

# St. Martin of Tours School

## 2020-2021 RE-OPENING PLAN

### Level 1 Plans for Teachers and Staff

#### **Schedule:**

- Students will begin the year on September 1 on campus.
- All students will attend school under a normal schedule (unless they have opted for online learning).
- Students will rotate classes as planned.

#### **Visitors:**

- Visitors are required to wear a mask when entering the school building.
- Visitors will be limited to the school office ONLY - call 661-7609 BEFORE being admitted to the building.
- Parents/Guardians picking up sick children will do so from the Harding Ave. entrance.

#### **Mass and Large Gatherings:**

- School Masses will follow the protocols in place by the Archdiocese of Cincinnati and our parish.
- Assemblies and other large gatherings will be very limited and/or cancelled.
- Recess will operate with safe social distancing the main priority.

#### **Cleaning and Disinfecting:**

- Maintenance/Cleaning crew responsibilities - wipe down high touch points (door handles, doorknobs, push plates, drinking fountains, hand rails, bathroom faucets and toilet flush handles); check soap, paper towel, and hand sanitizer stations to refill as needed; sanitize bathrooms periodically; empty garbage receptacles and change garbage bags daily.
- Teaching staff responsibilities - periodically disinfect student surfaces throughout the school day with disinfecting wipes and/or sanitizing spray throughout the day or before/after class changes, disinfect student surfaces after school using disinfecting supplies that will be provided for every classroom.

#### **Social Distancing/Health Procedures:**

- ALL students are required to wear a face covering at ALL times per the Governor's orders.
- When students arrive to school, they will enter the Activity Center (Gym) doors where there will be stations set up in the gym to take temperatures. This process will be communicated in the near future.
- Arrange classroom seating to limit face-to-face contact as much as possible. Seating should face the same direction.
- Safe social distancing should be practiced as much as possible.
- Hallway movement should be organized so that students do not cross traffic. When possible, stay to the right when traveling in hallways and stairwells. Stairwells should be limited to one class at a time.
- Homeroom teachers should frequently remind students about washing hands, using hand sanitizer, covering their mouths while sneezing/coughing, maintaining safe social distancing, etc..

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## 2020-2021 RE-OPENING PLAN

### Level 1 Plans for Teachers and Staff (continued)

- Hand sanitizer will be available in all classrooms as well as entrances and exits to the school building.
- Signs and posters will be in place throughout the school reinforcing good hygiene practices.
- Students will not be permitted to bring in birthday treats or other foods to share.
- Water fountains will only be used for refilling water bottles.
- Students should refrain from hugs, handshakes, high fives, etc..
- Classrooms will be stocked with cleaning and disinfecting supplies.

#### **Temperature Screenings:**

- Parents should conduct a student wellness check, including temperature check, prior to sending a student to school. Students with a temperature of 100 degrees or above and/or feeling ill should stay home to maintain a healthy school environment.
- All staff will be required to get temperature checks daily upon arrival.
- All students will get their temperature taken in the gym before entering the school building. There will be at least 4 different stations for temperature checks done by school/parish staff. There will be at least one gym station staffed until 8:00am for any late arrivals. If arriving after 8:00am, come to the main school entrance and the student(s) will have their temperature checked in the main office.
- Any student with a temperature of 100 degrees or above will be isolated on the stage (if temperature check is done in the gym) or the “old office” room near the current nurse’s office.
- Any student or staff member with a temperature of 100 degrees or above will be sent home.
- Students, teachers, and staff must be free of contagious symptoms, including any fever, for 24 hours, without medication, before returning to school.

#### **Covid-19 Diagnosis:**

- If a student or staff member is diagnosed with Covid-19, St. Martin of Tours School will notify the Hamilton County Health Department. Guidance will be provided to St. Martin of Tours School regarding the next steps.
- It is anticipated that a diagnosis will result in a 10-day quarantine outside of school. Any possible further steps will be under the advisement of the Hamilton County Health Department.

#### **School Nurse:**

- The nurse’s office will remain in the same place. The current office will be used for students needing things from the nurse like first-aid, medications, routine needs, etc.. The “old office” room will be used for students with a fever and/or exhibiting symptoms of Covid-19.
- Visits for routine needs will be limited to emergent situations only or for medication in order to avoid any possible transmission.
- Any student with a temperature of 100 degrees or above will be sent to the nurse’s office with a special pass indicating a fever (all classrooms will be equipped with a touchless thermometer for teacher use). The teacher will call the office as well.
- Parents/Guardians will pick up sick children via the Harding Ave. entrance.

# St. Martin of Tours School

## 2020-2021 RE-OPENING PLAN

### Level 1 Plans for Teachers and Staff (continued)

#### **School Closure for Illness:**

- The school administration will close school when 20% or more of the school population (staff and/or students) are absent.

#### **Restrooms:**

- Handwashing as much as possible is mandatory for all students and staff after using the restroom.
- Only one class will use a restroom at a time. A schedule has been developed to ensure safe social distancing. Every attempt should be made to have students use the restroom during that time slot.
- If needed, the restrooms in the Activity Center may be used, especially since there is only one Girls' restroom in the main school building.
- The restroom in the nurse's office will be used as a "sick" restroom only.

#### **Classrooms:**

- Assigned lockers and storage spaces should be spread out as much as possible.
- Students in grades 6-8 will be permitted to use a backpack to carry needed supplies when switching classes.
- Shared classroom supplies should be limited as much as possible. To make this possible, please send students to school with ALL needed supplies.
- All teachers will have access to schedules and other needed information.
- Keep classroom doors open to maximize airflow and reduce the number of touches on the door handles.
- Ceiling fans and other fans should be utilized along with open windows and doors to provide the constant exchange of air.

#### **Cafeteria:**

- Students ARE NOT permitted to share food.
- Safe social distancing will be observed as much as possible in the serving lines and at the tables.
- Students will sit with their homeroom classmates ONLY while in the cafeteria.

#### **Office:**

- Only teachers may have access to mailboxes in the office. Do not send students on errands to the office.
- The number of people in the office will be limited to 3 (not including office staff) at any one time. There is a drop box at the main entrance for forms and paperwork that need to be returned to the office.
- All furniture except for one chair will be removed from the main office area.
- Students will not do announcements at the end of the day.
- Parents/Guardians picking up sick children or coming to school for any other reason during the day, will call the school office at 661-7609 upon arrival. The office staff will sign out the student(s) if needed and escort them to the door. If forgotten items are being dropped off, office staff will come to the door to retrieve them.
- The school office will be utilized for official school business ONLY. Anyone who needs to come to the office for official school business should call 661-7609 BEFORE ringing the bell for entry.

# St. Martin of Tours School

## 2020-2021 RE-OPENING PLAN

### Level 1 Plans for Teachers and Staff (continued)

#### **Absences:**

- The Tardy/Absence Policy may need to be revised for the 2020-2021 pending how the temperature taking process is working. For at least the first 7 school days, students will not be considered tardy unless entering the school building after 8:00am and it is not due to having a temperature check here at school.
- Students should take ALL materials home if sent home with Covid-19 symptoms in case of a positive test result and the expected quarantine period.
- Students will not collect work for other students who are absent.

#### **Homework:**

- Teachers will utilize either Google Classroom and/or SeeSaw to post essential work (classwork and homework) each day. Students who are absent will be able to see those assignments and complete them if possible.
- We will utilize Google Classroom and/or SeeSaw as the platform for assignments and other resources as needed.
- If print copies of work are needed in the primary grades (K-2), special arrangements can be made to pick up these materials.

#### **Technology:**

- If a family needs a device for remote/online learning, the school will provide this for them.
- Students will have their own device assigned to them for use at school and at home if necessary.

# St. Martin of Tours School

## 2020-2021 RE-OPENING PLAN

### Level 2 Plans for Teachers and Staff

#### **Schedule:**

- All students will attend school five days a week (unless they have opted for online learning).
- Students will stay in homerooms all day with teachers rotating classrooms.
- Specials teachers will conduct class in the homerooms.

#### **Visitors:**

- Volunteering in the school building will be suspended.
- Visitors will not be permitted in the school during the school day with very limited main office access - call 661-7609 BEFORE being admitted into the building.
- Parents/Guardians picking up sick children from school will go to the Harding Ave. entrance/exit.
- Any school meetings (parent/guardian, staff, etc.) will be held via phone or virtual platform.

#### **Mass and Large Gatherings:**

- School Masses will follow the protocols in place by the Archdiocese of Cincinnati and our parish.
- All assemblies and other large gatherings will be cancelled.
- Recess will be held in classrooms. Individual homerooms may have outdoor recess if isolated from other homerooms.
- Parent-Teacher Conferences and other events could be conducted virtually or cancelled altogether.
- All field trips are cancelled.

#### **Cleaning and Disinfecting:**

- Increase cleaning of shared spaces - mainly restrooms and water refill stations.
- Possible need to collect trash from homerooms after lunches if necessary.

#### **Social Distancing/Health:**

- Classroom seating will be arranged to limit face-to-face contact and to maximize safe social distancing.
- Hallway movement will be limited to bathroom access.
- Limit student access to storage areas (lockers, closets).

#### **Technology:**

- If a family needs a device for remote/online learning, the school will provide this for them.
- Students will have their own device assigned to them for use at school and at home if necessary.

#### **Cafeteria:**

- Cafeteria access may be limited to those buying lunch while packers eat in classrooms.

# St. Martin of Tours School

## 2020-2021 RE-OPENING PLAN

### Level 3 Plans for Teachers and Staff

#### **Schedule:**

- A reduction in the number of students in a classroom will be enacted. A certain number of students would attend in-person classes on Monday and Wednesday while others would attend on Tuesday and Thursday.
- Friday would be an online only day for all students and staff.
- Students would be given at-home assignments for days not present in school.
- Students in the same household would follow the same schedule. Parents would be consulted to allow for the matching of schedules whenever possible.
- Scheduled off days MAY be eliminated.

#### **Mass and Large Gatherings:**

- Students will not attend Mass.
- Lunch will be held in classrooms.
- Recess will be held in classrooms. Individual homerooms may have outdoor recess if isolated from other homerooms.

#### **Cleaning and Disinfecting:**

- The building will be cleaned thoroughly on Fridays.

#### **Social Distancing/Health:**

- Classroom seating will be arranged to limit face-to-face contact. Students will be spaced six feet apart without exception.
- Hallway movement will be limited to restroom access.

#### **Technology:**

- If a family needs a device for remote/online learning, the school will provide this for them.
- Students will have their own device assigned to them for use at school and at home if necessary.
- Google Classroom and SeeSaw will be the platforms used for all online learning.
- Attendance will be taken daily and grades will be given as normal.

# St. Martin of Tours School

## 2020-2021 RE-OPENING PLAN

### Level 4 Plans for Teachers and Staff

#### **Schedule:**

- Students will learn from home.
- A more rigorous schedule will be implemented for students to follow (as compared to March-May 2020).
- Attendance will be taken daily.
- Regular grading practices will be used.
- Scheduled off days MAY be eliminated.

#### **Visitors:**

- Access to the school building will be limited to school staff.
- Pick up and drop off of supplies may be coordinated for parents/guardians only.
- Students will not be permitted to enter the school building.

#### **Mass and Large Gatherings:**

- All school events will be cancelled.

#### **Assignments:**

- Students are expected to maintain due dates and deadlines created by the teachers.
- The Google platform will be used for assignments and classes.

#### **Technology:**

- If a family needs a device for remote/online learning, the school will provide this for them.
- Students will have their own device assigned to them for use at school and at home if necessary.
- Google Classroom and SeeSaw will be the platforms used for all online learning.