

St. Michael the Archangel Catholic School

Reopening Plan for 2020-2021 School Year

****PLEASE KNOW THAT ALL GUIDELINES IN THIS PLAN ARE SUBJECT TO CHANGE AT ANY TIME**

Arrival & Dismissal

At this time, we must ask that parents & guardians not enter the school building to escort students to classrooms upon arrival. Thank you for your understanding in this matter.

Staggered Arrival - this will be done to reduce the number of students entering the building at one time.

- Families with last name A-H: arrive between 7:35-7:45 AM
- Families with last name I-P: arrive between 7:45-7:55 AM
- Families with last name Q-Z: arrive between 7:55-8:05 AM
- Students in preschool-3rd grade will enter through Door #10
- Students in grades 4-8 enter through Door #6.

*The arrival windows are for ALL students, preschool-8th grade. Students should proceed directly to their homeroom. NOTE: There will only be one drop-off location - the school parking lot. Please follow the instructions of the parking lot attendant on duty. Plan to enter from Bloomington St. & exit onto Park St. **Students will be required to sanitize their hands upon arrival***

Students arriving after 8:05 AM will enter through the Park St. entrance.

Staggered Dismissal - Early Dismissal Schedule in effect until Friday, Sept. 4th.

We will still utilize both the school & church parking lots for dismissal. NO vehicles are allowed to exit either parking lot until all students are safely in their cars. Please be patient & understanding during this process

- Families with last name A-H: 2:20 PM
- Families with last name I-P: 2:25 PM
- Families with last name Q-Z: 2:30 PM

Note: Dismissal times will be staggered for half-days as well (11:20, 11:25, 11:30)

TEMPERATURE SCREENING

All students & staff will have their temperature scanned prior to entering the building.

- During your scheduled arrival window, please pull up to one of the staff members who is screening temperatures
- Students should exit their vehicle wearing a mask to have their temperature scanned
- Students with a temperature of 100.4 or less will be allowed to enter the building.
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SOCIAL DISTANCING

- Classroom seating has been designed to create as much space in between students as possible
- Desks are arranged to face the same direction; students will only sit on one side of tables

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- Assigned seating will be implemented in all classrooms
- Unnecessary furniture and supplies have been removed from classrooms to create additional instructional space
- Social distancing decals will be placed throughout the building to visually remind students about proper spacing
- Classroom teachers will model and practice frequently what social distancing looks like and why it's important

FACE MASKS

- Face masks will now be required for ALL students and staff throughout the duration of the school day
- Students should plan to bring their own face mask to school - designs & logos are allowed as long as they are school appropriate (no offensive/scary images or wording)
- Students should keep a supply of approximately 3 face masks at school to use as needed
- The office will have a supply of face masks available should a student or staff member need one throughout the day
- Cloth face coverings are expected to be washed every evening
- Students will NOT be required to wear face masks during lunch, recess, or outdoor instruction
- Face shields for students are not permissible at this time

MASK BREAKS

- Classroom teachers will be scheduling daily mask breaks for students. Students & teachers will go outside or to the large gym where they can socially distance and have some time to remove their masks

CLEANING & HYGIENE

- The school building will be frequently cleaned & disinfected according to the guidance from Catholic Mutual, ISBE, and IDPH
- All classrooms will have access to hand sanitizer
- Hand sanitizing stations will be available at designated entrances/exits
- Proper cleaning disinfectants will be available and utilized in each classroom and shared spaces throughout the day
- Frequently touched surfaces will be cleaned multiple times per day
- Teachers will dedicate time to frequently model and practice proper hand sanitizing techniques using both hand sanitizer and soap/water

CLASS SCHEDULES

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- Students will remain within a cohort (or with the same group of students) throughout the school day
- Students will remain in their homeroom throughout the school day; teachers will rotate to different classrooms as needed (there will be no passing periods)
- Students will travel to P.E. (large gym or outdoors), Art (socially distanced and spread out in the After Care area), lunch, and recess
- Students will still participate in all core classes plus the exploratory classes of Spanish, Technology, Art, Fine Arts, & P.E.

PRESCHOOL

- Preschool students should plan to arrive during their scheduled window (see Arrival & Dismissal section)
- Preschool students attending the half-day program will be dismissed at 10:50 AM
 - Students will be waiting to be picked up at Door #10; parents will NOT be entering the building and coming into the classroom
- Full day preschool students should plan to be dismissed during their scheduled dismissal window (see Arrival & Dismissal section)
 - Students will be waiting to be picked up at Door #10; preschool students will NOT be permitted to walk to their vehicles on their own.

LOCKERS (GRADES 4-8)

- Students in grades 4-8 will be assigned lockers
- Locker visits will be limited to arrival and dismissal, specific times will be assigned by the homeroom teacher

SCHOOL SUPPLIES

- School supplies will not be shared at this time.
- Teachers have started working on creative ways for our students to have access to necessary materials without sharing
- Individual school supplies will be stored in clearly marked containers, bags, cubbies, boxes, etc.

LUNCH

- Lunch will be divided into 4 separate periods with time in between for cleaning/sanitizing
- Lunch will be eaten in the cafeteria
- Students will have assigned seats
- Masks can be removed once students are seated in the cafeteria
- Schedules adjusted to prevent any more than 50 people from gathering in the cafeteria at one time
 - Preschool & Kindergarten

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- Grades 1-2-3
- Grades 4-5
- Grades 6-7-8

RECESS

- Recess will be divided into 4 separate periods
- All students will participate in recess daily
- Masks do not need to be worn during recess
- Students will stay within their cohort during recess
- The playground will be assigned to one grade level per day and cleaned/sanitized after each use
- Students are encouraged to bring something from home to play with at recess (ex: basketball, jump rope, etc)
- If indoor recess must occur, students will remain in the classrooms during that time

WATER BOTTLES

- School water fountains will NOT be in use at this time
- Students are allowed to bring a water bottle from home - please label with student's name
- Water bottles will not be able to be refilled; older students may bring multiple water bottles if they believe they will need them throughout the day
- WATER ONLY - no tea, juice, soda, etc.

RESTROOM BREAKS

- Restroom use will be limited to 3 students at a time
- Students will wear masks and remain socially distant
- Preschool-3rd grade will take group restroom breaks in order to ensure guidelines are being followed
- Appropriate signage will be posted in and near restrooms regarding social distancing and proper hand washing procedures
- No student will be denied access to the restroom if it's an emergency

VISITORS & VOLUNTEERS

- Visitors & volunteers will be extremely limited during the pandemic situation
- Parents who are volunteering to assist with lunch will have temperatures screened upon arrival, complete a COVID-19 questionnaire, and will be required to wear a mask at all times
- Parents will not be allowed into the school building for classroom parties at this time

BEFORE & AFTER CARE

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- Before Care
 - Requires pre-registration
 - Begins at 6:50 AM
 - Drop off at Door #3 (Lundy St.)
 - Students will have temperatures screened prior to entering the building
 - Students will remain in cafeteria, socially distanced, until 7:35 AM and then released to homerooms
 - Breakfast will NOT be served, but students may bring something from home
 - Students are encouraged to bring a book, coloring book, toy, game, etc
- After Care
 - Requires pre-registration
 - Begins when students are dismissed at their assigned time
 - Pick up at Door #3 (Lundy St.)
 - Students will remain in cafeteria, socially distanced
 - Snacks will NOT be served, but students can bring something from home
 - Students are encouraged to bring a book, coloring book, toy, game, etc. or work on homework
 - Students must be picked up by 5:00 PM

HEALTH & SAFETY

Note: If you, your child, or anyone in your family does not feel well and is exhibiting COVID-19 symptoms, please do not send your child to school.

Response to COVID-19 Symptoms: *Anyone exhibiting a fever or 2 or more COVID-19 symptoms will be immediately separated from others. Parents/guardians or emergency contacts will be contacted.*

If it is determined that the illness is NOT COVID-19 (through a test or doctor's diagnosis), the person may return to school when symptoms subside and with a doctor's note confirming the negative COVID-19 diagnosis.

If the person does not seek medical attention, the person must isolate and not return to school until they have met the CDC's criteria to discontinue home isolation, which currently includes:

- 24 hours with no fever and without fever-reducing medications AND
- Improvement in other clinical symptoms; AND
- 10 days since symptoms first appeared

****Student will be allowed to make up work during these times.**

Positive COVID-19 Cases: *If a student or staff member is positively diagnosed with COVID-19, the following steps will likely be implemented:*

- All parents & employees will receive a notification about potential exposure
- The person's classroom/work area will be thoroughly cleaned and disinfected

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- The health of students & teachers who are part of the infected individual's cohort will be closely monitored
- If more than 3 individuals in the cohort are diagnosed with COVID-19, the entire cohort will quarantine and shift to remote learning; the local public health department will be contacted for further guidance

Quarantined Cohorts: when cohorts are quarantined, the entire cohort (students and employees) will be sent home. They will be required to stay home until they have met the CDC's criteria to discontinue home isolation, which currently includes:

- 24 hours with no fever and without fever-reducing medications; AND
- Improvement in other clinical symptoms; AND
- 10 days since symptoms first appeared; OR
- 14 days since exposure to the infected individual(s) for asymptomatic people
- The health of all non-quarantined students & staff will be closely monitored
- Remote learning will take place during this time

COVID-19 Exposure of Family Members: In cases where a student or staff member is exposed to individuals who are COVID-19 positive, the following steps should be followed:

- The individual should remain home for at least 14 days from last exposure, or in the event that the person must continue contact with the family member, 14 days from the time when their family member has met the CDC's criteria to discontinue home isolation, which currently includes:
 - 24 hours with no fever and without fever-reducing medication, AND
 - Improvement in other clinical symptoms, AND
 - 10 days since symptoms first appeared
- Students will be allowed to complete and submit work during their time away from school

TRAVEL

- According to Diocesan policy, students will be required to self-quarantine after traveling to another country or to another state that is experiencing COVID-19 outbreaks, as determined by the Governor of Illinois, IDPH, and CDC guidelines
- Parents/students should inform the school immediately if they display COVID-19 symptoms during the self-quarantine period

SCHOOL CALENDAR

- **First day of school: AUGUST 20TH!**
- **BACK TO SCHOOL NIGHT(S)**
 - **Families with last name A-M: Monday, August 10th, 4:00-6:00 PM**
 - **Families with last name N-Z: Tuesday, August 11th, 4:00-6:00 PM**
 - Masks are required

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- Bring all school supplies
- Enter through Door #6 (new gym)
- Submit completed forms in cafeteria
- Take school supplies to classrooms

SCHOOL MASS

- Designated classes will alternate attending school Mass on Fridays in the church
- Masks will be worn
- Classes that do not attend Mass in-person will view a livestream Mass with their homeroom during that time
- Communion will be distributed to all students and staff who are eligible to receive