

St Mary's Families,

Thank you all for your patience and faith in us. As a team, we at St. Mary's Catholic School have worked hard this summer planning how to reopen our wonderful school. Our primary goal throughout the summer was to get our students back into the classroom, taking into account everyone's health and safety as well as the many ever-changing guidelines. We believe that it is of the utmost importance to have our students learning in person in the classroom to provide a sense of normalcy and security. We are pleased to have our plan approved by the Park County Health Department and are moving forward with our planned 5 day week in-person learning model for the 2020-2021 school year starting Wednesday, August 19th. This document is meant to highlight new procedures pertaining to the new COVID-19 safety protocols which will be implemented this fall under Phase II. Thank you for your cooperation and understanding as we move forward with these new procedures.

(Please note some procedures will change if we go back to Phase I as noted at the bottom of this document, or at the direction of local health authorities.)

❑ Classrooms and Cohorts

- ❑ Classrooms will be set up to maintain social distancing as much as possible. Students will each have a desk to keep their own supplies and be asked not to share with their classmates.
- ❑ Students will stay with their cohorts the entire day, teachers will move between classrooms as needed for instruction to limit exposure.

❑ Arrival and Dismissal

- ❑ Students will remain in vehicles until their proper time to enter the building. Parents should ensure that their students are through the checkpoint before leaving. All students will have their temperatures checked with an infrared handheld thermometer as they enter.
- ❑ At this time parents are not to enter the building for arrival or dismissal.
- ❑ Prior to entering the school, students will sanitize their hands and will pick up their mask for the day or put on the one they bring from home.
- ❑ Students will enter as cohorts. Colored poster board signs will be used to call each cohort from their car.
 - ❑ First entry 7:50 a.m. (subject to change)
 - ❑ K-1 will enter through the front doors
 - ❑ 4-5 will enter through the playground doors
 - ❑ Second entry 7:55 a.m. (subject to change)
 - ❑ 2-3 will enter through the front doors
 - ❑ Middle school students will enter through the playground doors
 - ❑ Preschool Entry
 - ❑ Preschool students will arrive at 8:30 a.m. and will enter the building all at once after screening through the front entrance. They will be brought, by their teacher, to the front door at 11:30

a.m. for dismissal. Late students (those who were not here when their cohorts were assigned to enter the building) must wait until all other students have finished their check-in process. Students will enter through the front door after following the above procedures.

- ❑ Leaving at the end of the school day - 3:10 p.m. (subject to change)
 - ❑ First dismissal. K-1 will depart via the front doors, 4-5 will depart via the playground doors.
 - ❑ 2-3 and MS will leave at the second dismissal. 2-3 will depart via the front doors and MS will leave via the playground doors.
 - ❑ We ask that parents stay in their vehicles and take extra precaution in the busy parking lot.

❑ **Visitor Policy**

- ❑ To limit the amount of people in the building, parents and/or visitors are not allowed in the building at this time. If there is business to be conducted in the office please call ahead to make arrangements.
- ❑ At this time parents/visitors are not allowed to come and have lunch with students.
- ❑ If a student has an appointment they need to attend, we ask that parents please notify the office in a timely manner so the student can be called from class and meet you at the door. After the appointment, please call when you are in the parking lot and your student will be rechecked before entering the building.

❑ **Lunch time**

- ❑ Students will no longer be able to leave the building for lunch.
- ❑ No deliveries will be accepted for lunch.
- ❑ We will have two meal times.
 - ❑ 4th-8th will eat first shift
 - ❑ K-3rd will eat second shift
 - ❑ Students will have recess opposite lunch times

❑ **Mask Use**

- ❑ Masks will be provided to students as they enter the building or they are welcome to bring a clean mask from home. We ask that they are unadorned (no sequins or words) to help limit distractions and that the masks are cleaned daily.
- ❑ Students will be asked to wear masks in the classroom when distancing cannot be maintained, such as working in small groups or for one on one instruction. Masks will also be used during transition times in the hallway.
- ❑ Additional mask wearing may be required from time to time by local health authorities.

- ❑ Teachers will wear masks or face shields when instructing individuals or small groups.
- ❑ Preschool students will not be asked to wear masks in the classroom at this time due to age and compliance limitations. Masks will be worn in the hallways at arrival and dismissal and as they transition through the halls.

❑ **Extra cleaning and sanitation**

- ❑ The custodian will clean high traffic areas and restrooms during the course of the day in addition to the usual cleaning between school days.
- ❑ Teachers will be extra vigilant in taking care of cleaning needs in their classrooms.

❑ **Student attendance qualifications**

- ❑ We have been informed that the school nurse for rural schools will be providing us with a document, “Is it safe for my child to go to school” to give us guidelines for admitting children who are ill to school.
- ❑ If your student is unwell with potential COVID-19 symptoms including fever, sore throat, cough, chills, headache, fatigue, muscle aches, new loss of taste or smell, shortness of breath, runny nose or congestion, nausea, vomiting or diarrhea they may not enter the school building.
- ❑ Students will be required to bring a note from their doctor for re-entry.

Phase 1 modifications (if needed)

❑ **Class sizes**

- ❑ Classes will be limited to 10 students. Classes that are currently combined will be split between two classrooms with the use of additional teaching staff and/or screened volunteers. Instruction may take place with the teacher in one room and streaming to the other half of the class under the supervision of the additional teacher or volunteer. Teachers may also move into the second classroom and reteach the lesson to ensure student understanding.
- ❑ Students will practice social distancing. Desks will be placed 6 feet apart, students will be told not to touch others and keep their distance.

- ❑ Teachers will move between classrooms as possible. Each cohort will remain in the same classroom throughout the week and hall movements will be greatly limited.
- ❑ Cohorts with the same primary teacher may switch classrooms on Monday after a deep cleaning over the weekend. Cohorts will remain the same. They would only be using the opposite classrooms to allow for direct teacher instruction.