



# **St. Mary's Parish School's Response Plan Dealing with Covid-19**

*Created July 2020*

To St. Mary's Parish School Community,

We realize that we can best meet our educational mission by having the teachers and students come together as a community within the school building for in-person educational delivery. Presently, it is our intention to open the school building for the 2020-2021 academic year on September 2, 2020.

However, this pandemic has caused all schools to rethink and provide creative and responsible ways to provide instruction and meet, as much as possible, the educational needs of students. As a school, we have the responsibility of providing safeguards for all the faculty, staff, students, and families during this COVID-19 pandemic. To do this responsibly we must depend on the advice of "experts": scientists and health officials. The agency that is primarily responsible for the opening of schools is the Idaho Department of Health and Welfare's Health Districts. St. Mary's falls under the North Central District Health Department: District 2.

As a Catholic School in Idaho we do need to follow the advice by our leaders—Bishop Peter Christiansen (Diocese), Mayor Lambert (Moscow City Council) and Father Joseph McDonald III (Pastor).

We have put in place the following protocols that need to be followed by anyone who is enrolled in or working at in St. Mary's Parish School: students, parents, teachers, staff, parents, volunteers.

If you should have questions regarding this COVID Plan, please do not hesitate to contact me. If you have a question that hasn't been addressed in this plan, please contact me.

Do know we do care deeply for every student and family. More than ever, it is our intent to continue cultivating a caring, loving, education environment in which each one is known and valued.

*United Together in Your Child's Education,*

*Dr. Jennifer Beller*

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**Other Points of Contact:**

Mrs. Peggy Quesnell, Vice Principal                      208-882-2121 (school)

Sister Margaret Johnson, osu, Administrative Team Member (school or cell) 208-301-0293

Fr. Joseph McDonald, Pastor                                      208-882-4813

## Overview Response Plan

Our school has two possible plans during these pandemic times. Which one is operative will depend on the stage set by the leaders (state, local, diocese).

**PLAN A:** Students physically in the building and being instructed as “normal”; however, with social distance protocols and masks.

**PLAN B:** Should the school be shut down and have to go into soft closure: students will receive instruction from their teachers via Chromebook/Google Suites program.

**(Note: Chromebooks have been purchased for every student in grades 1st through 8<sup>th</sup> depending on final enrollment numbers). Teachers will teach from the school daily over Googlemeet.**

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**All who come to St. Mary’s Parish School: (students, parents, teachers, staff, visitors, etc.) must wear masks (except children ages 4 and younger) and social distancing is to be observed.**

### DAILY PROTOCOLS:

#### #1 Arrival/Assembly:

- As students arrive for school they will have their temperature taken. *Parents must remain until their child(ren)’s temperature screenings are complete.* Students whose temperatures are above 100° F will be sent home and not permitted to enter the building.
- All students (PS through 8<sup>th</sup> Grade) need to arrive at school by 8:00 am. (Childcare does open at 7:00 a.m. for those who need it.)
- At 8:10 am the buzzer will sound and students will line up on the X for their space for their grade. Students will enter the school by grade for assembly into the gym.
  - 5-8<sup>th</sup> grade will head upstairs and stand along the railing (socially distanced) looking at the stage.
  - Pre-school & prekindergarten will be on the stage.
  - K- 4<sup>rd</sup> grade will line-up around the blueline in the gymnasium, socially distanced from one another.
  - Parents/guests who wish to attend assembly will be on the stage behind the Preschool and Prekindergarten (reminder with masks, keeping social distancing)
  - Students will leave assembly by grade.
    - Students will use hand gel sanitizer as they enter the classroom.
- Students who are late for school (8:15 or later) must come through the front door to have their temperatures taken. The office staff will then release them to their class.

**#2 Daily Sanitation Protocols:** the following areas will be disinfected daily including; desks, common tables, counter tops, doorknobs and handles, hands-on-learning items, bathroom fixtures, phones, and other areas. The playground climbing equipment will be disinfected daily.

### **#3 Hand Sanitizer Stations**

- Teachers, staff, and students will be able to use hand sanitizers that are installed at building entrance and in every classroom.
- Students will be encouraged to get into the habit of using hand sanitizer after sneezing, coughing, and blowing their noses.

### **#4 Hygienic Practices done at home that will help your child at school:**

- We encourage parents to promote the same hygienic practices we will direct students to practice at school, including:
  - covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward;
  - washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet;
  - keeping hands away from nose, mouth, and eyes; and
  - avoiding the sharing of food, drinks, and personal care items (e.g. lip balm).

### **#5 Classroom Seating**

- Classroom desks will be spaced per distancing protocols and where needed; Plexiglas will be used.

**#6 Hallways** Teachers will work with students to help them understand how to maintain spacing while moving through the hallways. Such spacing will be described as “personal space bubble”. What is “a personal space bubble”? A personal space bubble is an imaginary bubble around yourself to represent the comfortable distance between you and other people or objects. Each person has varying comfort levels of personal space bubbles. (See #18 on page 8 of this booklet for more information. (It is also found in bulletin #3 sent via email July 25). This concept is not just for a pandemic, rather it is needed for life.

- Floor markings have been placed to help students learn how to keep spacing.
- Students will be instructed to stay to the right when moving through the hallways and the stairs.

### **#7 Bathrooms**

- For health, we have installed partitions between sinks and urinals.

### **# 8 Library**

- Students will be allowed to check out books as usual.
- Books will be placed in a bin when returned and cleaned.

- Only 4 students-will be allowed in the library at a time.

### **#9 Lunch:**

Students may bring cold lunch from home or purchase the school hot lunch (*charged at the end of the month*)

- Hot lunch will be delivered, covered, to classrooms.
- Students are not to share their food with others.
- Students will eat lunch in their classrooms. Pre-school and pre-kindergarten will eat lunch in the lunchroom.

**#10 Lunch Recess:** half of the school will eat lunch while the other half are at lunch recess. Then they will switch.

### **#11 Recess Procedures**

- Recess will be held outside (except in inclement weather). Number of students out at a time will be determined by staffing and area able to be used. All students will have appropriate recess.
- Playground equipment and balls can be used.
- Students will be encouraged to be aware of their “personal space bubble” during recess.
- Students will be encouraged to avoid touching their eyes, nose, and mouths (not only at recess, but during the day).
- Students will be socially distanced from each other upon entering the building, walking through the hallways, and in their classrooms.
- Students will wash their hands with soap and water upon returning to the classroom as well as when they use the bathroom, before eating, and when coming in from outside.

### **#12 Mass**

- So as to accommodate the school, Father Joe has said he will celebrate Mass on Friday’s at 9:00 a.m. in the school gym. Students will wear masks and be social distanced.
- Others than students are welcome to celebrate Mass with us. However, anyone who attends the school Mass must wear a mask (**unless 4 or younger**).\*\*

(\*\* Per regulations as set forth by Moscow City Council for all public places, including schools, persons coming into the school **must wear masks**. This has also been requested by Bishop Peter Christiansen of the Diocese of Boise and by Fr. Joe Mc Donald, our pastor.)

**#13 Physical Education** will be held for all grades Pre-school – 8<sup>th</sup> grade.

- Physical education will be outside as much as possible. Physical education is vitally important to a child’s daily routine and their social, emotional, cognitive, and physical growth. We will have a variety of different kinds of activities as we always have in our curriculum.
- Students will be able to use PE equipment and all students will wash their hands after PE.
- All preschool through 8<sup>th</sup> grade classes will have physical education.

#### #14 Music

- Music classes will be held for the K- 8<sup>th</sup> grades.
- Classes will be adjusted as needed to fit the current situation.
- Choir & Band to be determined. (May do handbells and drum band).

#### #15 Pick-Up

**Due to the size of the hallways, no one may come into the school to pick-up (or drop-off) students until this pandemic is gone.**

*When the weather is good:*

- Each teacher will lead their entire class outside the building to their designated area for pick-up.
- Those students who will be in childcare are to line-up on an X on the blacktop to enter the lunchroom/stage area for childcare at 3:15 pm, when the bell rings.

#### #16 GENERAL SICKNESS PROTOCOLS

Should a student become sick in school, s/he will be sent to the main office where his/her temperature will be checked and assessed. Parents will be contacted.

- The student will remain in designated sick area until parents arrive.
- Parents are required to keep the child home for at least **48 hours** after a fever subsides without the use of fever-reducing medicines.

**#17 PROCEDURES DEALING WITH COVID19:** The following procedure is to be used if a student or employee is identified as COVID-19 positive or suspected positive.

- a. Student or employee will be asked to isolate in the holding room.
- b. For students, the front office will call parents or legal guardians for pickup.
- c. Any employee interacting with the confirmed or suspected case will be provided with a mask, face shield, and gloves.
- d. If a student or an employee has been diagnosed with COVID-19 they may not return to school for 14 days.
- e. **All students in the class (and teacher)** as well as **siblings of the diagnosed person** will be quarantined for 14 days.
- f. If a family member is diagnosed with Covid-19, the student(s) of that family are not allowed back into the school until the family member is healed.
- g. Depending on the spread of COVID we may have to implement a short-term per the District 2 Health Department guidelines.
- h. The Administrative Team will coordinate the quarantine decision with Fr. Joseph McDonald, teachers, parents, and School Board Chair.
- i. The Administrative Team will provide the school's parents with appropriate details and exposure information.

- j. Names of individual(s) diagnosed with Covid-19 cannot be shared (HIPPA requirement).
- k. The Administrative Team will coordinate the quarantine decision with Fr. Joseph McDonald, teachers, parents, and School Board Chair.
- l. Distance learning will be provided.

**\*\* All students, teachers, and staff will sign that they will not attend school while sick with fevers, vomiting, and/or probable or known case of Covid-19. Parents need to sign the “COVID-19 PANDEMIC NOTICE AND ACKNOWLEDGEMENT OF RISK FORM” on page 9 of this booklet before starting school. (This form has been required of all Catholic Schools in Idaho by the Diocese of Boise.)**

### Decision Matrix for Parents

**How do I, as a parent, make the decision about my child attending school?**

<b>Situation</b>	My student has a fever or is vomiting	My student has COVID-19 symptoms or came in contact with a confirmed COVID-19 case
<b>What's Next</b>	The student must stay home	Student and siblings (if applicable) must stay home
<b>Next Steps</b>	Inform the office of student illness and coordinate with teacher to obtain and complete assigned schoolwork	Inform school office of the situation, obtain medical diagnosis or recommendation, and move to Distance Learning
<b>Return to School?</b>	After 72 hours without fever or vomiting and without fever-reducing medication	After obtaining medical clearance to return to school and in consultation with Mrs. Debbie Johnson, main office and Dr. Beller, principal.

## #18 Distance Learning When Sick or Quarantined

If a child/family is required to quarantine, or if their screenings indicate a temperature of 100° F or higher students will receive distance learning through the school via GoogleMeet.

- A schedule will be posted on the class site in *Beehively* (our student information system) for when the student should log into google meet throughout the day for live instruction with their class.
- While these sessions will not cover all the in-class time, they will provide homebound students with the help to stay current with their core academic skills.
- Students will be expected to complete and submit classwork distributed to them by their teachers and submit through the googlesuite platform.
- Teachers will be in close contact with homebound students and will make
  - *At least* weekly phone calls to parents (at a minimum).
  - School materials will be made available to homebound students.

## #19 Information About Personal Bubble Spaces

A *personal space bubble* is an imaginary bubble around yourself to represent the comfortable distance between you and other people or objects. Each person has varying comfort levels of personal space bubbles. Some are larger than others. People, places and even things can influence your personal space bubble. For example, most of us are comfortable with a shorter distance between ourselves and family members versus teachers, other adults or even friends. Maybe you feel more comfortable with people in your own home or familiar places versus new situations or locations. There is generally considered to be four distinct zones of personal space:

- (1) intimate space (0-18 inches) i.e. for hugging or whispering,
- (2) personal space (18 inches to 4 feet) i.e. Interactions for family and good friends,
- (3) social space (4 to 10 feet) i.e. interactions between acquaintances, and
- (4) public space (10 feet+) i.e. public speaking.

You may ask is the concept of a space bubble important? Yes, it is. A key one, not every person has the same personal space. It is important to be able to respect one another's space. This is learned as we age. Young children will crawl onto your lap, touch your face or slobber on your shirt with no sense of personal space but as we get older we begin to follow social cues and begin to establish our comfort levels with personal space for ourselves and others. The ability to maintain proper personal space helps to establish effective communication and good interpersonal relations.

*(Information about personal space bubble was from Your Therapy Source)*

**IGNITING** *faith, knowledge, creativity and service*



**ST. MARY'S PARISH SCHOOL  
COVID-19 PANDEMIC**

**NOTICE AND ACKNOWLEDGEMENT OF RISK FORM: (This form has been required of all Catholic Schools in Idaho by the Diocese of Boise.)**

Our goal is to provide a safe environment for our students, parents and staff, and to advance the safety of our local community. This document provides information we ask you to acknowledge and understand regarding the COVID-19 virus.

The COVID-19 virus is a serious and highly contagious disease. The World Health Organization has classified it as a pandemic. You could contract COVID-19 from a variety of sources. We want to ensure you are aware of the potential risks of contracting COVID-19 associated with a school setting.

The COVID-19 virus has a long incubation period. You, your child, and the school staff may have the virus and not show symptoms and yet still be highly contagious. Determining who is infected by the COVID-19 is challenging and complicated due to limited availability for virus testing.

We will be following the guidelines and utilizing all necessary personal protective equipment mandated by OSHA, the CDC, and the local health department. We truly care for the health and safety of all children and want what is best for your child. We have implemented increased health and safety practices to prevent the spread of respiratory viruses.

A complete copy of our best practices and COVID-19 Health Safety Policies are available on our website.

**ACKNOWLEDGEMENT:**

I confirm that I have read the Notice above and understand and accept that there is a risk of contracting the COVID-19 virus in the school setting for myself and my child.

I understand and accept the potential risk of contracting COVID-19 from contact at this facility.

I also acknowledge that my child and/or I could contract the COVID-19 virus from outside of this facility and unrelated to my child's enrollment here.

To help promote a safe environment at the school, I will not send my child to school if they are exhibiting symptoms of COVID-19, or if they have been exposed to COVID-19.

I have read and understand the information stated above:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Printed Name

Please print the names of your students attending St. Mary's Parish School:

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