



SAINT JAMES ELEMENTARY SCHOOL

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



Table of Contents

Forward	4
Introduction	6
Resources	6
Guiding Principals	7
Phases and Timelines	7
Visitors and Volunteers	8
School-Home Communication	8
Social-Emotional Well Being	8
Health and Safety Protocols	9
Protocol For Symptomatic Staff and Students	9
Protocol for Testing Positive for COVID-19	10
Remittance Procedures	11
Face Coverings	12
Entrance Procedures	12
Hallways and Common Spaces	12
Restrooms	13
Classrooms	13
Snack/Lunch	14
Recess	14

Dismissal	14
Early Pick-Up	14
Bus Protocols	14
Before and After Care (EDP)	14
PTA	15
Drills	15
Academics	
Elective Remote Instruction	16
Remote Learning Guidance	16
Grading	17
Attendance	17
ISP	17
Catholic Identity	18
Facilities Cleaning Practice	19
Covid-19: Daily Home Screening Check List	20
Remote Learning Request Form	21

SAINT JAMES ELEMENTARY SCHOOL

REOPENING SCHOOL PLAN

Forward

This plan was created to aid in navigating the reopening of our school during a pandemic phase of COVID-19. In all stages and phases of pandemic response and recovery, SJES will always keep the safety of our students and staff at the forefront and comply with Center for Disease Control (CDC), American Academy of Pediatrics (AAP), state, and local guidelines.

The following guidelines are:

- Based on current information from the Center for Disease Control (CDC), American Academy of Pediatrics (AAP), state, and local officials.
- Flexible and alterable to accommodate for any newly communicated information from health or state officials.
- Amendable to specific school guidelines that may need to be addressed/changed.
- Practical and age appropriate.
- **Intended to mitigate not eliminate the risk of contracting or spreading COVID-19.**

Our goal for the fall is to safely bring back students to an in-person school setting, to maximize learning and address our students' holistic needs.

There is a clear consensus from both education and medical groups that school plays an important role in supporting students' social-emotional needs, including their mental and physical health, and in mitigating the impacts of trauma. More importantly, we know that our faith also plays an integral part in our physical and emotional well-being. Our faith enhances coping skills and promotes connectedness.

With appropriate health and safety guardrails in place and with adherence to a comprehensive set of critical health and safety requirements, we can bring our students, staff, and families safely back to school.

Most of us are now quite familiar with the **critical health and safety practices** that reduce the risk of transmission of COVID-19. These include rigorous hygiene and handwashing, use of masks/face coverings, physical distancing, reducing interaction

between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others.

It is important to keep in mind that it is not one mitigation practice, but a ***combination*** of all the above mentioned practices taken together that will substantially reduce the risk of transmission. **Therefore it is critical that we all work together to establish a culture of health and safety in our school that focuses on regularly enforcing the above mentioned important practices.**

All guidance in this document is based on the best information we have as of mid-July. We will carefully monitor the data in the coming weeks and months.

Planning for reopening in this “new normal” will not be easy. To have a successful school year, we will all have to work together, be flexible and responsive to data, and willing to course-correct as necessary. We all play a critical role in supporting the new culture of health and safety that our school must establish. Most importantly, families can help mitigate the transmission of COVID-19 by checking their children daily for any COVID-19 symptoms and keeping them home from school if they are sick or have had close contact with a person diagnosed with COVID-19. Families can also contribute by supporting the use of masks in school and on the bus, arranging alternate transportation whenever possible, communicating with teachers, and continuing to follow state guidance on health and safety outside of school.

We believe the actions brought forth in this plan are in the best interests of our students, families, staff and community.

Introduction

This School Reopening Plan provides specific guidance to safely reopen our school. This document outlines a number of strategies needed to embrace the new normal in education. The strategies outlined in this plan are based on information gathered from various health sources, NJ Department of Education, and from the Diocese of Trenton Department of Education. Strategies may be changed, modified or updated as new information is provided by AAP, CDC, WHO, MCRHC, NJDOE and the Diocese of Trenton Department of Education. Please review this document carefully as it contains information that pertains to you and/or your child.

This is the first pandemic for all of us. We will all need to be patient, support one another, and pray and work together now more than ever.

RESOURCES

American Association of Pediatrics (AAP):

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

World Health Organization (WHO):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

New Jersey Department of Education (NJDOE):

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

Monmouth County Regional Health Commission (MCRHC):

<https://www.mcrhc.org/>

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students the following guiding principles have been put in place:

1. Employee and student safety measures
2. Health Guidelines
3. Support for Families

PHASES AND TIMELINES

Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> ● Purchased supplies and equipment ● Prepared detailed work schedule for phases ● Prepared building for reopening with thorough cleaning
Phase 1	August	<ul style="list-style-type: none"> ● Implement social distancing protocol and open facilities with limited access/use
Phase 2	August	<ul style="list-style-type: none"> ● Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none"> ● Open school ● Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies ● Determine what restrictions/guidelines stay in place

SAINT JAMES ELEMENTARY SCHOOL

STRATEGIES FOR REOPENING SCHOOL

VISITORS AND VOLUNTEERS

- Visitors and volunteers **will not** be allowed into the building until further notice and guidance from CDC or state government.
- If picking up a sick child, parents will announce themselves at the front door and student will be escorted out by a staff member.
- All items are to be left in the bin outside by the front door.

SCHOOL-HOME COMMUNICATION:

We will continue to communicate using various platforms. It is crucial at this time that all families sign up for SJES School E-Blasts and ensure that the school has your most up to date contact information.

- Parents and students should check:
 - email often
 - school website
 - Google Classroom for daily assignments
 - teacher eBoards for information
 - for School Alert System
 - for eBlasts

SOCIAL-EMOTIONAL WELL BEING:

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. Our school social worker is prepared to assist with resources and guidance to address the needs of our students, staff, and parents.

The school social worker will be visiting classrooms and conducting lessons on social emotional learning.

HEALTH AND SAFETY PROTOCOLS

- Employees and students will complete the Daily Home Screening Checklist at home (check list is located at the end of this document).
 - **Parents are to complete the Parent Portal COVID-19 Check Report EACH DAY by 7AM.**
 - If a student comes to school and school personnel **cannot** confirm that the Parent Portal COVID-19 Check was conducted, that child's temperature will be taken upon entry to the building and parents will be called. **FOR EVERYONE'S SAFETY AND WELL BEING WE ASK THAT ALL INDIVIDUALS CONDUCT THE DAILY HOME SCREENING CHECK LIST AT HOME.**
 - Employees will confirm that they have conducted the Daily Home Screening Checklist in the Staff Sign-in Sheet.
- **Random temperature checks may be conducted as students enter the building.**
- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others until student or staff member can be picked up.
- SJES will follow the 14 day quarantine for travelers from **states identified as at-risk**. Please click on the following website for more information.
<https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

PROTOCOL FOR SYMPTOMATIC STAFF AND STUDENTS

If during the course of a school day an individual becomes ill, that individual will report immediately to the nurse's office.

- The school nurse will follow current State of New Jersey Communicable Disease Service guidance for illness reporting: <https://www.nj.gov/health/> and contact Monmouth County Regional Health Commission (MCRHC).
- Students and staff who exhibit symptoms related to COVID-19 will be safely and respectfully isolated from others until student or staff member can be picked up.
 - The individual will remain in isolation until he/she leaves the building.
 - The individual will be provided a mask and gloves for their protection.
 - The nurse and others attending the suspected infected person, will also wear a protective mask and gloves while working with the suspected

infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).

- The nurse will continuously monitor the individual's symptoms.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and sent home.
- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. The name of the infected individual will only be provided to the local health department if requested.
- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

PROTOCOL FOR A STAFF MEMBER OR STUDENT TESTING POSITIVE FOR COVID-19

When an individual **tests positive** for COVID-19, the school nurse will:

- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting: <https://www.nj.gov/health/> .
- Immediately notify the Local Public Health Department.
 - SJES may provide the following information when consulting with the Local Public Health Department
 - The identity of the person with COVID-19 or probable COVID-19 as well as their address, phone number and e-mail.
 - The date the person with COVID-19 or probable COVID-19 was last in the building.
 - The date the person developed symptoms.
 - Types of interactions the person may have had with other persons in the building or in other locations.
 - How long their interactions were with other persons in the building.
 - If other persons in the class or building have developed any symptoms.
 - Any other information to assist with the determination of next steps.
 - Individuals who may have been in **close contact** with suspected COVID-19 person will be contacted and may be advised to carry out self-screening every morning, and based on the results, employees should contact the HR department/doctor and parents should contact their child's pediatrician/general practitioner.

- Please visit the CDC website for the most up to date definition of **Close Contact**
 - [CDC Definition of Close Contact](#)
- If an individual tests positive for COVID-19 and was present in school, maintenance will conduct a 'Deep Cleaning' using approved EPA solutions and the Electrostatic Sprayer.

REMITTANCE PROCEDURES AFTER RECOVERY FROM COVID-19

School remittance procedures for students and employees after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the Department of Monmouth County Regional Health Commission. Currently (as of July 20, 2020) CDC is recommending that schools immediately notify local health officials once learning of a COVID-19 case in someone who has been in the school. The local health officials will help administrators determine a course of action. Decisions will be made based on the most up to date CDC recommendations and on a case by case based on the local health department recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

NOTE: Staff members and students returning to school after recovering from COVID-19 MUST call the nurse a day prior to returning to school.

The following remittance guidelines are:

- subject to change depending on the most current CDC guidelines.
- not all inclusive.
- dependent on the individual's exposure to COVID-19.
 - A medical clearance note.
 - A negative COVID-19 test result.
 - 10 days after testing positive to COVID-19, fever free for 24 hours and no other symptoms.
 - For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA
 - For individuals exposed to COVID-19, 14 days after exposure.
 - For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. A note from a physician is required.

FACE COVERINGS

Face masks/coverings **MUST** be school appropriate and shall not interfere with the school's dress code policy.

The school will be providing lanyards for students' face masks/coverings.

STAFF

- School staff is **required** to wear a face mask when social distancing cannot be maintained or unless doing so would inhibit the individual's health.
- School staff may instruct using a face shield while practicing social distancing.

STUDENTS

- Students are strongly encouraged to wear face coverings (unless doing so would inhibit the student's health) and are required to do so when:
 - social distancing cannot be maintained.
 - when entering the building.
 - when moving about the classroom and building.

ENTRANCE PROCEDUES

- All students will enter the building wearing a mask.
 - Students will enter the building using the Front Doors and the side doors (Drummond Place across from the playground and Broad Street doors on RBC driveway side).
 - Grades 5 to 8 will use Broad Street entrance
 - Grades 2 to 4 will use Drummond Place entrance
 - Kindergarten, 1st grade and AM Preschool EDP will use Front Doors.
 - There will be tape on the sidewalk, stairs and inside the school building to identify safe social distancing.
- Students will report directly to Homeroom
- Hand sanitizer will be available for use as students enter the building.

HALLWAYS AND COMMOM SPACES:

- Maintenance staff will throughout the day clean highly touch surfaces (e.g. handrails, door handles).
- To reduce the number of students walking in hallways, students will exit classrooms for recess and lunch at staggered times.
- Staircases will be labeled as 'Down' and 'Up'.

- Students and staff **MUST** wear face coverings when walking in hallways and common spaces where social distancing may not be able to be maintained.
- Staff members will escort students to common areas to ensure social distancing and prevent hallway gatherings.

RESTROOMS:

- Students must wear a face covering while using the restrooms.
- Teachers will monitor use of restrooms to maintain social distancing.

CLASSROOMS:

- **The school will allow for social distancing within the classroom to the maximum extent practicable. In addition:**
 - Desks will be turned to face the same direction.
 - **Shield guards will be placed on desks.**
 - When possible windows will be open, ceiling fans will be on and classroom doors will be left open.
- When possible teachers will take students for a walk outside with weather permitting.
- Students are strongly encouraged to wear face coverings and are **required to wear a face mask when:**
 - Social distancing cannot be maintained (unless wearing a face covering would inhibit the student's health).
 - **Walking about the classroom**
- Students will not change classrooms for subjects. Teachers will move from classroom to classroom.
- Teachers' desks will be at least six feet from the nearest student desk.
- Teachers may use the outside space to conduct classes when seasonally appropriate.
- There will be minimal mixing between groups/cohorts (recess/lunch).
- Hand sanitizer will be available in every classroom.
- **No use of shared objects.** Students **MUST** bring in their own supplies (pens, pencils, coloring instruments, etc).
- Students will keep their supplies and books in a Ziploc Bag under their seat.
- A disinfectant spray bottle containing an approved EPA solution will be placed in each classroom for teacher use: EPA no. 1839-95

SNACK/LUNCH:

- Students may NOT share food.
- Students will wash/sanitize their hands before eating.
- Students in grades K-4 will eat snack and lunch in their classrooms.
 - Students in grades K-2 MUST bring in a bag lunch.
 - Grades 3 & 4 will have the option to purchase a Grab-and-Go lunch which will be delivered to the classrooms.
- Students in grades 5 to 8 will eat lunch in the cafeteria.
 - Students may purchase Grab-and-Go lunch.
 - Students will be seated 6 feet apart.

RECESS:

- Students will remain with their class (cohort). There will be no mixing of cohorts during recess.
- Students will remain in designated playground areas. Cones will be used to create boundaries between groups.
- All playground equipment will be sanitized after use.

DISMISSAL:

- Will be staggered with 'Walkers' being dismissed first.

EARLY PICK-UP

- Parents will announce themselves at the door and student will be escorted out by a staff member.
- We strongly discourage early pick-up as it not only disrupts a child's learning, **but it also places undue hardship on our staff.**

BUS PROTOCOLS

- Schools will follow the protocols outlined by the local district providing busing. Please contact your local school district for information.

BEFORE AND AFTERCARE PROGRAM (EDP)

- SJES will adhere to all applicable social distancing requirements and hygiene protocol during EDP (Extended Day Program).
 - Student must be registered.
 - No sharing of toys, materials, or food.
 - We ask that your child bring in their own pencils, pens, crayons, etc.

- At Pick-Up, parents will announce themselves and wait for a staff member to walk student out.
- Students will be encouraged to wear face coverings, wash their hands and practice social distancing.
- Hand sanitizer will be made available.

PTA

All meetings will be held virtually until further notice.

DRILLS

Practice required emergency drills within the classroom setting to avoid cross grouping and communal areas

- Teachers will discuss drills with students.

ACADEMICS

Saint James Elementary School is committed to providing a rigorous academic education rooted in the Catholic faith and in supporting students' social-emotional needs. We recognize the importance of in-person learning while also understanding that some students may not be able to physically be present at this time. SJES is therefore offering Elective Remote Instruction.

ELECTIVE REMOTE INSTRUCTION

- If a family decides that they do not wish to send their child to school for in-person instruction while school is in session, we will have the ability to provide **synchronous** home instruction.
 - This will require the student to sign in to Google Classroom every day, for each class according to his/her schedule.
 - Student will need to continue with synchronous home instruction for a period of 4 weeks.
- If a student is required to quarantine or contracts COVID-19, that student may participate with synchronous learning once approved by the administration.
- Elective Remote Instruction will need to be scheduled and approved by the administration to ensure that the minimum requirements for home are in place and that the parents understand the home responsibilities.
 - *Please see Remote Learning Request Form at the end of this document.*

REMOTE LEARNING GUIDELINES FOR PARENTS AND STUDENTS:

- Designate a workspace for remote learning. Keep supplies (computer, texts for school, paper, pencils, etc.) easily accessible and organized.
- Given the extraordinary nature of online learning, even higher behavioral expectations for school are required. When behavior expectations are not met, teachers may report this to the Administration, as they would when at school. The Administration will communicate with students and families as needed.
- Ensure that student joins class on time and follows all instructions given by the teacher. Teachers will be taking attendance for each class period.
- To better replicate the classroom experience, all students should attend online classes with video on and microphones muted.
- When attending classes online, all class work, test and quizzes must be handed in by the end of the class period unless teacher has advised otherwise.
- Only students registered for the class should attend remotely.
- To help maintain the integrity of our on-line learning and maintain trust with your teacher and other students in the school. Students will not share videos, documents, chats, etc.

- Student must adhere to the Saint James Elementary School Acceptable Usage Policy: [Acceptable Usage Policy](#)
- Keep distractions to a minimum. Avoid using phone or having several tabs open when meeting with class online. Keep only the tabs needed for your work open.
- Students should follow Handbook Dress Down protocol when attending Google Meets (e.g. no hoodies, no pajamas, neatly dressed).

GRADING:

Teacher will continue to use grade-level assessments. Assessments will be virtual, formative, and summative through our online platforms and by student work. Student progress will be continuously monitored and addressed on a weekly basis.

- Grading policy can be found in the Student Handbook.
- Students are expected to complete assignments to receive credit for the courses for this school year. The grading policy is located in the school handbook.
- Parents are advised to check the Genesis Parent Portal to stay informed on student's progress.

Attendance:

- Attendance will be determined by online contact through Google Classroom. If students are not completing work or participating in learning, teachers will be contacting parents to develop plans for student engagement based on the needs of each student. The Administration will also be notified.

CATHOLIC IDENTITY

Saint James Elementary School is committed to supporting our students' faith formation and development. We provide a learning environment that infuses our faith in all subject matter. Students learn Christian values by witness of adults and through participation in the Sacraments, feast-day celebrations, and prayer. Students also come to learn Christian values by example and word. To continue to build our faith community during online learning:

- Morning classes will begin with a prayer
 - **School Prayer**
*Dear Lord,
Thank you for giving us today.
Help us to be grateful in every way.
We ask that our school be a place where everyone is respected and valued.
Help us to always lead with faith and honor
And guide us to always do our best.
Amen.*
- Students will be reminded to say Grace before eating:
*Bless us, O Lord! In these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord.
Amen.*
- We will continue with our monthly school masses-virtually.
- Teachers will continue to highlight special liturgical events and feast-day celebrations.
- Websites for parents and students to connect to daily readings and prayers.
 - Catholic Online.: www.catholic.org
 - USCCB website: www.usccb.org
 - Vatican website: www.vatican.va

FACILITIES CLEANING PRACTICES

We will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise.

- Frequently touched surfaces and objects will be routinely cleaned and disinfected as much as possible throughout the day using a handheld **electrostatic sprayer or using the following solutions:**
 - Violet: EPA registration no. 1839-95
 - https://mcdonaldpaper.com/media/pdf/violet_spec.pdf
 - Bioseque: EPA registration no. 87742-1
- Filters for the classroom air conditioning units, will be sanitized.
- Teachers will be given disinfecting wipes and throughout the day they will periodically wipe door handles and desks.
- Hand Sanitizing stations are located at entrance doors to school, in the cafeteria, in each classroom and outside bathrooms.
- All playground equipment will be disinfected, between uses, with a handheld **Electrostatic sprayer.**
- Maintenance staff are COVID-19 certified: <https://gbac.issa.com/>
- To minimize touch points the following have been installed:
 - Touchless faucets
 - Touchless toilets
 - Touchless water fountains
- Classrooms and restrooms will be sanitized nightly
 - Cleaning solutions:
 - Violet: EPA registration no. 1839-95
 - Bioseque: EPA registration no. 87742-1

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Electronic equipment	Copier machines Shared Computers Telephones	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms, water fountains, handrails	Several times a day
Common Areas	Cafeteria, Gym, Computer Room, Art Room	At the end of each use/day; between groups
Air Conditioning Filters	Classrooms	At the beginning of the school year and monthly

COVID-19

DAILY HOME SCREENING CHECK LIST

To be conducted every morning for the safety and well-being of all.

Section 1: Symptoms

Do you have any of these symptoms? If yes, then PLEASE STAY HOME.

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- Uncontrolled cough that causes difficulty breathing (for individuals with chronic allergic/asthmatic cough, a change in cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Section 2: Conditions

Have you answered yes to any of these? If yes, then PLEASE STAY HOME.

- Have you had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
OR
- Have you had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19
OR
- Have you traveled within the last 2 weeks to a state that is listed as an advisory
OR
- Have a COVID-19 test pending

If you have responded yes to any of the above symptoms and/or conditions it is extremely important that you

- NOT come to school and you should contact a healthcare provider for guidance.
- Call the school office.

_____ Yes, my child is exhibiting a symptom and/or meets one of the above conditions.

_____ No, my child is NOT exhibiting a symptom and does not meet any of the above conditions.



Saint James Elementary School



REMOTE LEARNING REQUEST FORM

If you are interested in having your child participate in SJES remote learning, please complete this form and return it **no later than August 14, 2020**. Requests received after that deadline may not be able to be accommodated before the beginning of the school year.

Additionally, here are guidelines to help you understand our remote learning process:

- All requests to begin the school year in remote learning submitted by August 14 are expected to be approved by August 24, 2020;
- Any student with an approved request for remote learning must stay in that mode of instruction for a period of 4 weeks;
- During the school year, parents and caregivers may request their student transition from in-person learning to remote learning. There may be a transition period of 5 working days following the approval of their request while the student moves to that cohort;
- Parents and caregivers may request their student leave remote learning and transition to in-person learning after the 4 week period. These requests must be submitted at least 5 days working days prior to transition back to in-person learning;
- The nature of group virtual learning means that your child’s name and live video could potentially be seen by other students in the classroom;
- All students are expected to follow the Student Code of Conduct, directions from their teachers and school staff, and will be held accountable for their work;
- Parents and caregivers should contact the administration with any questions or concerns.

I am requesting full-time, remote instruction for my child and understand that he/she will be expected to remain in that model of learning for at least 4 weeks before transitioning to in-person model of learning.

Student’s Name: _____ Grade: _____

Parent contact: Cell: _____ Email: _____

Signature: _____ Date: _____

Approved by: _____ Date: _____

30 Peters Place Red Bank, New Jersey 07701
732 741-3363
www.mysaintjames.com