St. James Catholic School, St. Joseph, MO, Fall Re-Opening Action Plan (Revised 7-28-2020)

**Introduction**

Although we were hoping to be able to start on time, the Bishop has given us directives to delay the start of school for a period of one week in order to give staff more time to prepare for student’s safe arrival for face-to-face instruction. Therefore, St. James will start school on August 25, 2020. We will make it a priority to remain in school if at all possible. In anticipation of this, we have developed a plan that will hopefully satisfy spiritual, safety and educational requirements for our students and staff.

This action plan will remain tentative and flexible as needs arise related to COVID outcomes. As a result, this plan will be updated regularly as local and state requirements change. Thank you in advance for your patience and understanding as we move forward during this challenging time.

In some communities, measures taken to prevent Covid-19 infection have ignited conflicts between the liberty of individuals and perceptions of the common good. We do not expect this tension to be reflected in our community. While some see the risks as low, others may be concerned about coming to work or sending their children to school during uncertain times. As a Catholic community, we must respect one another.

In order to ensure the highest levels of safety possible for all, we share these norms:

All members of our school/center communities and visitors to campus

1. Will wear masks, wash hands regularly and follow physical distancing norms.
2. Will take responsibility for maintaining a healthy environment.
3. Will treat others as people worthy of respect and deserving of a safe environment.
4. Will follow self-screening guidelines for symptoms of illness and refrain from coming to the school/ center as indicated.
5. Will comply with self-quarantine guidelines after potential exposure to Covid-19 or travel according to CDC guidelines.

We are excited to welcome our students and their families back! We look forward to a productive school year.

If you have any questions at all, please feel free to call me at 816-238-0281 or email me at jsaunders@saintjamessaintjoseph.org

Jenny Saunders, Principal

St. James Catholic School

This document has been prepared by utilizing the following recommendations:

* KCSJ Diocesan Guidance
* American Academy of Pediatrics recommendations
* CDC
* Local and State Health Guidance
* Peer-Reviewed Medical Studies

Fall 2020 St. James Catholic School Re-Opening Plan

**1. Masks**

* Faculty/Staff
  + All staff will wear masks/shields when in the proximity of 3 to 6 feet or closer to students or other staff. Masks/shields may be removed when at the teacher desk or physically distant.
* Students
  + Pre-K thru K students will not be required to wear masks/shields.

1st/2nd grade students will be encouraged, but not be required to wear masks/shields when in movement (see 3-8 grade example below).

* + 3rd thru 8th grade students will follow a modified mask-wearing protocol. This will include wearing masks when entering or exiting the building, in the hallway or moving through the building, or engaging in close group work. Students will NOT need to wear their masks/shields when seated at their desks or physically distant from others.
  + Parents will need to supply masks for their students.
  + No students will be required to wear masks during outdoor recess or PE.
  + Students with special medical needs, including but not limited to sensory disorders, asthma, etc., will not be required to wear masks at any time if a doctor’s note is provided.
* Visitors/Volunteers
  + All visitors will be required to wear a mask when present and will be strongly encouraged to remain in the office area.
  + Temperatures will be taken of all visitors. Those with a temperature of 100 degrees or higher will not be admitted.
  + Visitors must check into the office and will be discouraged from being in contact with students who are not a family member.
  + St. James facilities will be cancelled for public use whenever possible.
  + Visitors will be restricted from contact with all students except their own children.
  + Vendors will be restricted in the building during times when students are not present.

**2. Hygiene Practices**

* Increased frequency of hand washing will be encouraged by all staff.
* Students should sanitize or wash hands with soap and water when moving from one class to another.
* Signage on proper hand washing techniques will be present in all wash areas. Teachers will teach proper hand washing techniques.

**3. Temperature Checks**

* Students
  + Parents are being asked to take their children’s temperature(s) daily before school. A chart of daily temperatures will be provided to parents and should be sent to the classroom teacher daily. (See Appendix G). Teachers will initial temperatures each morning and will keep a file of all temperature logs weekly.
  + Parents will be expected to keep any child home who has a temperature of 100 degrees or higher.
  + Random temperature checks will be completed by staff as needed.
  + Students who are not feeling well will be sent by staff to the office and a temperature check will be completed. Any student with a temperature of 100 degrees or higher will be sent home.
* Staff must perform self-temperature checks before entering the building and will keep the same log as students. (See Appendix G). Any staff member with a temperature of 100 degrees or higher is prohibited from coming to school.
* VISITORS/ VOLUNTEERS
  + All visitors or volunteers will have their temperatures checked prior to entering the building. Any visitor with a temperature of 100 degrees or higher will be denied entrance.

**4. Morning Drop Off/Afternoon Dismissal**

* In order to better accommodate social distancing, this year students will enter into the main building instead of the gym.
* Drop off times will remain the same as last year.
* Only parents of pre-school children will be allowed to enter the building with their child.
* Students in grades Pk-2 will enter the South West doors. Students in grades 3-5 will enter the main doors outside the office. Students in grades 6-8 will enter the South East door. (Students in families of various ages may enter the assigned door of the oldest sibling).
* Masks are required upon entering the building, and social distancing of between 3 to 6 feet must be maintained. Students will go directly to their individual classrooms.
* Grade level/cohort groups will be dismissed at staggered intervals beginning with preschool. Parents are encouraged to remain in their cars. When not in cars masks must be worn and social distancing maintained.

**5. Class structure**

* All students will be taught procedures that reinforce the following: entering the classroom, storing belongings, wearing and removing a mask, physical distancing, handwashing/sanitizing, touching one’s face, classroom movement, hallway travel, restroom limits, water bottle use, using classroom materials, end of day dismissal.
* All classes (PK-Grade 8) will stay within their own cohort and will not intermingle with other grade levels.
* Middle School teachers will rotate classrooms. Students will remain in their grade cohort at all times and increased sanitization will occur (disinfecting wipes/spray for desks and other surfaces accessed by students)

**6. Lunch**

* Lunch will take place in the cafeteria, physically distanced. Students will remain in their grade level/cohort groups.
* One additional lunch shift will be added. Lunch shift #1 (11:00 a.m.): Grades Pk-2, shift #2 (11:40 a.m.): Grades 3-5; shift #3 (12:20 p.m.): Grades 6-8.
* Classroom teachers will hand out utensils and condiments to students.
* Students will wear masks until seated and after utensils/condiments have been distributed.
* Tables will be cleaned after each lunch shift with disinfectant.

**7. Recess**

* Students will remain in their cohort groups during recess.
* Students will not be required to wear a mask/shield during outdoor recess. If recess is held indoors due to inclement weather masks will be worn for grades 3-8 if social distancing cannot be maintained.
* Outdoor recess equipment will be disinfected daily. (Should be noted that the AAP does not consider recess equipment to be an area of concern as sunlight effectively kills the virus).

**8. Classroom/ Hallway/ Office Environment**

* Classroom
  + Student desks for grades 3-8 will be placed 3’-6’ apart as per the AAP guidelines.
  + PK-2 may keep their regular student desk/learning structures; however, the teacher’s desk must be 6’ from the nearest student seating. Non-cleanable surfaces will be removed if at all possible.
  + Cubbies will be used minimally in grades 1-8.
  + If at all possible, students should work independently in the classroom using their own materials.
  + Group work may be done if physically distant or if masks are used.
  + All shared materials/spaces will be sanitized between users.
* Hallway
  + Students and staff should follow a “one way traffic” flow.
  + Students should walk through the building single file, physically distanced at all times.
  + Cohort groups will stagger/schedule restroom breaks and release times in order to eliminate crowding and mingling of cohorts in the hallway.
  + Students should maintain social distancing at all times when in restrooms.
  + Middle school students will be encouraged to keep books and supplies at their desks in their homerooms to reduce locker traffic.

**9. Cleaning/ Disinfecting**

* New, increased custodial cleaning schedule throughout the school day that includes the bathrooms mid AM and mid PM, handrails mid-morning and afternoon, and other high traffic areas as needed.
* Student desks will be cleaned mid-day prior to lunch and again at the end of the day.

**10. Distance Learning - Emergency Preparedness**

* In the event that local, state, or federal authorities require mandated school closure, St. James will resume distance learning virtually in a similar manner to what was experienced this past spring.
* Students will need to have access to an internet-capable device.
* Families who do not have access to a device should contact the principal.

**11. Health Procedure**

* Individuals presenting with one or more of the following symptoms (below) or who test positive for COVID-19 could be excluded from the school.
  + Symptoms of illness and possible COVID-19 include but are not limited to the following list (CDC, MOSBA):
    - Fever 100.0 or greater
    - Cough
    - Chills
    - Muscle or body aches
    - Shortness of breath or difficulty breathing
    - Fatigue
    - New loss of taste or smell
    - Congestion or runny nose
    - Nausea or vomiting
  + Parents of students and staff are expected to disclose the following to the principal:
    - Diagnosis of a confirmed Covid case
    - Close contact with someone with a confirmed Covid case
    - Close contact with someone exhibiting symptoms of Covid
    - Travel to a high risk area as defined by the CDC in the past 14 days
    - Future travel in the next few months to a high risk area as defined by the CDC
  + Students/staff who are determined to have Covid or Covid symptoms will be reported by a St. James official to the Buchanan Health Department. The cohort and other students in direct contact (ie family members) impacted will need to quarantine for a period of two weeks.
  + St. James will follow all directives as dictated by the Buchanan Health Department regarding quarantine and school cleaning/closure procedures.
  + Students who present with symptoms of illness during the school day will be removed from the classroom and sent to the office for a temperature check and potentially sent home. A doctor’s note may be required for a student to be able to return to school.
  + **Any student or staff who is determined to have Covid will need to have a doctor’s note allowing his or her return to school.**
* Dismissal when ill
  + Parents will be called to pick up students within a reasonable time frame (preferably at least 30-40 minutes) for the health and comfort of the student and to reduce the exposure of illness to others.
  + Individuals should not come to school if exhibiting symptoms of illness or COVID-19 symptoms, without other obvious medical reasons or explanations. They will be immediately sent home. A doctor’s note will be required stating the student/staff member is safe to return to school.
* Return to school
  + Individuals will be free from the following symptoms for **72 hours** (3 days)(CDC) without the use of fever/pain reducers (i.e.Tylenol, Ibuprofen, Naproxen, Aspirin), anti-nausea or diarrheal medication (i.e. Imodium, Pepto Bismol), cough/cold medication. A doctor’s note may be required.
    - Fever at or greater than 100.0
    - Runny nose or nasal congestion (not allergy-related)
    - Cough (continuous and consistent)
    - Headache
    - Sore Throat (unless diagnosed by a health care provider for other explanation)
* Reporting a sick child to the school
  + Parents/guardians have the responsibility to report a child who is sick to the school.

**12. Miscellaneous**

* During mass, students will be seated in cohort/grade level groups and individually spaced 3’ or more apart so that students in grades 1-8 may remove masks while in mass if desired.
* Music appreciation class will be completed in the classroom by the classroom teacher in order to reduce singing and to satisfy Diocesan requirements regarding music classroom social distancing.
* Physical education classes will be held outside if at all possible. No masks will be worn during outside PE. Masks will be worn during inside PE only if physical distancing cannot be maintained (10 ft with increased breathing rate). Students will not be asked to dress out to minimize time in bathrooms. Equipment will be disinfected between cohort groups. No contact activities will be encouraged. Students will wash hands/sanitize when entering and exiting physical education class.
* Art class will be held in the individual classrooms. The art teacher will make every effort to utilize students own supplies or will sanitize supplies between each student.
* Library will be held in individual classrooms. Procedures will be taught to students. Supplies will be sanitized between users if at all possible.
* Prayer services will be held by teachers in individual classrooms.
* Each classroom will have its own set of recess equipment that will be maintained by that designated room.
* Chromebooks will be cleaned prior to being placed in the storage cabinet. Teachers will be responsible for properly returning chromebooks to the storage cabinet. Teachers will work together to schedule shared use of chromebooks.
* Any items that will be shared will be cleaned between students/staff.
* Faculty and staff will have adequate access to disinfecting products to clean shared equipment and tables after use.
* All classrooms will have hand sanitizer, disinfectant spray, and wipes available.
* The school has purchased an infrared sensor thermometer.
* Students will be asked to bring a personal, labeled, water bottle to school. Drinking fountains will be turned off; however, our school is equipped with a water bottle filling station which will be available for student use. The push bar on the filling station will be regularly sanitized.
* Large group, in person assemblies will be discontinued.
* The Perfect Attendance award will be discontinued.
* This document will be made available to families to review. Families will be asked to sign the document provided in Appendix A that acknowledges certain inherent risks of participating in the school environment, as well as Appendix G that serves as the individual student temperature log. Appendix A is standard across all KC-SJ Diocesan schools.

**13. Signage**

* Signs at entrances will include:
  + Not to enter experiencing cough or fever
  + Maintain a minimum of six-foot distance at all times
  + No hand shaking or other unnecessary physical contact
  + Wear a mask
* Handwashing signs will be posted in all restroom and sink areas.
* CDC and Missouri Health and Senior Services signs will be posted in highly visible areas.

**Appendix A:** **Waiver of Liability Relating to Coronavirus/COVID-19**

**Waiver of Liability Relating to Coronavirus/COVID-19**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

**While St. James Catholic School has implemented preventative measures, it cannot guarantee that you or your child(ren) will not be exposed to, contract, or spread COVID-19 while attending St. James Catholic School’s services or are present on the school’s premises. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize School’s services and/or enter onto St. James Catholic School premises, you and family members may be exposed to and/or increase the risk of contracting or spreading COVID-19.**

**ASSUMPTION OF RISK:** I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children in order to utilize St. James Catholic School’s services and enter school’s premises. These services are of such value to me and/or to my children, that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to utilize school’s services and premises in person.

**WAIVER OF LAWSUIT/LIABILITY:** **I hereby forever release and waive my right to bring suit against St. James Catholic School and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing the school’s services and premises.** I understand that this waiver means I give up my right and children’s right to bring any claims, including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

**CHOICE OF LAW:** I understand and agree that the law of the State of Missouri will apply to this contract.

**I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE AND ATTACHED ACKNOWLEDGEMENT, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:**

**Acknowledgment**

While St. James Catholic School has put in place preventative measures to reduce the spread of COVID-19, schools cannot prevent that program participants or staff members may contract COVID-19.

I acknowledge and accept it is my responsibility to monitor my child’s health each day prior to their participation in programs at school, including but not limited to taking their temperature daily, and keep them home if they exhibit any symptoms of COVID-19.

If my child or a family member with whom my child resides is diagnosed as infected with COVID-19, I agree to immediately notify the director of any program in which my child is participating in at St. James Catholic School, and I agree that information will be provided to those individuals who may have been exposed.

I likewise commit to educate and encourage my child to comply with social distancing requirements to promote the health and well-being of my child and others.

I understand if it is determined a staff member or participant of ***any program*** occurring at St. James Catholic School is infected with COVID-19, St. James Catholic School will be required to suspend, delay or terminate all programs occurring at school for such period of time as necessary to clean and disinfect exposed areas of the school.

I likewise understand programs may be suspended, delayed or terminated due to increased occurrences of COVID-19 in the community.

I understand significant costs are incurred by the school to develop and staff programs. I understand fees paid in advance of my child(s) participation in programs at St. James Catholic School may not be refunded.

Any refund or reduction in fees due to any occurrence related to COVID-19 is the sole discretion of program directors at St. James Catholic School.

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B**: Deep Cleaning of the school/center

Prior to the opening of school/center, principals, directors, or business manager must:

1. Inspect building/s to determine readiness for re-entry and obtain other legal and appropriate safety inspections. Examples:  
   a. Fire code/safety inspections of all occupied buildings  
   b. Health department inspections of cafeteria  
   c. HVAC/air quality inspections  
   d. Water quality inspections for drinking fountains and bathrooms that have not been used recently.

2. Thoroughly ventilate, clean and then disinfect all buildings, desks, equipment and common touch points prior to students returning, using CDC and OSHA guidelines.

3. Create a time schedule for effectively cleaning and disinfecting buildings once students return. Note: Use products that are less likely to trigger asthma attacks.  
a. Clean and disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily.  
b. Create a plan to increase frequency during flu season and if there are increased incidents of COVID-19 exposure in the area or in the school/center community.

4. Thoroughly ventilate, clean and disinfect all buses and other school/center/parish vehicles before and after each use.

5. Inventory buildings to improve prevention measures. Examples:  
a. Ensure there are enough accessible sinks and hand-sanitizing stations to accommodate frequent handwashing by entire classes.   
b. Determine if the school/center has the appropriate number and type (no-touch) of trash receptacles and that they are placed appropriately to minimize exposure.  
c. Determine if there is a need for other protective devices for employees with repeated exposure to the public such as clear plastic barriers in school/center building offices.  
d. Determine if sneeze guards are required in the cafeteria.  
e. Evaluate air quality to minimize transmission.  
f. Determine if there are surfaces that are not easily cleaned that should be recovered or replaced to minimize infection.  
g. Evaluate how hygiene products like soap, paper towels, tissues and toilet paper are dispensed (no-touch), how frequently they are replenished and where they are stored.

**Appendix G:** Sample Health Screening Card

**Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade/Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please take your child’s temperature each morning before they leave for school and mark it in the appropriate space below. In addition, please check for the following symptoms:

* fever, chills, body aches, unexplained malaise or fatigue
* respiratory symptoms (runny nose, cough, difficulty breathing)
* loss of smell and taste
* headache
* sore throat
* unusual rash on toes or fingers

If your child is symptom free, please check the relevant box and initial in the space provided.

All students are required to present a complete Health Screening Card during each day before they enter campus. If your child has a fever greater than or equal to 100.0°F and/or any of the symptoms above, they should not attend school.

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| --- | --- | --- | --- | --- | --- |
| **Week of\_\_\_\_\_\_\_\_** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Temperature <100.0 O F** |  |  |  |  |  |
| **No symptoms (check box)** |  |  |  |  |  |
| **Parent & Teacher Initial** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Week of\_\_\_\_\_\_\_\_** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Temperature <100.0 O F** |  |  |  |  |  |
| **No symptoms (check box)** |  |  |  |  |  |
| **Parent & Teacher Initial** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Week of\_\_\_\_\_\_\_\_** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Temperature <100.0 O F** |  |  |  |  |  |
| **No symptoms (check box)** |  |  |  |  |  |
| **Parent & Teacher Initial** |  |  |  |  |  |

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| **Week of\_\_\_\_\_\_\_\_** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Temperature <100.0 O F** |  |  |  |  |  |
| **No symptoms (check box)** |  |  |  |  |  |
| **Parent & Teacher Initial** |  |  |  |  |  |