

ST. MONICA SCHOOL



REOPENING PLAN 2020-2021

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INTRODUCTION

St. Monica School Continuous Commitment to Safety...

St. Monica School has a long history of a continuous commitment to the health, safety, and well-being of its scholars, parents, faculty, and staff. In response to the Covid-19 Pandemic, SMS assembled a strong team to develop best practices in order to mitigate the risk of Covid-19 exposure with the community. This team includes the school nurse, teachers, and administrators.

The main goal of the SMS Covid-19 response team was to create an actionable plan to allowing ALL scholars, families, teachers and staff to return to St. Monica School in September 2020 feeling safe and comfortable. Guidelines from the following organizations were taken into serious consideration as the committee developed its reopening plan:

Centers for Disease Control and Prevention (CDC)
World Health Organization (WHO,)
Massachusetts Department of Early Education and Care “MASSACHUSETTS CHILD AND YOUTH SERVING PROGRAMS REOPEN APPROACH MINIMUM REQUIREMENTS FOR HEALTH AND SAFETY” and the “MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION Initial Summer School Re-Opening Guidance dated June 4, 2020.”

Regular updates will be made to this plan based on information provided by MASSACHUSETTS DESE, MASSACHUSETTS EEC, CDC, WHO, DESE, DOE and other applicable federal, state, and local agencies.

St. Monica School will continue to invest in Professional Development for its faculty and staff to ensure readiness for the new school year. All members of the community will be fluent in the new policies and procedures for the coming year.

SMS will continue promoting its strong culture of learning and spiritual enlightenment while continually promoting and navigating best safety practices.

GUIDING PRINCIPLES

Guiding Principles of the Work		
<p>Equity</p> <ul style="list-style-type: none"> ✓ Trust and belief in scholars as intellectuals and people of strong character is communicated explicitly and implicitly ✓ Curriculum and tasks do not explicitly or implicitly subscribe to or advance bias ✓ All scholars are able to access learning because of intentional design and execution of instruction that takes disability, language barriers, and other factors that may prevent access 		
<p style="text-align: center;">Scholar Product</p> <ul style="list-style-type: none"> ✓ Demonstrates high degree of mastery and nuance ✓ Scholars are to accurately assess and reflect on the quality of their product 	<p style="text-align: center;">Clear & Rigorous Expectations</p> <ul style="list-style-type: none"> ✓ Internalized routines ✓ Scaffolds support learning, not limit it ✓ Standards-aligned, appropriate objectives ✓ Communication of how the lesson is situated in a larger context (of the unit, of the year, of the world, etc.) is evident 	<p style="text-align: center;">Rigorous Tasks</p> <ul style="list-style-type: none"> ✓ Aligned with rigorous objectives ✓ Require nuanced critical thinking ✓ Require content knowledge ✓ Requires scholars to make contextual and transferable meaning
<p style="text-align: center;">Precision of Language and Idea</p> <ul style="list-style-type: none"> ✓ Content-specific vocabulary used by teacher and scholar ✓ Scholars are introduced to new terms and concepts with the correct vocabulary, rather than cute names or modified language ✓ Scholars are accountable for precision of language orally and in writing 	<p style="text-align: center;">Scholar Accountability & Feedback</p> <ul style="list-style-type: none"> ✓ Scholars do the majority of the work, with teachers “shining the light” ✓ Teacher pushes scholars to correct or deepen their thinking ✓ Teachers provide scholars with specific, accurate, academic feedback ✓ Teachers craft exemplar answers and use them to guide in-class feedback 	<p style="text-align: center;">Academic Discourse</p> <ul style="list-style-type: none"> ✓ Scholars are engaged in discourse with peers and adults, asking high level, open-ended questions, probing for deeper understanding, and articulating their understanding ✓ Discourse requires evidence, reasoning and analysis/synthesis/evaluation ✓ Scholars build on each other’s thinking ✓ Teacher “shines the light” to push scholars to dig deeper at most salient ideas

SECTION 1: CURRICULUM AND INSTRUCTION

St. Monica School is committed to maintaining its standard for academic excellence whether through in-person or remote learning. The school will continue to support its teachers with ample professional development to build upon preexisting instructional skills. St. Monica's has also invested in digital versions of each curriculum to ensure resources are available to scholars no matter the instructional environment (home or classroom).

IN-PERSON LEARNING PLAN

On September 1st, 2020, St. Monica School plans to reopen to live in-person instruction with new safety measures in place to keep scholars, families, staff, and faculty safe and comfortable. In alignment with recommendations from health organizations, our school has developed a plan to begin in-person instruction with safety at the forefront of our minds.

Safety Measures:

- ✓ Seats will be assigned and remain static.
- ✓ In the classroom, scholars will be a minimum of 3 feet apart.
- ✓ An additional grade one classroom has been added for this year to limit the number of scholars in each class.
- ✓ Windows will be left open to provide fresh air for the scholars.
- ✓ Scholars will remain in their classrooms for all subjects. The introduction to additional staff throughout the day will be minimized to essential instructional personnel. This will be re-evaluated every two weeks.
- ✓ Specialists such as Art, Music, Physical Education, and French will be phased in over time. The goal is to keep the traffic of new personnel into the school building to a minimum.
- ✓ Technology instruction will be integrated immediately as these skills will be essential if we need to return to remote learning.
- ✓ There will be frequent hand washing and sanitizing of hands.
- ✓ Breaks for scholars to get fresh air.
- ✓ Hand sanitizer dispensers will be available in each classroom and in the hallways.
- ✓ A 6-foot social distancing protocol will be in practiced during movement.
- ✓ Grade 8 will move down to the cafeteria to ensure ample space for our largest class. The space will be transformed into a classroom by using wall partitions.
- ✓ Frequent cleaning throughout the school day for high traffic areas (i.e. railings, doorknobs, bathrooms, etc.)
- ✓ Each room will be cleaned by an electrostatic sprayer that sprays a disinfectant at the end of each day.
- ✓ Scholars will enter the school building from different doors depending on the location of their classroom within the building (see the "School Hours" section in the student handbook for more information).
- ✓ Parent meetings will be held virtually.

- ✓ Extracurricular activities will be postponed or rescheduled virtually until further notice.

OPTIONAL REMOTE LEARNING FOR FAMILIES

Parents in each grade may choose to begin the year with remote learning. This decision may be reevaluated per trimester.

- ✓ Teachers will be required to submit lessons plans for the week to Google Classroom for remote scholars **before 5PM on the Sunday prior.**
- ✓ Each teacher will have a daily Zoom at a static scheduled time (between 8:00AM and 2:00 PM) to meet with their remote scholars. These MANDATORY Zooms will be no longer than 30 minutes.
- ✓ The religion, math and reading classes will be live streamed via Zoom for remote scholars to follow along.
- ✓ Assignments need to be turned in daily.
- ✓ Teacher support and office hours will be twice a week after school and established at the teacher's discretion.
- ✓ Parents who exercise this option are committing to partnering with classroom instructors to work together and facilitate learning
- ✓ Deadlines and structure are essential for this option to be implemented successfully and simultaneously with in-person instruction.
- ✓ An "Optional Remote Learning Contract" will need to be signed by parents prior to its start.

SCHOOL WIDE REMOTE LEARNING PLAN

St. Monica School is devoted to maintaining its high standard of academic excellence through its remote learning initiative. SMS will engage school wide remote learning depending on guidance by the state of Massachusetts. **All teachers will provide remote instruction from their designated classrooms at St. Monica School.** The platforms to be utilized by teachers for remote instruction include, but are not limited to: Zoom, Google Meets, Marco Polo, etc.)

The standards of excellence are as follows:

GRADES 1 – 8

Topic	Grades 1 – 3	Grades 4 – 8
Lesson Plans	Plans for the week sent to scholars and the Principal before 5PM on the Sunday prior.	
Curriculum	Curriculum with digital resources and support must be implemented.	
Zoom Account	Teachers responsible for creating a Zoom account for Virtual Office Hours, Recess, and Small Groups	
Google Classroom	Used to facilitate and organize instruction and assessment,	
Zoom Whole Class Times	1 to 2 hours daily	3 to 4 hours daily
Zoom Small Group Times	Twice per week for 30 mins	Twice per week for 30 mins

Frequency of Class Time <i>*Religion, ELA, Math, Science, Social Studies</i>	Scholars must complete three one hr. Zoom calls per subject weekly	Scholars must complete four one hr. Zoom calls or three 1 ^{1/2} hr. Zoom calls per subject weekly
Virtual Office Hours	30 minutes before or after Zoom calls	
Communications <i>*All communications must be clear and organized</i> <i>*Track parent responses</i>	Send two emails per week to check in with families and scholars Note: Sunday Lesson Plan/Agenda email counts as one. Reach out a second time to touch base. Send an additional email if not receiving work or worried about scholar.	
Recess	An optional twice per week fun activity for homeroom	
Academic Support	1 on 1 tutoring or small groups for scholars needing extra help	
Accompanying Videos	Teachers to make and send out two additional videos per week Example: read aloud, math lesson, science experiment, ELA activity Direct Instruction of a skill	
PLC Meetings	Once a week at a mutually agreeable time	Once a week at a mutually agreeable time

EARLY CHILDHOOD

Topic	PreK	Kindergarten
Lesson Plans	Plans for the week submitted to scholars and Principal before 5PM on the Sunday prior.	
Curriculum	Curriculum with digital resources and support must be implemented.	
Zoom Account	Teachers responsible for creating a Zoom account for Virtual Office Hours, Recess, and Small Groups	
Zoom Whole Group Times <i>*PreK can use Marco Polo</i>	Monday, Wednesday, and Friday	
Zoom Small Group Times	Tuesday and Thursday for a total of one hr. (30 min increments) Note: Each group meets twice a week for 30 minutes or less. Divide class into two groups, assign a neutral name, and establish a routine (M & W or T & TH) Direct Instruction of a Specific Skill	
Videos <i>*PreK can use Marco Polo</i>	Sent out Tuesday / Thursday to families and Principal. One video can be academic and the other fun.	
Virtual Recess <i>*Optional</i>	Twice per week for 30 mins	Twice per week for 30 mins
Virtual Office Hours	½ hr. before whole group instruction	
Communications <i>*All communications must be clear and organized</i> <i>*Track parent responses</i>	Send two emails per week to check in with families and scholars Note: Sunday Lesson Plan/Agenda email counts as one. Reach out a second time to touch base. Send an additional email if not receiving work or worried about scholar.	
PLC Meetings	Meetings-happening 1 X a week PreK 3, 4 and Kindergarten will meet weekly at a mutually agreeable time.	
IXL (Supplemental Curriculum)	Available	Use IXL for online independent practice

PLC (PROFESSIONAL LEARNING COMMUNITY)

The PLC meetings will take place once a week at a mutually agreeable time. Each meeting will address the following discussion questions:

- ✓ How are you doing?
- ✓ What support do you need?
- ✓ What is something you are proud that you are doing?
- ✓ What is something that was difficult?

There will be notes taken at PLC meetings. The information collected will be used to guide faculty meeting discussions which in turn direct valuable resources and support for the continuous improvement of the instructional community.

PARENT ENGAGEMENT STANDARDS

Teacher communications:

- ✓ 2 emails a week
- ✓ Dedicated Office Hours – Two 30-minute blocks weekly
- ✓ Communications to families must be completed by the end of the week
- ✓ Teachers **SHOULD NOT** be answering emails any later than 5:30 on weeknights and on weekends Sunday only
- ✓ Teachers **SHOULD NOT** be answering phone calls past 5:30PM on weeknights and not on weekends

SCHOLAR/CULTURE ENGAGEMENT

St. Monica School is determined to continue enriching its culture through community engagement. Examples of community engagement activities include, but not limited to; communal prayer, rosary, 1st Friday novena, bingo, family games, etc. Community development resources will be utilized to improve and foster community engagement.

HYBRID (COHORT MODEL) LEARNING PLAN

St. Monica School will utilize a hybrid learning plan if required by the state of Massachusetts. The school will inform parents which cohort their scholar is in if required to go to the hybrid learning model. This hybrid plan will utilize the standards outlined above for in-person learning to care for scholars whose day it is to come to school in-person. For days in which the cohort will be remote, the standards outlined above for the remote learning plan will be implemented. See the chart below for the cohort schedule.

Cohort	In-Person Learning	Remote Learning
A	Monday and Tuesday	Wednesday, Thursday, Friday
B	Thursday and Friday	Monday, Tuesday, Wednesday

SECTION 2: SAFETY OF SCHOLARS, FACULTY AND STAFF

I. PREPAREDNESS AND PLANNING

- ✓ SMS will meet the new health and safety requirements. SMS has identified all the ways reopening during the COVID-19 pandemic might affect the school and developed a plan of action.
- ✓ SMS has a cleaning plan that identifies what items must be cleaned, sanitized, or disinfected and at what frequency. This must include a daily cleaning schedule for staff to ensure that all areas, materials, furniture, and equipment used for children are thoroughly cleaned, sanitized, or disinfected.
- ✓ SMS has enough PPE on hand for the first trimester. Additionally, as an Archdiocesan school, SMS has a relationship with the Archdiocese of Boston and can have supplies replenished as needed by the Archdiocese of Boston.
- ✓ SMS has a plan for the isolation and discharge of sick, symptomatic, and exposed children, including procedures for contacting parents immediately, criteria for seeking medical assistance, and mitigation of transmission until a sick individual can safely leave the school.
- ✓ SMS has a plan to work with their local and state health departments to ensure appropriate local protocols and guidelines are followed, such as updated/additional guidance for cleaning and disinfection and instructions and availability of COVID-19 testing.
- ✓ SMS has a plan for safe vendor deliveries, if applicable. Non-contact delivery protocols are arranged by the Director of Facilities whenever they can be arranged.
- ✓ SMS has a plan for handling program closings, staff absences, and gaps in child attendance. **SMS will communicate via email with staff and parents if there are any cases of respiratory illnesses like the cold and flu. The school nurse will inform the local board of health and all other appropriate audiences.**
- ✓ SMS already has a plan for the *administration of medication* including a plan for the treatment of children with asthma and other chronic illnesses. SMS is cognizant that the use of a Nebulizer is now prohibited as it can increase risk of the virus being aerosolized. Inhalers with spacers will be used.

CLEANING PLAN:

- ✓ Each afternoon after school, all classrooms will be cleaned and sanitized with a cleaner/disinfectant used in a portable electrostatic sprayer. Classroom tables and desks will be cleaned and sanitized frequently throughout the day using an approved disinfectant. DESE GUIDANCE 6/4/2020
- ✓ Classroom toys in the classrooms of younger scholars will be cleaned and sanitized by the teacher each afternoon. Any toy that is put in the mouth of a child will be placed in a sealed plastic container and cleaned/sanitized at the end of each day.

COMMUNICATIONS:

- ✓ SMS already has the email addresses and home, work, and mobile phone numbers from parents of children at the school.
- ✓ SMS already has systems of communication to use with parents, children at the school, staff, facility and/or grounds management, and emergency medical services in the event of an emergency.
- ✓ SMS nurse will regularly provide parents with information on COVID-19 including: symptoms, transmission, prevention, and when to seek medical attention. Encouraging parents to share the information with their children as appropriate.
- ✓ SMS nurse will regularly provide parents with guidance on how to share information with their children in developmentally appropriate ways and encourage parents to share the information with their children, as appropriate.
- ✓ SMS nurse will provide parents with information on the school policies for preventing and responding to infection and illness.
- ✓ SMS nurse will be responsible for sharing information to parents, if and when an exposure occurs, and how that information will be communicated.

II. PREPARING

SMS will work collaboratively with faculty, staff, and families to promote new health and safety requirements to facilitate effective infection control.

- ✓ **All SMS scholars, faculty and staff are encouraged to stay home, if they are ill!** As part of the social compact of re-opening, scholars, faculty, and staff must stay home if they are feeling sick or have any symptom associated with COVID-19. *DESE GUIDANCE 6/4/2020

- ✓ **All SMS Families are asked to:**
 - Do a wellness check on their child each morning at home before determining if the child should go to school.
 - Keep their child home if they suspect their child is ill.
 - Ensure their child arrives at school wearing a mask and an extra on hand.
 - Follow SMS policies on drop off and pick up and recognize that parent access to the building will be strictly limited.
 - Be sure SMS has updated contact information in the event the child needs to be sent home. *DESE GUIDANCE 6/4/2020

- ✓ **Masks:** In cases which masks are not possible, strict social distancing of 6 feet is required. Parents will be responsible for providing scholars with masks and strongly encouraged to send children with an extra mask each day. SMS will have backup disposable masks available for scholars who need them. *DESE GUIDANCE 6/4/2020

- ✓ **Frequent hand washing and hand sanitizing:** All SMS scholars, faculty and staff must engage in frequent handwashing and sanitizing upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. Protocols must be established for effective handwashing in which individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If handwashing is not available, hand sanitizer with at least 60 percent alcohol content can be used. *DESE GUIDANCE 6/4/2020

- ✓ **Maintaining 3 – 6 feet of separation at all times.** All SMS scholars, faculty and staff must maintain a social distance of 3-6 feet to the greatest extent possible. Classroom desks will be spaced at a minimum of 3 feet apart and will face the same direction and protocols will be implemented by faculty and staff to help scholars maintain *social distance*. *Social distancing* will also be mandatory and supported when scholars are entering and exiting the building and moving through the school (including to and within restrooms) when feasible. *DESE GUIDANCE 6/4/2020

- ✓ **Isolation and discharge protocols for SMS scholars who may become ill during the day:** SMS has a protocol for isolation and discharge of SMS scholars who become sick during the school day. A specific room has been determined and is maintained for scholars with COVID-19 symptoms that is separate from the nurse's office or other space where other ailments are treated. *DESE GUIDANCE 6/4/2020

- ✓ **Isolated groups of scholars at SMS will be assigned to one teacher:** SMS scholars will have one consistently assigned room and groups of scholars will not mix with other scholars, faculty or staff as much as possible.

- ✓ Entry screening and other facility operations will be determined as recommended but will not include temperature screening at this time. *DESE GUIDANCE DATED: 6/4/2020

- ✓ SMS educators will prepare materials and equipment to be used by children to minimize sharing and promote distancing. SMS will remove items from classrooms that cannot be easily washed (e.g., stuffed animals, pillows) or items that young learners might put in their mouths. If scholars bring items from home, the items will be kept in cubbies or backpacks except during rest time for preschoolers. Young SMS scholars will be carefully monitored in order to ensure that objects are not shared between children. Shared items that cannot be cleaned or disinfected will be removed from activity rotation.
- ✓ SMS educators will keep all cleaning, sanitizing, and disinfecting solutions in a safe space for storage. The space will be accessible to staff but out of reach of children. The school will ensure that supplies for hand hygiene are adequate and placed appropriately throughout the building.
- ✓ SMS will prepare the school to promote physical distancing. SMS will implement adequate and consistent physical distancing. Additionally, SMS faculty and staff will review the physical distancing requirements for children and be prepared to support children with adjustment to new systems and routines.
- ✓ SMS will ensure that there are adequate provisions for the storage of child and staff belongings so that they do not touch.
- ✓ SMS will CLOSE any drinking fountains that require contact for use.
- ✓ SMS will ensure proper ventilation to increase circulation of outdoor air as much as possible by opening windows and doors.

III. SCHOOL OPERATIONS

- ✓ SMS will cancel all field trips, inter-group events, extracurricular activities, assemblies, etc.
- ✓ SMS will avoid holding activities involving multiple groups attending at the same time and strictly enforce the restrictions on non-essential visitors. This will include parent volunteers, coaches and consultants. **Nonessential adults will be prevented from entering the premises.**
- ✓ For each child enrolled, SMS will maintain on file a physician's, nurse practitioners, or physician's assistant's certification that the child has been successfully immunized in accordance with the current DPH's recommended schedules unless the family has a religious exemption.
- ✓ For each child with a chronic medical condition that has been diagnosed by a licensed Health Care Practitioner, SMS will maintain an individual health care plan (IHCP). The plan will describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

- ✓ Parents are required to notify the school if their child has a chronic condition that could be mistaken as a symptom of COVID-19. The nurse will be collecting and recording this information from parents.

LUNCH/RECESS

For lunch, some classes will be divided in half to ensure the social distancing requirements of 6 feet is met while students are eating. One half of the student will remain in the classroom to eat lunch. The other half of the classroom will go outside for recess. Afterwards, each half will switch.

During unfavorable weather conditions the following lunch schedule will be implemented. The intent of this schedule is to ensure that there is ample space (6 feet) between students during lunch.

- ✓ PreK
 - Eats at the discretion of the teacher
 - Will eat in the classroom
 - Recess: at the discretion of the teacher
- ✓ Kindergarten
 - 11:15AM
 - Eats in the classroom
 - Recess: at the discretion of the teacher
- ✓ Grades 1, 2, and 3
 - 11:55AM
 - 1st grade will eat lunch in their room.
 - 2nd + 3rd grade, each class will be split in half. One half will remain in the classroom to eat lunch.
 - The other half of 2nd grade will go to one of the available rooms on the first floor, and the other half of 3rd grade will go into the other available room not occupied by 2nd grade.
 - Recess: 9:45AM
- ✓ Grades 4 + 5
 - 11:20AM
 - Half of the class will eat lunch in the classroom
 - The other half of the class will be split between the empty room on the first floor and the cafeteria
 - A teacher will be with each group of students
 - Recess: 9:15AM
- ✓ Grades 6, 7, and 8
 - 11:40AM
 - 8th grade will stay in the classroom (desk are already 6 feet apart)
 - 6 + 7th grade, each class will be split in half. One half will remain in the classroom to eat lunch.

- The other half of 6th grade will go to one of the available rooms on the first floor, and the other half of 7th grade will go into the other available room not occupied by 6th grade.
- Recess: at the discretion of the teacher

IV. STAFFING

- ✓ SMS will work to do our best to meet staffing requirements as suggested by the DESE guidance.
- ✓ SMS faculty and staff will be provided with information about COVID-19, including how the illness is spread, how to prevent its spread, symptoms, and when to seek medical assistance for sick children or employees. SMS will regularly update information about COVID-19 and COVID-19 Infection Prevention on our SMS website including links to DESE, EEC and the CDC.
- ✓ Our SMS school nurse will monitor absenteeism to identify any trends in employee or child absences due to illness, as this might indicate spread of COVID-19 or other illness.
- ✓ SMS has a substitute plan and will plan to use trained back-up staff in order to maintain sufficient staffing levels.
- ✓ SMS will promote the importance of staff not coming to work if they have a frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.
- ✓ SMS nurse will be designated as the staff member who will be responsible for responding to COVID-19 concerns. SMS faculty and staff know nurse and already know how to contact her.
- ✓ SMS will use email to notify families and staff of any exposures and/or closures.
- ✓ SMS will train staff in all areas to ensure protocols are implemented safely and effectively.
- ✓ SMS will educate staff to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms. At a minimum, any SMS staff member will immediately notify their supervisor if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

V. GROUP SIZES AND RATIOS

SMS Group sizes will be restricted to a maximum of 10 children in each of the SMS Preschool and Pre-K Classrooms. Group sizes in Kindergarten to Grade 8 classes will be determined by the size of the classroom. Additional adults required to support supervision of children during

breaks, will be assigned as needed. However, *every effort* will be made to have the coverage occur when children are engaged in activities that require a low degree of educator involvement like when children are playing outdoors, during independent play, work time, during naptime or lunch.

Every effort will be made to have the same staff assigned to the same group of children each day.

- ✓ Specials have been eliminated to reduce interaction of new staff to scholars.
- ✓ Children will remain with the same classroom space with the same group of children each day.
- ✓ Groups will not be combined at any time.

REQUIRED RATIOS AND MAXIMUM GROUP SIZES

In order to provide the level of supervision required to adhere to the following health and safety requirements, SMS will do our best to follow child-to-staff ratios below. The number of adults assigned to each classroom community will be minimized. SMS will work to minimize the number of adults in each classroom community/cohort of scholars on any day.

Age	Staff to Child Ratio	Maximum Group Size (Children)
Preschool	1:10	10
School Age (Kindergarten to Grade 8)	No restrictions except 3-6 feet of space between scholars/scholar desks/tables.	No restrictions except 3-6 feet of space between scholars/scholar desks/tables.

VI. SCREENING AND MONITORING OF CHILDREN AND STAFF

- ✓ COVID-19 Screening: Parents, Faculty and Staff will be asked to monitor their children/themselves and self-exclude if/when any scholar/faculty/staff member presents with any COVID-19 symptoms.
- ✓ At SMS, our school nurse will manage and direct all necessary COVID-19 screening activities. SMS has a designated “Isolation Room” for any scholar or faculty member presenting with COVID-19 symptoms.
- ✓ Health check responses and individual temperature check results (if needed) for any scholar, faculty, or staff member are recorded by our SMS school nurse and maintained on file.
- ✓ Scholars who have come into close contact with a person known to be infected with the coronavirus (COVID-19) is prohibited from attending SMS, and must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of their personal test result. *DESE GUIDANCE 08/18/2020
- ✓ Additionally, scholars with any/all of these COVID-19 related symptoms must remain at home for 14 days, be symptom free, and submit a doctors note to the administrative

assistant **OR** have a COVID-19 NEGATIVE test and submit proof to the administrative assistant in order to return to school. *Additionally, scholars who have had a NEGATIVE COVID-19 Test and have symptoms with asterisk, should remain home for at least 24 hours after the symptoms have abated without medicine or tylenol, motrin or acetaminophen.*

- ✓ Scholars with any of the following symptoms are prohibited from attending SMS. SMS families will NOT under any circumstances send a scholar to SMS with any of the COVID-19 related symptoms below until/unless they have communicated in advance with our SMS SCHOOL NURSE.
- ✓ COVID-19 RELATED SYMPTOMS THAT PRECLUDE AN SMS SCHOLAR FROM ATTENDING SMS:
 - Fever (temperature of 100.0°F or above) and/or felt feverish and/or had chills)*
 - Cough*
 - Sore throat
 - Difficulty breathing
 - Gastrointestinal symptoms (diarrhea, nausea, vomiting)*
 - Abdominal pain
 - Unexplained Rash
 - Headache
 - New loss of smell/taste
 - New muscle aches

Note: Families of scholars who have COVID-19 are prohibited from having their scholar return to school until the scholar has had a negative COVID-19 test and that documentation has been sent to the SMS school nurse and she has given permission for the scholar to return to school.

- ✓ Scholars sent home with COVID-19 symptoms listed above may return to school after they are tested for COVID-19 if the COVID-19 test is initially negative. However, scholars will only be allowed to return if the documentation has been sent to the SMS school nurse and she has given permission for the scholar to return to school. SMS faculty and staff will make a daily visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If student displays symptoms, the teacher will report it to the nurse who will in turn care for the student. Confirm that the child is not experiencing coughing or shortness of breath. In the event a child is experiencing shortness of breath or extreme difficulty breathing, call emergency medical services immediately. *DESE GUIDANCE 8/18/2020
- ✓ SMS faculty and staff will remove and discard gloves and other PPE, in accordance with CDC guidance. To reduce the risks of contamination when using PPE, faculty and staff will be adequately trained on appropriate donning and doffing of required PPE. SMS has adequate space for our school nurse, faculty, and staff to safely don/doff PPE. SMS has a designated, secure space for our clean PPE supply. That space is separate from where we

will dispose of our dirty/contaminated/disposed PPE. SMS has a supply of PPE on hand including gloves, masks, gowns, shields, sanitizer, and a cleaning/sanitizing agent.

- ✓ All SMS staff, parents, children, and any individuals seeking entry into our school will be directed to self-screen at home, prior to coming to the school for the day.
- ✓ SMS *self-screening* shall include checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100.0F or above or any other signs of illness must not be permitted to enter the school.
- ✓ SMS parents, faculty and staff will sign digital or written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given children medicine to lower a fever.

VII. REGULAR MONITORING

SMS Faculty and Staff will actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the facility. SMS will have a non-contact or temporal thermometer on site to check temperatures if a child is suspected of having a fever (Temperature above 100°F). Special care will be taken to disinfect the thermometer after each use.

If any SMS child, faculty or staff member appears to have severe symptoms, we will call emergency services immediately. Before transferring to a medical facility, notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that will not stop.

VIII. ISOLATION AND DISCHARGE OF SICK CHILDREN AND STAFF

- ✓ SMS has designated a separate space to isolate children or staff who may become sick. It is different from our school nurse's office. Isolated children will be supervised at all times. Others will not enter an isolation room/space without PPE appropriate to the care setting.
- ✓ SMS has an emergency back-up plan for staff coverage in case a child, faculty or staff member becomes sick.
- ✓ SMS has disposable masks available for use by children and staff who become symptomatic, until they have left the premises.

- ✓ If a child becomes symptomatic, SMS will follow the protocols below:
 - SMS faculty and staff will immediately call the nurse in order to isolate the child from other children and minimize exposure to staff.
 - Whenever possible, in collaboration with families, SMS faculty and staff members will mandate children to use a mask to cover their noses and mouths.
 - A SMS school nurse, faculty and/or staff member will contact the child's parents and send the scholar home as soon as possible.

- ✓ If a SMS faculty and staff member becomes symptomatic, the faculty or staff member will cease teaching immediately, notify administration, and leave the premise. SMS faculty and staff members will regularly self-monitor during the day. If new symptoms are detected during a school day, SMS faculty and staff members will adhere to the previous guidance and leave the premise.

- ✓ SMS sick children or employees who are COVID-19 positive and/or symptomatic and presumed to have COVID-19 will not return until they have met the DESE criteria for returning to school as outlined earlier in this document and have consulted with a health care provider. Our SMS school nurse will communicate with the faculty/staff in order to determine the date of symptom onset for the child/staff. SMS staff will determine if the child/staff attended/worked at the school while symptomatic or during the two days before symptoms began. Our SMS nurse will identify what days the child/staff attended/worked during that time. Our SMS nurse will determine who had close contact with the child/staff at the school during those days (staff and other children).

- ✓ If an SMS scholar, faculty or staff member tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic.

- ✓ In the event that SMS does experience an exposure, SMS will notify the following parties:
 - Employees and families about exposure but maintain confidentiality.
 - Methuen Board of Health *if a child or staff is COVID-19 positive.*
 - Roman Catholic Archdiocese of Boston Catholic Schools Office

- ✓ Self-Isolating Following Exposure or Potential Exposure: In the event that a SMS scholar, faculty or staff member is exposed to a sick or symptomatic person, the following protocols must be followed:
 1. If a SMS scholar, faculty or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff will not be permitted to enter the school and must be sent home. Exposed individuals will be directed to stay home for at least 14 days after the last day of contact with the person who is sick. SMS will consult the Methuen Board of Health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the school is safe for continued child care services.

2. If an exposed scholar, faculty or staff member subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the Methuen Board of Health where the individual resides.
3. If a child's or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.

CLOSE CONTACT: DESE GUIDANCE 08/18/2020

- ✓ **Definition of a Close Contact:** If a student or staff member tests positive for COVID-19, their close contacts will be defined as only those who have been within 6 feet of distance of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test.
- ✓ **Policy of when a close contact may return to school:** All close contacts should be tested but must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of their own personal test result.

IX. HYGIENE AND HEALTH PRACTICES

- ✓ **Resources and Supplies:** SMS has planned ahead and has approximately one year of supplies to promote frequent and effective hygienic behaviors. SMS has the following materials and supplies: face masks, shields, gloves, hand sanitizer, cleaner/disinfectant, gowns, thermometers and oximeters.
- ✓ Handwashing facilities with soap and water are readily accessible to all children, faculty and staff. Hand washing instructions will be posted near every hand washing sink and where they can easily be seen by children and staff.
- ✓ Hand sanitizer with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer will be stored securely and used only under supervision of faculty and staff. Faculty and staff will work with our young SMS learners to teach scholars how to use sanitizer safely and in the most effective way possible.
- ✓ Hand hygiene stations with hand sanitizer will be set up at the entrances of the school, hallways, and classrooms in order for scholars, faculty, and staff to sanitize their hands before they enter.
- ✓ SMS educators will monitor the use of hand sanitizer closely. Due to its high alcohol content, ingesting hand sanitizer can be toxic. SMS educators will supervise children

when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth.

- ✓ **When to Wash Hands:** SMS scholars, faculty and staff will be encouraged to wash their hands or use hand sanitizer often. They will make sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). SMS will reinforce to scholars, faculty and staff that it is important to regularly wash their hands with soap and water for at least 20 seconds (One Hail Mary) when the following criteria are met:
 - Upon entry into and exit from SMS
 - Before and after eating;
 - After sneezing, coughing or nose blowing;
 - After toileting;
 - After touching or cleaning surfaces that may be contaminated;
 - After using any shared equipment like toys, computer keyboards, climbing walls;
 - After assisting children with handwashing;
 - Before and after administration of medication;
 - After contact with face mask; and
 - Before and after changes of gloves.

- ✓ **Cover Coughs or Sneezes:** Scholars, families, faculty and staff will be encouraged to AVOID touching their eyes, nose, and mouth. All will be encouraged to cover coughs or sneezes with a tissue and then throw the tissue in the trash and clean hands with soap and water or hand sanitizer.

- ✓ **Additional Healthy Habits:** SMS staff will reinforce the following healthy habits:
 - Assist the younger scholars with handwashing.

 - SMS faculty and staff know and follow the steps needed for effective handwashing (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with an individual disposable towel).

 - SMS educators will keep hand sanitizer out of the reach of children and monitor the use of hand sanitizer closely. Due to its high alcohol content, ingesting hand sanitizer can be toxic. SMS educators will supervise scholars when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth.

 - SMS educators will explain to all scholars why sharing drinks or food is prohibited at this time.

 - SMS educators will teach and encourage scholars to use tissues to wipe their nose and to cough inside their elbow. SMS educators will wash their hands with soap and water immediately afterwards.

- SMS parents are encouraged to wash their own hands and assist in washing the hands of their children before dropping scholars off at school. SMS Parents are encouraged to wash their own hands again prior to coming to pick scholars up at school at the end of the day.

X. PERSONAL PROTECTIVE EQUIPMENT (PPE), FACE MASKS AND COVERINGS

Face Masks: SMS mandates that scholars who are in Grade 2 and above wear masks during the school day. SMS encourages scholars who are in Grade 1 or below wear masks during the school day especially whenever 6 feet of physical distance is not possible.

- ✓ In order to slow the spread of COVID-19, school faculty and staff must wear a face mask while interacting with parents and families. SMS staff are required to wear masks whenever 6 feet of physical distancing is not possible.
- ✓ When possible and at the discretion of the parent or guardian of the child, SMS will encourage the wearing of masks for PreK children who can safely and appropriately wear, remove, and handle masks. Additional guidance on use of masks by children is as follows:
 - When children are outside and can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask.
 - Masks must not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing must always be practiced during these activities. Masks do not need to be worn while engaging in active outdoor play if children are able to keep physical distance from others.
 - Children 2 years of age and older must be supervised when wearing a mask. If wearing the mask causes the child to touch their face more frequently, then the SMS staff should reconsider whether the mask is appropriate for that child.
- ✓ SMS Families should provide their children with a sufficient supply of clean masks for their child to allow replacing the covering as needed. These families must have a plan for routine cleaning of masks, clearly mark masks with the child's name and teacher's name, if applicable, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day. If families are unable to provide masks, SMS will provide a mask for scholars as necessary.
- ✓ Masks must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use. When possible, masks must be washed in a washing machine in hot water and dried fully before using again. If a washing machine is unavailable, masks must be washed with soap and hot water and allowed to dry fully before using again.
- ✓ SMS scholars, faculty and staff will be encouraged to follow CDC guidance when removing a mask. (Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. If disposable, discard in a waste container and wash hands or use an alcohol-based hand sanitizer immediately.)

- ✓ SMS will enforce the wearing of face masks by parents or guardians during drop-off and pick-up. Parents and visitors will be prohibited from entering SMS during this time. All meetings with families will be held in Google Meets or ZOOM. *The school will regularly remind families, faculty and staff that all individuals are encouraged to adhere to the CDC's recommendations for wearing a mask whenever going out in public and/or around other people.*
- ✓ SMS educators will teach and reinforce use of facemasks.

Guidance on Using Gloves: At SMS, in order to reduce cross-contamination, disposable gloves will always be discarded after the following instances. After removing gloves for any reason, hand hygiene should be performed with alcohol-based hand sanitizer or soap and water.

1. Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids.
2. Any signs of damage (e.g., holes, rips, tearing) or degradation are observed.
3. Maximum of four hours of continuous use.
4. Removing gloves for any reason. Previously removed gloves should not be re-donned as the risk of tearing and contamination increases. Therefore, disposable glove “re-use” must not be performed.
5. In addition, gloves must be properly disposed of following activities where glove usage is required including food preparation and screening activities requiring contact.

XI. DISINFECTANTS, SANITIZING AND THE USE OF CHEMICALS

Below is information about what supplies must be used for cleaning, sanitizing, and disinfecting.

- ✓ SMS will use EPA-registered disinfectants and sanitizers for use against COVID-19. We will follow directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface (such as food-contact surfaces).
- ✓ SMS will follow manufacturer’s instructions for application and proper ventilation. We will never mix household bleach with ammonia or any other cleaner. We will leave the solution on surfaces for at least 1 minute.
- ✓ SMS will use child-safe cleaning, sanitizing, and disinfecting solutions and children will never be present when mixing solutions.
- ✓ SMS will use only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.
- ✓ SMS will properly label all sanitizing and disinfecting solutions in order to properly identify the contents. We will store the products out of the reach of children, and store the items separately from food items. SMS will not store sanitizing and disinfecting products in beverage containers.

- ✓ SMS will avoid aerosols, because they contain propellants that can affect breathing. Pump or trigger sprays are preferred.
- ✓ SMS will use sanitizing and disinfecting solutions only in areas with adequate ventilation and never in close proximity to children as to not trigger acute symptoms in children with asthma or other related allergies. SMS faculty and staff will not spray chemicals around children.
- ✓ SMS will use all cleaning products according to the directions on the label. SMS will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- ✓ SMS will work to make certain that surfaces and equipment air dry after sanitizing or disinfecting. SMS will use careful supervision in order to assure that scholars are not able to touch the surface until it is completely dry.
- ✓ SMS will keep all chemicals in use out of the reach of scholars. SMS will also store chemicals out of the reach of scholars.
- ✓ SMS will work to keep chemicals in their original containers. If this is not possible, SMS will label the alternate container to prevent errors.
- ✓ SMS will not mix chemicals as doing so can produce a toxic gas.
- ✓ SMS will use proper guidelines when cleaning, sanitizing, and disinfecting.

General Guidelines for Cleaning, Sanitizing, and Disinfecting:

The school will follow these general guidelines for cleaning, sanitizing, and disinfecting.

1. Intensify routine cleaning, sanitizing, and disinfecting practices already in place, paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms, keyboards, and bannisters.
2. While cleaning and disinfecting, staff must wear gloves. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.

Cleaning, Sanitizing, and Disinfecting Indoor Play Areas:

The school will follow these guidelines for cleaning, sanitizing, and disinfecting indoor play areas.

1. Machine washable cloth toys cannot be used.
2. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside in a sealable container until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered sanitizer, and air-dried.

3. SMS educators will remove visible contamination from electronics, such as Chromebooks, keyboards, and remote controls. SMS educators will follow manufacturer's instructions for cleaning and disinfecting. If there is no guidance, educators will use alcohol-based wipes or sprays containing at least 70% alcohol. Then, educators will wait in accordance with the manufacturer's directions and then dry the surface thoroughly or allow for the surface to air dry. SMS will provide cleaning materials for older scholars to clean their own electronics.

Cleaning, Sanitizing, and Disinfecting After a Potential Exposure at SMS:

If SMS suspects a potential exposure, faculty and staff will conduct cleaning and disinfecting as follows.

1. Close off areas visited by the ill person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area and be disinfected immediately. SMS will use an alternative space while areas are out of use.
2. SMS Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces.

Additional Considerations: SMS will consider the following precautions.

1. SMS faculty and staff clothing worn in the presence of a scholar or fellow teacher, who may be ill, may not be worn again until after being laundered at the warmest temperature possible.

XII. STRATEGIES TO REDUCE THE RISK OF TRANSMISSION

Physical Distancing: SMS will work to maintain 3-6 feet of distance as much as possible and limit contact between individuals and groups, whenever possible. When 3-6 feet is not possible, individuals will wear masks if the scholar is in second grade or older.

- ✓ SMS faculty and staff will work to help scholars to practice physical distancing as much as possible at all times, including:
 - a. During transitions (e.g., waiting for bathrooms)
 - b. During snacks and lunches in the classrooms. SMS snacks and lunches will be consumed in the classroom this year. *Just Like Home* will initially provide lunch on Thursday and Friday this year
 - c. While traveling to and from the outdoors
 - d. During all activities
 - e. During sleep, rest, or quiet play time in SMS Early Childhood classrooms
- ✓ SMS will have drop off and pick-up from different doors.
- ✓ SMS educators will stagger recess times, classes will have designated zones in the yard.

- ✓ SMS educators will refrain from teaching scholars games and activities that encourage physical contact or proximity of less than 3 - 6 feet.
- ✓ SMS spaces for scholars, especially younger learners will be organized in a way that allows faculty and staff to enforce and maintain consistent physical distancing guidelines.
- ✓ SMS educators will work to make certain that there are adequate supplies in order to minimize sharing of high touch materials to the extent possible or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- ✓ SMS field trips will be prohibited until further notice.

VISITOR RESTRICTIONS

The safety of our SMS scholars, faculty and staff are our primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our scholars, faculty and staff, no visitors will be allowed in our school building from September 1, 2020 until further notice. Only SMS faculty and staff will be allowed in the school building. All meetings with families will be held virtually. Parents who need to pick up something at the school office will be asked to enter the building and stay in the school entrance behind the doors. The Administrative Assistant, Mrs. Sharon Tully, will respond and do her best to support any/all requests but parents/families are asked to make requests remote if possible.

TRAVEL RESTRICTIONS

SMS prohibits faculty and staff to travel to conferences and workshops until further notice unless pre-approved by SMS Administration and/or Archdiocese of Boston. As always, SMS encourages professional learning *remotely* during this time.

Families must notify the school if intending to travel outside of New England. Families are also expected to follow Massachusetts COVID-19 Travel Orders if traveling outside of the state.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, SMS faculty and staff are required to self-screen every day to ensure they have none of the following COVID-19 symptoms including:

- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat

- ✓ Loss of taste or smell
- ✓ Diarrhea
- ✓ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ✓ Known close contact with a person who is lab confirmed to have COVID-19

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SMS faculty, staff and scholars will work to practice social distance and stay approximately 3-6 feet away from others as often as possible.

- ✓ Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19 PPE is needed to prevent certain exposures, PPE includes:

Masks: SMS faculty and staff are mandated to wear face masks. Face masks have been found to be an important part of employee protection from the virus in addition to washing hands, social distancing, and ongoing and frequent cleaning & sanitization efforts.

Gloves: SMS encourages scholars, faculty, and staff from touching their face. Research indicates that touching a face with contaminated hands, whether gloved or not, poses a significant risk of infection. SMS notes that gloves do not diminish the need to wash your hands. SMS faculty and staff are encouraged to remember to wash hands properly and utilize the proper removal of gloves in order to not risk exposure to the virus.

Face Shields: Shields are an extra precaution when working with others in close proximity while evaluating and/or in cases where six feet cannot be maintained. SMS encourages faculty and staff to practice *social distancing as much as possible even when wearing a mask and/or a shield.*

INVENTORY

SMS has access to a supply of soap, hand sanitizer, paper towels, tissues, cleaner/sanitizer spray bottles for teachers, and the electrostatic sprayer used at the end of each day.

SMS has a supply of gloves and other protective gear.

SMS has 5 touchless thermometers on-site for employee and scholar screening.

PERSONAL WORKSPACE/CLASSROOMS FOR EDUCATORS

SMS teachers and scholars will be asked to stay within their own classroom space and NOT visit other classrooms outside of their team or grade level. SMS educators are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

FACILITIES

SMS faculty and staff are and will continue to be encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. SMS has alcohol-based hand sanitizers throughout the school, classrooms and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SMS custodial team will clean all workspaces at their designated cleaning time after school.

Capacity– SMS has been and will continue to monitor the office staff in order to assure that everyone is able to work with social distance.

Copy Room – There will be limited access to the copy room. One faculty or staff member at a time will be allowed in copier rooms due to small space and maintaining social distancing.

The safety of our SMS scholars, faculty and staff is our priority. SMS will be completely cleaned and disinfected each evening. Then, SMS will adhere to all necessary safety precautions and cleaning guidance. SMS requires faculty and staff to work together with SMS administration to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

SOCIAL AND EMOTIONAL WELL-BEING

Recognizing that this has been a potentially stressful year for faculty and staff we are also developing a social-emotional wellness plan that ensures that every faculty and staff member at every school has the support needed to overcome challenges. St. Monica School also plans to invest in art therapy and an adjustment counselor for scholars seeking extra support with stress management.

EXTRACURRICULAR ACTIVITIES

Before and after school programs will be available with limited numbers of scholars being accepted. All other extracurricular activities have been suspended until future notice.

STUDENT HEALTH AND SAFETY SUPPLIES

Parents must supply their child(ren) with the following supplies and replenish throughout the year as needed.

- ✓ 2 facemasks, one to wear to school and an extra one placed in a sealable plastic bag.
- ✓ One individual sized hand sanitizer (no pump).
- ✓ One small pocket-sized pack of tissues.

NOTICE

Due to the ever-changing guidelines relating to this COVID-19 pandemic, all the above mentioned polices are subject to change at any time. Please know, any changes will be communicated to parents, scholars, faculty, staff, and others impacted by the change.

CONTACT

For more information or if you have any questions please contact the office at:
smsoffice@methuencatholic.org