



## Diocese of Memphis Return to School Detailed Plan for St. Ann Catholic School (Revised 7-22-2020)



According to the American Academy of Pediatrics, the importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020. St. Ann will do everything we can to create a positive, safe learning environment for all our students. We are blessed to have dedicated staff members who are passionate about Catholic Education and will put in the extra work and do whatever it takes to get our students back together safely.

\*Please remember these plans have to be fluid as our situation changes.

## I. Introduction

This is a basic Back to School Plan created by the Catholic Diocese of Memphis Transition Advisory Committee and customized for St. Ann Catholic School to outline our safe return to school. St. Ann is taking extra steps to protect the health and safety of our students, faculty, staff, and their families. Much research has been done and all guidelines within this outline are in alignment with the American Academy of Pediatrics Back to School Plan as well as recommendations from the Centers for Disease Control (CDC) and Shelby County Health Department.

We would like to thank the following members of our committee for their sacrifice of time and expertise in meeting Thursday evenings over the summer to develop this plan:

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## II. Definition of the Zones

**Green Zone:** Few if any active cases in the community. Flat or descending rate of new cases corresponds to Phase 3 or beyond in the Back to Business Framework for Memphis and Shelby County

**Yellow Zone:** Mild to Moderate amount of cases in the community. Flat or descending rate of new confirmed cases. Corresponds to Phase 2 to 3 in the Back to Business Framework for Memphis and Shelby County

**Red Zone:** Substantial amount of cases in the community. Cases have increased or accelerated rapidly. Corresponds to Phase 1 in the Back to Business Framework for Memphis and Shelby County

### III. Green Zone- Low to No Transmission

- A. Social Distancing- Whenever possible, social distancing of 6 feet apart will be followed. If 6 feet of distance is not possible in a classroom, desks will be placed 3 to 6 feet apart when feasible. For younger students, consideration will be given to keeping students in the same group throughout the day to limit their exposure to others. Physical guides will be used to ensure that individuals stay 6 feet apart in common areas and outdoors.
- B. Use of multiple designated entry and exit points within the school.
- C. Temperatures will be taken and screening questions asked until there is a vaccine and then only screening questions asked before entry into the school.
- D. Masks worn- all staff and students will wear face coverings.
- E. Mask breaks will be taken while socially distant, and while eating snacks and lunch.
- F. The school has an 8-week supply of disposable masks for students and staff.
- G. Parents are encouraged to send clean masks daily for their child(ren). It is recommended to bring two masks; one for the morning and one for the afternoon.
- H. We have received a grant for hand sanitizing stations to be placed throughout the school.
- I. Students with doctor's notes will not be required to wear masks.
- J. Hand hygiene and cleaning surfaces- Students will take hand washing breaks several times throughout the day to wash hands with soap and water for at least 20 seconds. Students and staff will clean and disinfect high-touch surfaces throughout the day.
- K. Social and emotional learning opportunities:
  - 1. Age-appropriate classroom guidance/information on the coronavirus - what it is, how it spreads, measures to take to prevent the virus.
  - 2. Age-appropriate classroom guidance on social distancing to prevent the spread of the coronavirus.

3. Age-appropriate classroom guidance on the value of mask-wearing to prevent the spread of the coronavirus.
4. Age-appropriate classroom guidance on reflection of feelings associated with the coronavirus, abrupt ending of school and the lengthy social-distancing period.
5. Age-appropriate classroom guidance on ways to maintain friendships and connections while in school and/or during social-distancing/quarantine periods.
6. Age-appropriate classroom guidance on coping strategies and self-care behaviors in response to the coronavirus and social distancing/quarantine periods.
7. Age-appropriate classroom guidance on the value of optimism, positivity, kindness to self and others, managing stress in response to coping with the coronavirus.

L. Student movement throughout school and common areas will be adjusted to minimize traffic flow.

M. Reduced use of common supplies.

N. Students will bring personal water bottles, there will be no shared use of water fountains. We are working on installing water bottle fillers in place of water fountains. We have ordered St. Ann Colts water bottles that will be available for purchase.

O. Assemblies and Masses will only be held if social distancing requirements are met.

P. Field trips possible with social distancing requirements met.

Q. Visitors and volunteers are restricted. A gradual easing of this restriction is possible.

R. Temperature taking Protocols- 100 degrees F will be considered a fever.

IV. **Yellow Zone**- Moderate Transmission (Follow **Green Zone** regulations along with these stricter yellow guideline)

A. Social Distancing- Whenever possible, social distancing of 6 feet apart will be followed. If 6 feet of distance is not possible in a classroom, desks will be placed 4 to 6 feet apart when feasible.

- B. Teachers will need to follow temperature taking protocol each day.  
Teachers will take their temperatures each day before they come to work along with their child/children's temperature. Any temperature above 100F, teacher and family need to stay at home until fever free for three days without fever reducing medications.
  - C. For younger students, consideration will be given to keeping students in the same group throughout the day to limit their exposure to others.
  - D. Physical guides will be used to ensure that individuals stay 6 feet apart in common areas and outdoors.
  - E. When possible, teachers will move from class to class.
  - F. Students will remain with the same teacher and group of students throughout the day, to the extent possible.
  - G. This group of students will become a family, limiting any spread of disease.
  - H. Students will only travel when absolutely necessary throughout the school building.
  - I. Many outside breaks will be necessary.
  - J. No use of common supplies.
  - K. No Common Lunch area.
  - L. Increased outside breaks for students throughout the day.
  - M. Blended or remote learning may be necessary if effective social distancing of 4 -6 feet cannot be attained.
  - N. Field trips postponed- Virtual field trips may be instituted
- V. **Red Zone**- High Transmission-Distance Learning
1. If numbers of local cases in the community have accelerated, it may be necessary for elementary and middle school classes to transition to distance learning.
  2. Asynchronous strategies would be used for distance learning which means a combination of Google Hangouts/Meet classes that are held live as well as recorded. Teachers also can record lessons for students to watch when it fits into the family schedule. Assignments would be managed through Google Classroom and Seesaw.
  3. On site teaching would be available during the Red Zone for those families who are essential workers and must have childcare along with

the academic instruction. Currently schools and daycares are deemed essential businesses. For any students who would need to be here on campus, all safety precautions would be taken:

- A. Handwashing and good hygiene practices would be followed.
  - B. Social Distancing- Whenever possible, social distancing of 6 feet apart will be followed. If 6 feet of distance is not possible in a classroom, desks will be placed 4 to 6 feet apart when feasible.
  - C. Consideration will be given to keeping students in the same group throughout the day to limit their exposure to others.
  - D. Face coverings must be worn by students and staff.
- VI. Protocol for students who have fever in carpool line- Students with fever will not be allowed to enter school buildings along with all family members until all family members are fever free/symptom free for 72 hours. Temperature screening will be administered in morning carpool line and when necessary throughout the day. If a student has fever in the carpool line, all family members and anyone who is carpooling with the student that day must return home.
- VII. Protocol if a student or teacher is diagnosed with COVID-19- See Stay at Home instructions below.

### **Basic Preventive Measures to Be Followed by Students and Staff**

- 1) Individuals are encouraged to cover their mouth and nose with a tissue when they cough or sneeze, place the used tissue in the opened-top wastebasket, and then wash their hands.
- 2) If tissues are unavailable, individuals are encouraged to cough or sneeze into the upper sleeve or elbow, not onto their hands. Then they should wash their hands.
- 3) Wash hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol alcohol content and rub until the contents are dry.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

- 4) Individuals are encouraged to avoid touching their face with their hands as much as possible.
- 5) There will be a designated COVID-19 clinic area. If a student becomes ill during the school day, he/she will wait for a parent in a separate area from where other students are being screened or treated in the school clinic.
- 6) Individuals are encouraged to avoid close contact with people who are sick.
- 7) Staff, students, and volunteers will be instructed not to come to work or school if they are feeling ill.
- 8) Conduct self-symptom or symptom checks to ensure they do not have signs of COVID-19 according to below chart:

Staff	Students	Volunteers
Daily self-symptom check prior to coming to work	Daily student symptom checks by staff or parent/guardian.	Temperature check upon arrival

### **Stay Home When Appropriate**

- Employees and students who are sick or experiencing symptoms of COVID-19, have tested positive for COVID-19, or recently had close contact with a person with COVID-19 should stay home. The CDC guidelines will be followed on when a person can safely return to campus.
- St. Ann will post a sign on the school entrance indicating that anyone with fever or flu-like symptoms should not enter the school.
- Consideration will be given to how students that are considered “high risk” and more vulnerable to the virus can continue participating in virtual classes, activities and events.
- Sick absences will not require a doctor’s note to return as medical facilities are under increased strain.
- Parents should self-report to the school if they have tested positive or were exposed to someone with COVID-19 within the last 14 days.

- Anyone sick with COVID-19 or exposed to someone who has COVID-19 should follow CDC guidelines on return to school/work.

### **Cleaning and Disinfecting Efforts**

- Classrooms, restrooms and touched surfaces will be cleaned thoroughly each day and frequently throughout the day with EPA approved disinfectants.
- Custodial/ maintenance staff and other people who clean or disinfect the school facilities will be properly trained and equipped with proper PPE.
- Playgrounds and gyms will only be used by one group at a time and cleaned after each use. Free play will be limited to ensure social distancing.
- Signs will be posted in highly visible locations that promote proper handwashing and other protective measures that describe how to stop the spread of germs.

St Ann has designated a staff person to be responsible for COVID-19 concerns. This person may be contacted by email at [info@sascolts.org](mailto:info@sascolts.org) or by phone at (901) 386-3328.

### **Protocol for Exposure to COVID-19**

It is very important that we work as a community to protect each other. If your child has been exposed to someone who has been diagnosed with COVID-19 please notify the school office. That notification will begin the transition process for that student to distance learning for 14 days. Exposure means that your child was closer than 6 feet to an infected person longer than 15 minutes.

### **Protocol for students showing symptoms of COVID-19 at school**

If your child begins to show symptoms of COVID-19 such as the following:

- aches and pains
- fever
- nausea, diarrhea
- coughing
- loss of taste and appetite



He/she will be taken to the designated quarantine area and parents will be called. Students cannot return to school unless they are symptom free for three days without fever reducing medication.

**If a student is diagnosed with COVID-19**, he or she will be out of school for at least 10 days and following the 10-day period, the student must be symptom free for 72 hours without the aid of medication in order to be able to return to school.

All students who had 15 minutes or more of close contact, meaning within six feet of that student, will be quarantined for 14 days and will transition to distance learning at that time.

**This plan is fluid and subject to change based on directives from governing bodies.**