

SAINT CASIMIR CATHOLIC SCHOOL COVID REOPENING PLAN



Submitted July 28, 2020 : Noreen Heffner, Principal, and St. Casimir Task Force

INTRODUCTION

In response to the COVID 19 pandemic, Saint Casimir School in collaboration with The Baltimore Archdiocese Catholic Schools and following CDC guidelines have developed a plan for the upcoming school year. The health and safety of the entire community is our guiding principle as we strive to use all our resources to benefit the educational opportunities for our students.

All plans are fluid and are subject to change based on guidance and regulations received from health officials.

HEALTH AND SAFETY

- All preschool students' parents will take their child's temperature at drop off each morning to be witnessed and documented by Staff according to MSDE regulations.
- All parents will also answer wellness questions each morning on an app. (more information to follow).
- Students in K through Grade 8 will have their temperatures taken in the morning by our staff before entering the building.
- All staff, faculty and administration will also be required to have their temperatures taken daily before going to their classrooms.
- If any student or staff member presents symptoms of illness during the day, they will be sent to the nurse or staff member who will evaluate and make a determination if the student should be sent home. CDC guidelines will be used to make this determination.
- Students being sent home due to illness will be quarantined in an isolated area with supervision while awaiting pick up.
- If the symptoms present are suspected to be consistent with COVID 19 documentation will be made and referred to the Health Department and the Archdiocese.
- Follow link for procedures for schools.

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/decision_aid_flow_diagramv8-final_7.23.20_child_care.pdf

- Families will be notified and that class will transition to distance learning for 14 days.
- Windows will be open whenever possible.
- Air conditioners will have filter enhancements to maximize air flow and quality.

MASKS

- All faculty and staff will wear a cloth mask at all times except when outside if social distancing is possible.
- Students in PreK through Grade 8 must wear cloth masks following acceptable images for a Catholic school.
- Frequent mask breaks, social time and outside learning will be provided.
- Uniform masks may also be purchased (information to follow).



- Please make sure masks are labeled.
- Here are resources you may find helpful when encouraging your child to wear a facemask in preparation for the school year.

"Lucy's Mask" by Lisa Thompson

"My New Mask" by Christa Lawrence

"Protecting You Protecting Me" by Susan Poage

"Wearing a Mask Says I Love You" by Jen Welter

"Superheroes Wear Masks" by Mr. Mike - YouTube

"Bop and Pop Wear a Mask" Song for Kids - YouTube

***These requirements are subject to change.**

FACILITIES – Sanitization and Disinfecting

- United Building Services will sanitize and disinfect all high touch areas on a daily basis using Sniper disinfectant and Endures surface protectant. This will include all door knobs, railings, sinks, toilets and any other high frequency surfaces. In addition, the school will be disinfected with EnviroShield, which eliminates 99.9% of bacteria and viruses on every exposed surface in the building, for up to 6 months.
- EnviroShield has no adverse effects to the environment, your staff or visitors and it even wraps around surfaces to eliminate germs in traditionally hard to reach areas.
- School staff will wipe down all student desks and instructional surfaces with a disinfectant on a daily basis.
- Hand sanitizer will be available in each classroom as well as in the hallways.
- Students will be instructed and guided on the importance and procedure for hand washing.
- The water fountains will not be available for use. We are looking into alternate solutions.

SIGNAGE

- Hallways and stairwells will be divided and clearly marked for one-way direction.



- Emergency drills will be practiced following this procedure.
- Signage will clearly indicate the mask policy.
- Social distancing information will be clearly indicated.

VISITORS

- Visitors to the building will be restricted. This includes parents.
- All visitors must have a reason they can not handle by email or phone and must have an appointment.
- If admitted to the building visitors must wear masks and follow social distancing guidelines.

EXTENDED CARE

- Before Care cannot be offered at this time.
- After Care should only be used when there is a true need by a family.
- Numbers are limited due to CDC guidelines so students will be placed in aftercare based on the date they submitted their forms.
- Registration is through School Admin and you also need to fill out the form found on our website by August 15th.
<https://www.stcasimirschool.us/academics/before-after-school-programs>
- Aftercare will use the same guidelines as in the classrooms and will be staffed by St. Casimir employees.

ACADEMICS

If the Archdiocese closes school, Saint Casimir will follow and all learning will take place through distance learning with the teacher in the classroom if possible and following regular schedule. We will keep our PreK-3 and PreK-4 in classroom learning if there has been no COVID outbreaks in our school (this is subject to change).



Saint Casimir is able to offer 2 options: In school learning and virtual learning. No hybrid model will be used.

Families will be able to change their plan from in school to distance at any time but may only change from distance learning to in school learning at the end of the trimester.

Distance Learning

- All children who are enrolled in distance learning will receive a schedule for each day following the same schedule as their classmates. They will be participating in the class with their teacher live and their classmates. Student will participate in special area subjects.
- Cameras with 180 degree views will be in each classroom. These lessons will be recorded and posted on Google classroom that can be viewed later.
- Resources and assignments will be posted as well.
- Textbooks will be given to each student before school begins on designated days and times in August.
- Students at home should wear their gym uniform and be at a proper working space.



- Attendance will be taken daily
- Assignments will be graded.
- A chrome book will be provided to any child who does not have access to a computer.

In-School Learning

- Students and student work spaces will be spaced apart following the spacing recommendations of the American Academy of Pediatrics.
- Plexi glass screens will be used where necessary.



- Students both at home and school may wear either the gym uniform or regular uniform.
- Frequent breaks, walks, outside time as well as social time will be built into the schedule.
- Frequent mask breaks will also be provided.
- All students and staff will be required to follow social distancing guidelines.
- Students will not share any books or supplies such as scissors, crayons etc.
- School staff will wipe down all student desks and instructional surfaces with a disinfectant on a daily basis.
- Lunch will be eaten in the classroom or outside.
- Due to not being able to provide nut free tables we will be a **peanut free school until we return to cafeteria.**
- If you plan to bring in a birthday treat or snack for the class it must be store bought and individually packaged, such as Rice Krispies Treats. Please call the school office a few days before if you have questions about your snack.
- Students may not share lunches or snacks.
- We will have availability to order hot lunch from an outside vendor who will not enter the building (information to come).
- If a child is home sick for any reason they may participate virtually.

Special Subject Areas

- Physical education and music will take place outside when possible.
- The physical education curriculum will consist of contactless group instruction and games.
- Music classes will not engage in singing until restrictions are lifted.
- Spanish will be virtual during regular scheduled classroom time.
- Computer and art classes will be offered weekly.

ARRIVAL

All parents will be required to answer a health questionnaire each morning on an App. Documentation showing the completion of the questionnaire must be shown to the teacher/staff on duty (more information to follow). All students will have their temperature taken before entering the school using the guidelines below.

Pre-k 3 and 4

Students should arrive with an adult wearing a mask. They should wait on the designated social distancing spot on the sidewalks at the back entrance of the school until time for their child to enter school.

The adult will take the child's temperature and share the temperature with the staff member on duty. The adult is also required to answer the health inventory questions. This will be documented by the staff member on duty. If a child has a temperature over 100.4 they will not be permitted to come to school that day. Parents will need to bring their own thermometer and take their child's temperature in front of staff member.

Arrival times 8:00 or 8:15

Parents will be given the link to signup for their designated arrival time by the teacher. Outside cubby conferences will be held before the beginning of school to give you and your child the opportunity to meet with the teachers.

Kindergarten

Kindergarten children should also arrive with an adult wearing a mask. They should wait on the designated social distancing spot on the sidewalks at the back entrance of the school until time for their child to enter school.

A staff member will take your child's temperature. If a child has a temperature over 100.4 they will not be permitted to come to school that day.

Parents will be given the link to sign up for their designated arrival time by the teacher.

Arrival times 7:30 and 7:45

Outside cubby conferences will be held before the beginning of school to give you and your child the opportunity to meet with the teachers.

Grades 1-8

Arrival time 7:30- 8:00

Parents drive by front entrance of the school. Children should be ready with all their belongings to get out of the car on the right side. Please be quick and do not get out of your car. Parents should wait until their child's temperature is taken before they leave. Temperature needs to be less than 100.4 degrees.

Temperatures will be taken by staff members and they enter through the front door.

DISMISSAL

Dismissal procedures are subject to change after we assess the effectiveness of this plan.

Pre-k 3 and 4

Students will be dismissed at the back door beginning at 2:30. Teachers will discuss dismissal procedures during cubby conferences.

Walkers

Walkers will be dismissed at 3 p.m. via the front door.

Siblings

Older sibling students will be dismissed with the class of the youngest sibling.

Kindergarten

Parents should wait in their cars beginning at 2:45 on O'Donnell Street West (between the parish office and school). Students will line up socially distanced against the school building exiting from the back door. Each car will be given a sign with your child's name. Teachers will dismiss the child to the parents' car.

First Grade

Parents should wait in their cars until they see their child - then step outside your car door beginning at 2:45 on O'Donnell Street East. Students will line up socially distanced exiting from the front door and against the school wall. Each car will be given a sign with your child's name. Teachers will dismiss the child to the parents' car.

Second Grade

Parents should wait in their cars until they see their child - then step outside your car door beginning at 3:00 on Streeper Street (left side). Students will line up socially distanced on the Portside Tavern side of the street. Students will exit from the back door. Each car will be given a sign with your child's name. Teachers will dismiss the child to the parents' car.

Third Grade

Parents should wait in their cars until they see their child - then step outside your car door beginning at 3:00 on Streeper Street. Students will line up socially distanced on the Rosina Gourmet (right side) of the street. Students will exit from the front door. Each car will be given a sign with your child's name. Teachers will dismiss the child to the parents' car.

Fourth Grade

Parents should wait in their cars until they see their child - then step outside your car door beginning at 3:15 on O'Donnell Street West. Students will line up socially

distanced against the church/Kolbe Center exiting from the front door. Each car will be given a sign with your child's name. Teachers will dismiss the child to the parents' car.

Fifth Grade

Parents should wait in their cars until they see their child - then step outside your car door beginning at 3:15 on O'Donnell Street West. Students will line up socially distanced against the school building exiting from the back door. Each car will be given a sign with your child's name. Teachers will dismiss the child to the parents' car.

Sixth – Eighth Grade

Parents should wait in their cars until they see their child - then step outside your car door beginning at 3:15 on O'Donnell Street East next to Circle Park. Grades 6-8 will be dismissed from Circle Park. They will line up in the park socially distanced. Each car will be given a sign with your child's name. Teachers will dismiss the child to the parents' car.

NEXT STEPS

- Deadline to register your student (if you haven't already done so) is August 10th.
- A decision form for In-School/At-Home Learning has been added to your School Admin Checklist and is due by August 10th.
- For Pre-K 3, Pre-K 4, Kindergarten and First Grade, Introduction Teacher Videos and invitations to sign up for individual, outside, socially distanced Conferences will be sent via email on August 11th. These conferences will be held the week of August 24th.
- ZOOM Conferences for PreK will be held on Thursday, August 6th at 5:00 to review procedures for in-school learning (link to be sent out later).
- Zoom Conference dates for K-8th will be sent out next week.
- Questions should be directed to school@stcasimirschool.us
- Virtual learning technology will be demonstrated during Zoom Conferences.

OTHER

- If you decide to forgo St. Casimir School permanently or temporarily, your child's spot will be filled with a student on our waitlist. If you would like to return at a later date your child will be placed on the waitlist and accepted if spots are available.
- If schools are closed we will be able to keep our Pre-K programs open as long as there is not a COVID outbreak in our school (this is subject to change).
- If your child is in Pre-K and we have to go completely virtual school-wide, you will receive a partial tuition discount for the months of virtual learning.
- We will have a staggered start by grade for the first week of school to iron out our procedures. For example Middle School might start Monday, Intermediate Tuesday etc. Schedule to follow in mid August.

Thank you for your patience! We can't wait to be fully together again!

