire day.

**Enhanced Cleaning** – The school will increase the cleaning of common areas and highly used features such as doorknobs, handrails, and counters. Children are encouraged to bring their own labeled water bottles to school, as common water fountains will not be in use except for refilling bottles. With this enhanced cleaning, a safer environment can be established. The EPA approved solution for general cleaning and sanitizing surfaces Quat 64 will be used throughout the building

**Monitoring health** – Every day, parents are primarily responsible for monitoring the health of their children. A Google Form will be used as a DAILY CHECK on students health. The form must be filled out each day by the parents and submitted before arrival at school. Teachers will be reminded to check the health of their students during a common activity. Additionally, the school will implement random temperature monitoring.

**Virtual Learning** – Use of both distance learning and virtual learning. We will make two types of non-traditional learning available.

- If a child is sick, or a parent suspects the child may be sick or if a family is quarantined, Saint Aloysius will provide an option where the child can join the class via google meet. The major subjects will be available through this method. Materials will be exchanged through Google classroom.
- In the case where a cohort has been dismissed from school and COVID-19 has been identified, the entire cohort will utilize distance learning for the isolation period. Lessons will be delivered through Google classroom and Google Meet.

**Modified Attendance** – Since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent. There will be no Perfect Attendance awards given to the students.

## General Principles for Saint Aloysius Academy

### **Introduction**

There are several key practices that should be implemented in each building to help maintain a safe learning environment

### **Philosophy**

Foundational premises when designing a safe learning environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

### **Process**

1. All visitors will remain at the front entrance. At this time, we will not be asking for volunteers to assist in school.
2. High touch surfaces will be cleaned frequently such as doorknobs, remotes, and light switches.
3. Signage will be in each classroom and throughout the building reminding students to practice good hygiene.
4. Hand sanitizers will be available in the hallways near entrances and in other strategic areas. They will also be available in the classrooms.
5. Within each class the students will pray to be aware of and care for one another.
6. Each student is encouraged to provide their own supplies to reduce the need to share supplies.
7. Group singing will be discouraged unless increased social distancing is possible.
8. The students will use their own devices when possible.
9. When possible, Added Values Teachers will go into the students' classroom.
10. No food for sharing will be available
11. Ventilation - All areas will maintain circulation of fresh air. Weather permitting the teachers have classes outdoors. We have invested in new air filters in all areas of the schools air conditioning and heating.
12. Field trips will be eliminated for the immediate future.

## **Catholic Identity**

### **Introduction**

Excellence in education is characterized by having a strong curriculum, student engagement, utilizing quality instructional methods, making good use of data and regular communication with parents and stakeholders. What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.

### **Philosophy**

St. Aloysius has a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. The challenge, then, is to ensure that the education that is delivered (no matter what the mode of delivery) meets this standard.

### **Process**

1. There must be a level of intentionality across all grade levels and all subject matter that course content is intentionally Catholic.
2. In order to maintain the appropriate social distancing, school Masses will be live-streamed.
  - o Only the cohort assisting with the liturgy will be physically present in KDH
  - o All other grades will actively participate in the Mass from their classrooms via the live-stream.
  - o Parents and the general community are invited to participate in our Mass via the live-stream.
3. When it is necessary to deliver remote instruction to all students, maintain the emphasis on school liturgy by streaming all-school Masses.
4. Provide opportunities for daily prayer in a community.
5. The Prayer of Pope Francis during the Coronavirus will be prayed daily
6. Support and make modifications to other faith-based activities that are important in the life of the school (i.e., retreats, prayer services).
7. Increase opportunities for cross-grade faith sharing using virtual means (i.e., prayer buddies meeting virtually).
8. Begin all synchronous video sessions with prayer, including soliciting prayer intentions from students.
9. Support the faith life of faculty and staff through community prayer and scripture study.
10. Invite parents and families to join in virtual prayer and faith life.
11. Connect the current events with a Catholic perspective (using the tenets of Catholic Social Teaching, the Virtues, etc.) as a framework to support age appropriate understanding.
12. Reinforce the role of the principal in the faith life of the school.
13. Create approaches to minister to families who experience food insecurity, financial issues, and other crises.
14. Promote service learning experiences in virtual spaces.

15. Find opportunities in the current situation that would lend themselves to a community response (acknowledgements and prayers for police, first responders, holding food drives, etc.) .
16. Maintain Catholic Identity in the school environment:
  - Make sure that every classroom has a prayer corner, crucifix, statues, bulletin boards reflecting faith values.
  - Laminate the prayer of Pope Francis during the COVID and put in a prominent place in the school and classrooms.

### **The Prayer of Pope Francis during the Coronavirus**

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: “Do not be afraid” (Mt 28:5). And we, together with Peter, “cast all our anxieties onto you, for you care about us” (1 Pet 5:7). Amen.

## Entering the Building

### **Introduction**

Entering the building every morning is the activity which unofficially begins the day. St. Aloysius Academy is committed to ensuring that this is smooth, stress free, efficient and conducted in a manner that keeps children safe.

### **Philosophy**

A foundational premise when designing a safe entry throughout the day and controlling transmission of any virus, is to help keep it from the building. During the entry into the building social distancing and hand sanitization will be implemented. The use of hand sanitization and social distancing is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

### **Process**

1. Parents will complete a daily health checklist for each child before the child leaves home.
2. Licensed health-care professionals will be stationed at each entrance to facilitate temperature checks.
  - a. Students arriving by car will be screened prior to exiting the car. A student who is displaying symptoms of illness or who has a temperature of 100.4 or higher will not be admitted to school. Students who arrive at school after the health screeners have left will not be admitted to school without a written excuse from a doctor's office.
  - b. Students arriving by bus will be screened as they exit the bus. Students will only be permitted to disembark from one bus at a time, to maintain social distancing. A student who is displaying symptoms of illness or who has a temperature of 100.4 or higher will be sent to the isolation room, and a parent will be contacted to pick up the child from school.
3. Signs will be posted that ask, "Did you answer your daily health questions at home?"
4. Upon entering the building, students will immediately sanitize their hands by using sanitizers or washing hands.
5. Each entrance will be monitored by staff to help ensure students maintain a social distance.
6. Use of a mask is mandatory as students ride the bus, enter the building, and travel to the classroom.
7. Upon entering the building, students will proceed directly to KDH until 7:50am. After 7:50am, students will proceed directly to their homerooms.
8. Students will wear masks until they have put all things away and are seated at their desk.

## Daily Monitoring of Health

### **Introduction**

The guidance provided by the State of Pennsylvania suggests that each school monitor health daily.

### **Philosophy**

Health monitoring will be done in conjunction with efforts taken at home with the parents of children attending the school. Parents have the greatest information regarding the health of their children and are an integral part of this process.

### **Process**

1. Health care professionals will be stationed at each entrance to facilitate temperature checks. A student arriving by car who is displaying symptoms of illness or who has a temperature of 100.4 or higher will not be admitted to school. A student arriving by bus will be screened as they exit the bus. A student who is displaying symptoms of illness or who has a temperature of 100.4 will be sent to the Camillus Room, and a parent will be contacted to pick up the child from school.
2. Saint Aloysius has developed a system to engage parents in monitoring daily the identified possible symptoms of COVID-19 listed below. As we learn about the disease, we may need to alter the list by adding or subtracting symptoms. fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, earache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
3. In the classroom, Saint Aloysius will conduct a daily scan of the students to monitor if there are any concerns related to health. This could be an overt process, where the teacher asks the children if they have experienced any of the symptoms, if grade/age appropriate. The teacher could make a deliberate effort to monitor health without running through the list of symptoms and then refer children with concerns to the office or nurse for further monitoring.
4. Saint Aloysius will also monitor the health of staff and students by tracking students' and staff's absenteeism

## Lunch

### **Introduction**

Lunch in school serves multiple purposes, it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to provide all these goals and keep children safe.

### **Philosophy**

A foundational premise when designing a safe lunch environment are the concepts of maintaining cohort and social distancing. The use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

### **Process**

1. Students will wash hands before lunch.
2. Students will stay in their cohort as they eat lunch, at designated tables with only 3 or 4 at a table that seats 8 students.
3. The entire area of KDH will be used to distance the boys during each lunch period.
4. The tables and seats will be disinfected before and after each lunch period.
5. There will not be any shared meals.
6. Boys who order a prepacked lunch prepared by Aramark will pick up their lunch prior to entering KDH.
7. All boys will have an empty seat next to them where they may place their lunch box.
8. Meals and utensils should be served directly to the student and prepackaged if possible.
9. Students will wash hands or use sanitizer after lunch.

## Recess

### **Introduction**

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills, such as conflict resolution, decision- making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to ensure our students have a safe recess.

### **Philosophy**

To the best extent possible, recess will continue applying safe physical contact of equipment and social distancing. The term "social distancing" refers to measures being taken to restrict where and when people can gather to stop or slow the spread of infectious disease. In general, six feet of separation is the distance that should be kept between people interacting within their peers. Games that utilize physical and social activities yet limit physical contact will be played.

### **Process**

1. Students will go to recess using the procedures established in school operations regarding movement between the building.
2. Students will need to wear masks while at recess with their cohort as social distancing may not be possible.
3. Students will play in an area with their cohort.
4. Students will wash/sanitize their hands before going to recess and before returning to class.
5. Equipment will be wiped down before each recess.
6. Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease.
7. Students will wash/ sanitize their hands before returning to class.
8. Students will practice social distancing while walking to recess.
9. Students will use pre-approved activities during the recess period.

### **Considerations regarding the type of activities.**

Minimize contact sport engagement during recess to ensure social distancing. Games that have natural social distancing, such as kick ball, soccer, jump rope, frisbee, non-contact basketball games like pig, etc are good choices. Games that require close physical contact and grabbing are not suggested.

## Traveling Within the Building

### **Introduction**

Movement about the building is essential and cannot be eliminated. St. Aloysius Academy has devised a plan to allow for travel throughout the building while keeping the students and staff safe.

### **Philosophy**

The wearing of masks, social distancing, proper hygiene, and cohorting will all be used to keep students as safe as possible.

### **Process**

1. All students and staff will be required to wear masks whenever they are traveling around the building.
2. One-way traffic patterns will be established in the hallways. Students will walk on the right-hand side of the hallway. Staff will be present to ensure that one-way travel and social distancing are maintained.
3. Stairways will be designated for up and down travel. The stairs at the chapel end of the hallway will be designated “down”, and the stairs at the Principal’s office end of the hallway will be designated “up”.
4. The far-right side of KDH, by the eighth grade courtyard windows, will be marked and designated for movement through KDH in the direction from the front entrance to the kitchen area. The side closer to the front windows will be marked and designated for movement from the kitchen area to the front entrance of the school.
5. The class schedule will be modified to allow change of class to take place while maintaining social distance and minimizing the number of students in the halls at one time.
6. Whenever possible, added value teachers will travel to a cohort, to minimize the number of students in those classrooms.
7. When students need to move from the upper floor to the Gym, or to the Music or Art classrooms, they will move down the stairs by the Chapel.
8. Increased cleaning of all commonly touched items will be implemented throughout the day.
9. Classroom doors will be kept open whenever possible during the day to avoid unnecessary touching by students.

## SAA Library

### **Introduction**

The use of the library has evolved over the last several years and has moved from a place where children borrow books to a research and learning activity center. Understanding the need for cohorts and social distancing, SAA Library has implemented a number of safe alternatives to delivering the same academic support provided by a traditional library class.

### **Philosophy**

At SAA the library resources continue to be an integral part of the academic program. Classes will continue to visit the library for specific tasks and curriculum activities. Social distancing will be maintained for the safety of all. The students will use the resources and area as needed and directed by their teacher in cooperation with the librarian.

### **Process**

1. Students entering the library will sanitize hands with hand wipes. The students will take their place at table or floor space as directed for safe distancing. As needed, the library tables will be equipped with partitions.
2. The students may use the computers to take their AR quizzes. Computers will be sanitized after each use.
3. Activities such as the introduction of authors, genres and read aloud time may be conducted in the classroom.
4. There are many possibilities to exchange books, but for now our librarian/media specialist will make several selections for students and deliver them to the classroom room so the boys can “take out” a book for the week.
  - a. Returned books will be wiped down with sanitizer and isolated for 72 hours before being returned to circulation.
  - b. The selection of books can be made based on a child’s interest, based on themes in the curriculum, or based on a recommendation from the teacher or the librarian.
5. If a class must visit the library for research or projects, it will be done one class at a time. The areas used will be cleaned between class visits.

## Physical Education

### **Introduction**

These guidelines are written with the goal of keeping the integrity of quality Physical Education programs while navigating through a “new normal.” The athletic director and administration will work together to follow CDC protocols.

### **Philosophy**

Physical education is an integral part of the curriculum in an elementary school and essential that it continue safely.

### **Process**

1. Weather permitting, PE class held in outside space. Weather non-permitting, PE in the Gymnasium is preferred, PE class in classroom if needed
2. Hand washing before and after activity.
3. It is preferred that students are carrying personal water bottles for hydration before, during and after activity
4. PE teachers should be trained thoroughly in sanitizing protocols.
5. Class equipment sanitized frequently (arrange class times to allow for buffer between classes to allow teacher to facilitate moving, washing and sanitizing)
6. When equipment sanitizing is not feasible, consider quarantining used equipment for 3 days or more before being used again
7. Limit shared items or keep same groupings throughout lessons
8. PE Teachers will track the use of equipment so it is having a break period between uses to prevent of spread of bacteria.
9. Consider designating resources to each class that only they use.
10. PE teachers will emphasize teaching personal health and safety and being responsible for equipment use
11. PE Teachers will emphasize teaching personal skill development and personal fitness concepts to promote physical distancing.
12. Whenever possible, PE teachers use social distancing activities and face coverings when social distancing is not possible.

## Camillus Room

### **Introduction**

The office in the Administration Wing will be the location where a student (s) who is experiencing discomfort or potential symptoms of COVID can be isolated from others. There will be enough room so several students could sit in the room and remain six feet apart.

### **Philosophy**

The concept is to provide a safe supervised staging area where students can wait until they could get transportation from school.

### **Process**

1. Masks will be provided to all who enter the room
2. The room will be sanitized after each use
3. Disposable gloves will be available
4. Supplies in the room
  - a. Disposable paper towels
  - b. Tissues
  - c. Waste container with plastic liner
  - d. Alcohol-based hand sanitizer containing at least 60% alcohol
  - e. Hard-surface disinfectant,

## **Classroom Set-Up**

### **Introduction**

The use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks. The organization of the classroom is important in supporting the academic progress of students. Careful consideration has been given to the strategic placement of furniture, learning centers, and materials to optimize student learning, reduce distractions and keep children safe.

### **Philosophy**

We will be maintaining the concepts of cohorts and using social distancing guidelines at all times. We will be removing any non-essential furniture, materials or equipment that is not immediately needed for instructional purposes.

### **Process:**

1. Classrooms have been measured and will be arranged in compliance with the guidance of the PDE recommendations.
2. All student desks and/or tables will face in the same direction.
3. Desks are distanced 3 to 6 feet from the center of each desk to the center of the next desk.
4. Rugs that are a part of the learning experience will be sanitized on a daily basis.
5. All class sizes are in accord with the state requirement (state requires <25) and do not exceed 20 in the number of students in any room.
6. All teachers and staff members will wear face shields or masks throughout the day.
7. Teachers will establish one-way traffic within the classroom so that students do not return from board to their seats facing other students, but loop around the area to approach from the back of others.
8. Wearing masks is required of the students. Students will be able to have “mask breaks” throughout the day when they may be working independently at their own space. Should they move out of the room to any location they will need to wear their mask.

## **Classroom Materials**

### **Introduction**

The organization of the classroom is important in supporting the academic progress of students. The use of a variety of materials is essential for learning. This includes, book, writing instruments and materials for special area subjects.

### **Philosophy**

Foundational premises when designing a safe classroom environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

### **Process**

1. Classrooms should eliminate, when possible, the use of shared materials.
2. Classrooms should set up areas where students can store personal items that keep them isolated from use by others.
3. When materials must be shared, cleaning in between use is essential.
4. Establish procedures to wipe down before and after every use.
5. Remind children to wash their hands after using a shared item.
6. If students travel to a room, an area and place should be established for the traveling student to store items away from being used by others.
7. Computer keyboards, robots, shared Science equipment, etc... will be cleaned by the faculty and staff between classes.

## **Virtual Learning** **Cohort Instruction**

### **Introduction**

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines,(including individual or small group situations) weather-related situations, and building maintenance issues. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

### **Philosophy**

As much as possible, instruction will continue to apply best practices incorporating our Catholic Identity and based on educational research and sound pedagogy. The term “virtual learning” refers to adapted instructional practices being utilized by means of online instruction and interaction with students using various technological devices and platforms aligned to the curriculum through various devices synchronous and asynchronous methods Virtual learning can take place in situations where students are unable to be physically present in the school building.

### **Process**

1. Provide the use of Google Classroom to centralize materials, lessons, instruction, assessments, feedback and communications.
2. Direct instruction will take place as teachers:
  - Provide a continued focus on our Catholic identity throughout instruction and in all content areas.
  - Live-stream direct instruction by teacher.
  - Provide materials that are age- and grade-appropriate.
  - Use textbook online components with timely follow-up.
3. Teachers will use assessments with timely feedback.
4. The goal of virtual instruction is mastery of curriculum for the year.
5. Teachers will use small group and large group instruction to meet needs of students.
6. Have regular communication with parents/guardians.
7. Teacher will encourage age appropriate physical movement to avoid sitting too long.

## **Virtual Learning** **For Individual Instruction**

### **Introduction**

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

This guidance is for situations in which a child cannot attend class. This may be because of a health issue or the child must do a limited time of quarantine.

### **Philosophy**

The term “virtual learning” refers to instructional practices being utilized so a child can access what is taking place with his /her class by means of connecting virtually to the classroom in real-time.

### **Process**

1. Provide the use of a Google Classroom to centralize materials, lessons, instruction, assessments, feedback and communications
2. Provide a direct video connection to the classroom during the period the child is unable to attend class.
  - Child is able to receive direct instruction by teacher
  - Use textbook online components with timely follow-up
3. Use of assessments with timely feedback
4. Goal is mastery of curriculum so the child stays current and can return prepared to rejoin the class.
5. Regular communication with parents/guardians

## SAINT ALOYSIUS CLOCKHOUSE MONTESSORI

### **Introduction**

The need for careful strategic planning has become a reality in the “new-normal” circumstances including the pandemic-related quarantines. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. Care needs to be taken so that they are safe and learning in a healthy environment. This guidance is for situations in which PreK students are enrolled.

### **Philosophy**

Students and their families should be provided with safe, quality, Catholic childcare in Saint Aloysius Montessori. The teachers will nurture a sense of community, curiosity and a love of learning at these beginning levels. Freedom from anxiety and a sense of happiness characteristically permeate the students’ learning experience at Saint Aloysius Montessori

### **Process**

1. The social, physical and emotional well-being of the children is of primary importance in the Montessori.
2. Parents and Guardians will be informed regarding classroom operations by the teachers well before the year begins and weekly as the year progresses.
  - Wearing of masks or shields by teachers will be required.
  - Children will always have a mask with them. There may be situations where the children will be asked to wear a mask.
  - Children whose parents wish them to wear a mask may do so but they are not required at all times.
  - The process for when a child becomes ill during school will be communicated to the parents prior to the beginning of school.
3. Regular routine for cleaning and sanitizing beyond the usual procedures will be shared with the parents.
4. Communication with parents/guardians is essential for the success of the Montessori Program. Parents will learn that much of what will be done as precautionary measures, is already done on a regular basis (cleaning, sanitizing children’s toys, etc.) However, teachers will be taking extra precautions.
5. Safe distancing with young children becomes very difficult; therefore, the students will be kept in cohorts as much as possible.
6. Health checks should be done at home and the staff will follow protocols established at school regarding daily health monitoring.
7. Full directives will be given if virtual learning is needed to be in place.

## **Checklist**

- Hand sanitizers, paper towels, tissues, baby wipes will be in full supply in the classrooms.
- Carpets will be sprayed with a sanitizer at the end of the day (e.g. Woolite carpet sanitizer kills 99% of germs) Tables will be cleaned with wipes before the start of the day and in between activities.
- Frequently used toys will be cleaned daily. Play materials will be changed out as children rotate activities.
- Children will receive a temperature check upon arrival at school by a healthcare professional. Temperatures at 100.4 will indicate a need to return home.
- Complete directives and protocols will be given by the teachers during a virtual meet and greet in August.

## **Introduction**

It is integral for our schools to provide an Extended Day Program especially during the current circumstances. Extended Day is an offshoot of the regular school day; thus, all procedures in place for the school should be adhered to during the extended day program. School personnel must be given a twenty four hour notice by a parent for their child to attend the extended day program.

## **Philosophy**

It is paramount that we provide a safe, healthy and sanitized environment for those students entrusted to our care after regular school hours. It is important to engage these students in a social setting which they have not experienced in months and to provide a pleasant atmosphere for them.

## **Process**

1. The students will enter KDH after all the bus lines have been called over the loudspeaker.
2. The students for extended day will enter KDH and practice social and safe distancing.
3. The cohort model should be kept as close as possible within the Extended Day Program.
4. The students will move to a seat in KDH and receive a snack. The children will not share snacks
5. There will be only three children at a table.
6. Outside visitors will not be allowed to enter the extended day area. Children should be met at the school door both entering and leaving the building.
7. All Extended Day personnel should follow the same health checklist practices as school employees.
8. All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) are to be practiced during extended day sessions.
9. The extended day room will be sanitized prior to student entry for the program.
10. Materials used by extended day students on a regular basis need to be sanitized daily.
11. Students will not share materials such as pencils, crayons, and markers.
12. Monitored hand washing and sanitizing will be done on a regular basis.
13. Protocol will be established for the children to keep all personal belongings with them and at a safe distance from the belongings of others.
14. The extended program will comply with any emergency actions and resulting decisions that occur during the school day.
15. A mobile phone needs to be available to extended personnel for communications purposes in the event a situation arises during the extended day session.

## **Guidance for Dealing with COVID Cases**

Saint Aloysius will make an effort to monitor the health of the students and staff, although it is not required or suggested by the CDC. If Saint Aloysius Academy has a case or cases of COVID-19, local health officials will help identify those individuals and follow up on next steps. Contact will be made with Chester County Health Department (Delaware County does not have a health department).

Below is some specific guidance related to situations involving the school, community and COVID-19.

If a staff member or volunteer has a confirmed case of COVID-19

1. Notify the Chester County Health Department officials – ask for guidance.
2. Dismiss the staff or volunteer for 2 to 5 days until health officials can determine the next step.
3. Consider dismissal of cohort, related to the suspected case of COVID-19, according to health official guidance.
4. Discourage the cohort from gathering until during the initial period.
5. Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.
6. Close off the potentially infected area and clean the areas that may have been infected by the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
  - a. 3 days with no fever and
  - b. Symptoms improved and
  - c. 10 days since symptoms first appeared

If a student has a confirmed case of COVID-19

1. Notify Chester County Health Department officials to ask for guidance.
2. Dismiss the student(s) for 2 to 5 days until health officials can determine next steps.
3. The individual should be comforted in the Camillus Room until a parent or guardian can come and take them home.
4. Consider a dismissal of a cohort related to the suspected case of COVID-19 using health official guidance for this.
5. Discourage the cohort from gathering during the initial period and the situation has been evaluated.
6. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
7. Close off and clean areas related to the identified case of COVID-19.
8. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
9. The student can return after the following conditions have been met:
  - a. 3 days with no fever and

- b. Symptoms improved and
- c. 10 days since symptoms first appeared

If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms.

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. The individual should be comforted in the Camillus Room until a parent or guardian can come and take them home. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are. CDC guidance for caring for oneself and others who are sick should be followed.
2. Provide an isolation room.
3. Call for home transportation, if necessary.
4. Can return when:
  - a. 3 days with no fever and
  - b. Symptoms improved and
  - c. 10 days since symptoms first appeared or,
  - d. if cleared by a medical professional.
5. If case is confirmed, please see aforementioned section (confirmed case of COVID-19)

## Exclusion From and Return to School Requirements

Scenario	Exclude From School	Return to School After...
#1 – No Symptoms	No	Not applicable
#2 – COVID-19 Symptoms	Yes	Individual should be tested for COVID-19.  <input type="checkbox"/> If test result is <u>negative</u> , return to school 3 days after symptoms are no longer present. <input type="checkbox"/> If test result is <u>positive</u> , follow return to school guidance for scenario #3.
#3 – Positive COVID-19 PCR Test <u>with</u> Symptoms	Yes	<input checked="" type="checkbox"/> 3 days with no fever <b>and</b> <input checked="" type="checkbox"/> improvement in symptoms <b>and</b> <input checked="" type="checkbox"/> 10 days since symptoms first appeared
#4 – Positive COVID-19 PCR Test <u>without</u> Symptoms	Yes	10 days after the PCR test was collected  <input type="checkbox"/> If symptoms develop during 10 days, follow return to school guidance for scenario #3.
#5 – Close Contact <u>with</u> Symptoms	Yes	Individual should be tested for COVID-19.  <input type="checkbox"/> If test result is <u>negative</u> , return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. <input type="checkbox"/> If test result is <u>positive</u> , follow return to school guidance for scenario #3.
#6 – Close Contact of COVID-19 <u>without</u> Symptoms	Yes	14 days after the date of last exposure to the person with COVID-19  <input type="checkbox"/> If symptoms develop during 14 days, follow return to school guidance for scenario #5.

### Notifications

- Staff and students should notify the school if an absence is due to COVID-19.
- Schools should notify the Chester County Health Department by calling 610-344-6452 of any confirmed case of COVID-19 while maintaining confidentiality.
- The Chester County Health Department will conduct an investigation and contact tracing and provide appropriate guidance.
- The Chester County Health Department will notify the school/coach if staff or students test positive, are exposed, or become ill and must self-isolate.
- The Chester County Health Department will NOT notify the general community if staff or student tests positive, are exposed, or become ill and must self-isolate.