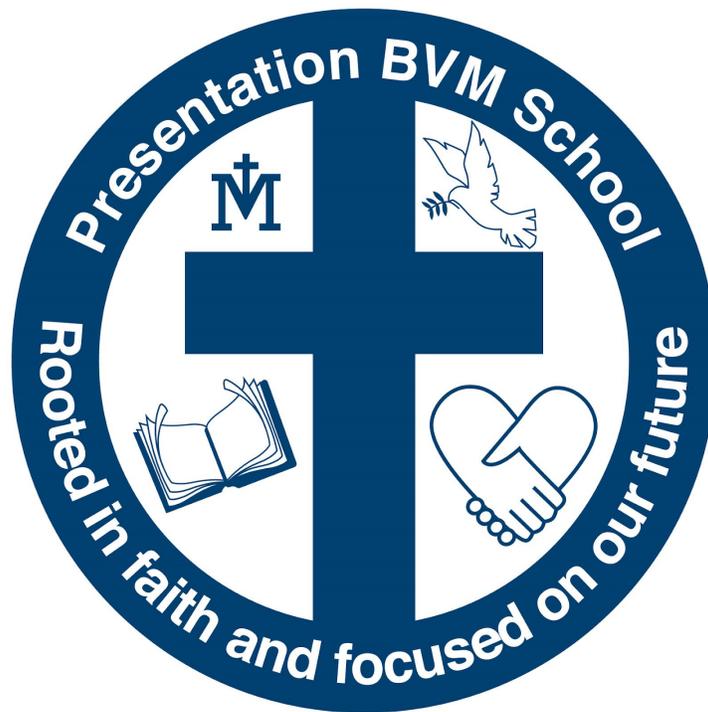


Presentation B.V.M. School Reopening Guidance and Procedures

*Subject To Change



August 2020

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Introduction and Philosophy

Introduction

This document will provide information regarding the plan to return to Brick-and-Mortar learning for the 2020-2021 school year. Before we discuss the specific aspects of the plan, let us start with an introduction to several of the key foundational premises that the plan is built upon. The principles listed below, will allow us to remain open and only use virtual learning for those who have been identified with COVID-19 or in a situation in which a parent feels working from home is beneficial.

Partnership – Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and to remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child’s health daily. Most importantly, this means that children who are experiencing symptoms – such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, parents need to keep their child home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

Cohorting

A cohort is a group of students in the same grade, most cases, this is a single homeroom but, in some situations; it could be a larger group of students from multiple grades.

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. If a case of COVID-19 were to surface within a cohort, we would then move to virtual learning at home with just the identified cohort. The rest of the school would continue to operate with in-class instruction.

Social distancing – Social distancing is also a fundamental practice in all our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens the chances of catching and spreading COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.

Strategic Use of Masks – The use of masks will follow any current and governmental guidelines. Students must wear them, by order of the governor, if there is not six feet of distance between students. Masks will be mandatory in certain situations, such as travel in the hallway, on the bus, classroom situations with non-cohort members, or when travel about the classroom is necessary without effective social distancing. When allowed by the governor, when a child is at his desk with his cohort in a socially distant situation, the student may remove his mask. Using these principles, a student then can remain mask free for much of the day, unless a parent indicates they would like their child to keep their mask on the entire day.

Enhanced Cleaning – The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. Children are encouraged to bring their own water bottles to school, as common water fountains will not be in use. With this enhanced cleaning, a safer environment can be established. Monitoring health – Every day, parents are primarily responsible for monitoring the health of their children. Teachers will be reminded to check the health of their students during a common activity. Additionally, the school will implement random temperature monitoring.

Virtual Learning – Use of both distance learning and virtual learning may be required. We will make two types of non-traditional learning available.

- If a child is sick, or a parent suspects the child may be sick, we will have an option where the child can join the class via a telecommuting practice. The major subjects will be available through this method. Materials will be exchanged through the Learning Management System (Google Classroom).
- In the case where a cohort has been dismissed from school and COVID-19 has been identified, the entire cohort will utilize distance learning for the isolation period. Lessons will be delivered through a telecommuting platform, with heavy reliance on the LMS.

Modified Attendance – Since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent.

General Principles

Several key practices have been recommended by the CDC and other health agencies to help control the spread of any virus and manage possible outbreaks.

Process

1. Visitors will not be admitted into the building unless pre approved by the principal.
2. Face masks will be required throughout the school day and stored in a plastic bag when not being worn. It is recommended that parents send in an extra face mask labeled with their child's name to be stored in the classroom as a back-up.
3. Students will have the option to wear their gym uniforms instead of the regular uniform. This policy will remain in effect for the first trimester and be reevaluated for the next trimester.
4. Frequently touched surfaces, such as door knobs and light switches, will be cleaned frequently.
5. Signs will be posted throughout the building to remind students to practice good hygiene.
6. Hand sanitizer will be available at the entrances, in classrooms, and throughout the building.
7. Reminders to social distance and wash hands will be included in morning announcements and closing prayers.
8. Students will be asked to provide their own schools supplies to reduce the need to share.
9. Group singing will be discouraged unless increased social distance, beyond 6ft, is possible.
10. Infrared wands will be used for cleaning when students are required to share devices.
11. No outside food for sharing will be allowed. This includes birthday treats. Birthdays are special days for our students and will be celebrated with birthday announcements during morning announcements and by their homeroom teacher.
12. Ventilation is important - windows will be open whenever possible.
13. Field trips increase the risk of exposure to Covid - 19. Virtual field trips may be offered as an alternative.

Catholic Identity



Catholic Identity

Excellence in education is characterized by having a strong curriculum, student engagement, utilizing quality instructional methods, making good use of data and regular communication with parents and stakeholders. What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.

Process

1. Catholic identity will be reflected in all grade levels and all subject areas.
2. The students will attend school Masses on a rotating basis. Mass will be live-streamed to the remaining students. All parents and parishioners will be invited to view the live stream.
3. Daily morning prayer and closing prayer will be led by the principal.
4. The Prayer of Pope Francis will be prayed daily.
5. Prayer services and other faith-based activities will continue with modifications such as live streaming and limiting attendance to maintain social distance.
6. Synchronous (live) sessions will begin with prayer. Students will be given the opportunity to share their prayer intentions.
7. Father Harrison will continue to be present in the building and at school events, whether in person or virtually.
8. The students will continue to participate in service learning opportunities such as food drives, collections for charitable organizations, etc.
9. Catholic Identity will be maintained throughout the school:
 - a. Every classroom has a prayer corner, crucifix, statues and bulletin boards reflecting faith values.
 - b. A laminated Prayer of Pope Francis during the Coronavirus and Prayer of St. Michael will be displayed in each classroom.

The Prayer of St. Francis

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Mt 28:5). And we, together with Peter, "cast all our anxieties onto you, for you care about us" (1 Pet 5:7). Amen.

Prayer of St. Michael the Archangel

St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls.
Amen.

Building Operations



Entering the Building

Students may begin arriving at school at 7:30 AM. Students and parents should wear a mask while waiting outside.

Process

1. Parents will check their children for symptoms before they leave home.
2. Upon arrival, students will enter the building at their designated entrance. Doors will open at 7:30. The morning bell will ring at 7:45 AM.
 - a. Buses will enter through the Gym door on Woodland Avenue.
 - b. Students in First, Second, Third and Fourth grades will enter through the main entrance on Old Soldiers Road.
 - c. Students in Sixth and Eighth grades will enter through the Convent doors on Old Soldiers Road.
 - d. Students in Kindergarten, Fifth and Seventh grade will enter through the Computer Lab doors on Hasbrook Ave.
 - e. PreK will enter through the Computer Lab doors on Hasbrook Avenue between 7:45 AM - 8:00 AM. Students who arrive with siblings may enter at the regular arrival time and go to their classrooms.
3. Entrances will be monitored by staff to maintain social distance. Staff will also take each student's temperature at each entrance.
4. Upon entering school, the students will immediately sanitize their hands and follow the designated arrows to their classroom.
5. Use of a mask is mandatory as students ride the bus, enter the building and travel to their classroom.

Daily Monitoring of Health

The guidance from the State of Pennsylvania suggests that each school monitor health daily. This health monitoring will be done in conjunction with efforts taken at home with the parents and guardians of children attending the school.

Process

1. Parents will complete an eform weekly to confirm that their child has not contracted covid and agree to monitor their child's health daily.
2. Parents will monitor their child's/children's health daily before arriving at school. Children displaying symptoms should not attend school.
3. Teachers will conduct daily health check-ins with the students. Students will be asked how they are feeling and any students with concerns will be sent to the Nurse or Main Office.
4. The health of the staff and students will be monitored by tracking absenteeism.

Lunch

Lunch in school serves multiple purposes, it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to keep these goals in mind while keeping the children safe.

Process

1. Lunch Schedule

11:20 Pre-K and Kindergarten Lunch

- Teachers will walk students to the cafeteria and back upstairs to their classrooms.

11:50 First Lunch

*One lunch monitor/teacher on each floor will supervise the students while they eat.

- The teacher will walk the first graders to the cafeteria to get lunch and return with them to their classroom. The teacher will Walkie-Talkie the 7th-grade teacher to let them know the class may travel to the cafeteria.
- The 7th-grade teacher will walk the class to the cafeteria to get lunch and return with them to their classroom. The teacher will Walkie-Talkie the 3rd-grade teacher to let them know the class may travel to the cafeteria. .
- The 3rd-grade teacher will walk the class to the cafeteria to get lunch and return with them to their classroom. The teacher will Walkie-Talkie the 5th-grade teacher to let her know the class may travel to the cafeteria..
- The 5th-grade teacher will walk the class to the cafeteria to get lunch and return with them to their classroom.

11:50 First Lunch Recess

- Students in grades PreK, Kinder, 2,4,6, and 8 will line up single file and be walked to the recess yards by an assigned lunch monitor. If no lunch monitor is available, the students will have recess in their homeroom with a teacher. All students will remain socially distant as they walk to recess or if they stay in their homeroom. PreK and Kindergarten will return to school through the Woodland Ave. doors and proceed to their classrooms.

12:15 Second Lunch

- Grades 2,4.6 & 8 will return to the school by entering the building through the gym doors on Woodland Ave. The lunch moderator will walk their class into the gym and then leave to pick up their assigned class for

second recess of grades 1,3,5, and 7. There will be one teacher on duty in the cafeteria to orchestrate the second lunch.

- The lunch moderator will be responsible for sending the students into the kitchen to pick up their lunch. This lunch moderator will remember to keep each homeroom socially distant from the other classes as they enter the gym.
- As the students pick up their lunch, they will walk in a single-file to their homeroom where one monitor/teacher from their floor will supervise them.

12:15 Second Lunch Recess

- Students in grades 1,3,5, and 7 will line up in a single file line and be walked to the recess yard by an assigned lunch monitor. If no lunch parent is available, the students will have recess in their homeroom with a teacher. All students will remain socially distant as they walk to recess or if they stay in their homeroom.
 - Grades 1 and 3 will return to school and enter through the main entrance.
 - Grades 5 and 7 will return to school and enter through the convent doors.
2. The students will wash/sanitize their hands before and after eating lunch.
 3. Desks and tables will be wiped down before and after eating lunch.
 4. The students will eat lunch in their classrooms and remain socially distanced.
 5. Students may not share meals, snacks or utensils.

Recess

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills, such as conflict resolution, decision-making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to insure our students have a safe recess.

Process

1. Cohorts will rehearse and follow the following plan to move outside for lunch recess:
 - a. First Recess
 - i. Grade 8 will stand in the first floor stairwell in a single file line
 - ii. Grade 6 will stand in the second floor hallway in a single file line
 - iii. Grade 4 will stand in a single file line outside of the Grade 4 classroom.
 - iv. Grade 2 will stand in a single file line outside of the Grade 2 classroom.
 - v. Kindergarten and PreK will line up in a single file line at the Woodland Ave. doors.
 - vi. Lunch monitors will lead Grades 2 & 4 out the main doors.
 - vii. Lunch monitors will lead Grade 6 & 8 out the convent doors.
 - viii. A lunch parent will lead Kindergarten and PreK out the Woodland Ave. doors.
 - ix. The Crossing Guard will cross one grade at a time.
 - b. Second Recess
 - i. Grade 7 will stand in the first floor stairwell in a single file line
 - ii. Grade 5 will stand in the second floor hallway in a single file line
 - iii. Grade 1 will stand in a single file line outside of the Grade 4 classroom.
 - iv. Grade 3 will stand in a single file line outside of the Grade 2 classroom.
 - v. Lunch monitors will lead Grades 1 & 3 out the main doors.
 - vi. Lunch monitors will lead Grade 5 & 7 out the convent doors.

- vii. The Crossing Guard will cross one grade at a time
2. Students will sanitize their hands before and after recess.
3. Social distancing guidelines will be followed while moving to the recess yard. If needed, students will use outstretched arms as a guide.
4. Students will wear a mask as they travel to and from the recess yard. Masks may be removed during recess if social distancing guidelines are followed.
5. Each cohort will be assigned a designated section of the play area.
6. Students will remain in their designated area during recess.
7. Each cohort will have a plastic basket with recess equipment. All equipment will be sanitized between uses.
8. Games and activities will be pre-approved as part of a safe list. Activities may include jump roping, hopscotch, Simon says, and other naturally distanced activities.
9. Students may not participate in games that require close physical contact such as football and basketball.
10. Students may not bring equipment from home.
11. Students will leave the recess yard, in a single file line, one grade at a time and return to the school.

Traveling Within the Building

Students will need to travel throughout the building during the day. This essential movement includes travel at arrival and dismissal, to the lavatory and other essential areas of the school.

Process

1. As students and staff travel about the building, masks must be worn.
2. Hallways will be split so traffic is restricted to one direction on each side.
3. Stairways will be split so traffic is restricted to one direction on each side.
4. Arrows and/or signage will be placed on floors, walls and staircases to designate the flow of traffic.
5. Cohorts will follow schedules to minimize students traveling in the hallways simultaneously. Scheduled movement includes travel to recess, gym class, to pick up lunch or use lavatories.
6. Doors will be kept open when students must change locations to avoid the unnecessary touching by students.
7. Cohorts will rehearse and follow the following plan to move outside for lunch recess:
 - a. First Recess
 - i. Grade 8 will stand in the first floor stairwell in a single file line
 - ii. Grade 6 will stand in the second floor hallway in a single file line
 - iii. Grade 4 will stand in a single file line outside of the Grade 4 classroom.
 - iv. Grade 2 will stand in a single file line outside of the Grade 2 classroom.
 - v. Kindergarten and PreK will line up in a single file line at the Woodland Ave. doors.
 - vi. Lunch monitors will lead Grades 2 & 4 out the main doors.
 - vii. Lunch monitors will lead Grade 6 & 8 out the convent doors.
 - viii. A lunch parent will lead Kindergarten and PreK out the Woodland Ave. doors.
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 - b. Second Recess
 - i. Grade 7 will stand in the first floor stairwell in a single file line
 - ii. Grade 5 will stand in the second floor hallway in a single file line

- iii. Grade 1 will stand in a single file line outside of the Grade 4 classroom.
 - iv. Grade 3 will stand in a single file line outside of the Grade 2 classroom.
 - v. Lunch monitors will lead Grades 1 & 3 out the main doors.
 - vi. Lunch monitors will lead Grade 5 & 7 out the convent doors.
 - vii. The Crossing Guard will cross one grade at a time
8. Increased cleaning of door knobs, railings and other commonly touched items will occur throughout the day.

Library

Introduction

The use of the library has evolved over the last several years and has moved from a place where children borrowed books to a research center. With the need for cohorting and social distancing, there are many safe alternatives to delivering the same academic support provided by a traditional library class.

Process

1. Library lessons in grades 5 through 8 will be held in the classroom. Lessons about research, the different types of literature and much of the curriculum can be delivered in the classroom. Classroom teachers, the librarian, and the technology coordinator will work together on appropriate lessons.
2. Activities such as the introduction of authors, genres, and Common Sense Media curriculum will be done in the classroom.
3. Resources needed for lessons may be requested by homeroom teachers. The librarian will gather and deliver the selections that are requested by the classroom teacher.
 - a. The selection of books can be made based based on themes in the curriculum, or based on a recommendation from the teacher or the librarian.
 - b. Returned books should be isolated for 72 hours before being returned to circulation.
4. Library classes in PreK through grade 4 will be held in the classroom. The Librarian will visit the classroom and conduct instruction and/or read alouds with the students once a week. 4th grade will have 45 minute class time while grades PreK to 3 will be allotted 30 minutes each.
5. Books may be borrowed from classroom libraries for independent reading and reading for leisure. These books must remain in the classroom and will be isolated for 72 hours before being reshelfed.
6. If a class must visit the library, it should be done one cohort at a time. Areas used will be cleaned between cohort visits.

Physical Education

Physical education is an integral part of the curriculum in an elementary school and essential that it continue safely.

Process

1. PE classes will be held both indoors and outdoors dependent on activity and weather conditions. PE/Health class will be held in the classroom if needed.
2. Students will wear masks and maintain social distance when traveling to the recess yard for outdoor gym classes.
3. Students will wash their hands before and after gym activities.
4. Each student may bring their personal water bottles for hydration before, during, and after activity. All water bottles must be labeled with the student's name.
5. Equipment will be sanitized between uses.
6. When equipment sanitizing is not feasible, used equipment will be quarantined for 3 days or more before being used again.
7. Scheduling of gym classes will allow for proper sanitizing of equipment.
8. The sharing of equipment will be limited and sanitized between uses.
9. PE lessons will include an emphasis on teaching personal health and safety and being responsible for equipment use.
10. PE lessons will emphasize teaching personal skill development and personal fitness concepts to promote physical distancing.
11. Students will not participate in activities that require close physical contact.
12. Students may remove face masks when they can maintain a social distance of 6 feet or more. Masks will be stored in plastic bags.

Fine Arts

Fine Arts

Introduction

Fine arts are a key component in improving learning throughout all academic areas. Participating in the fine arts also promotes self-esteem, provides more opportunities for creativity and fosters an appreciation of cultural diversity.

Process

1. Music and art classes will continue to be taught weekly.
2. The music and art teachers will instruct the students in their homerooms. The students will not travel to another location in the building for art and music.
3. Sharing of materials will be minimized and all materials will be sanitized as needed. Students will use their own drawing tools during art class.
4. Singing, in music class, will be discouraged during the 2020-2021 school year.

St. Raphael Room

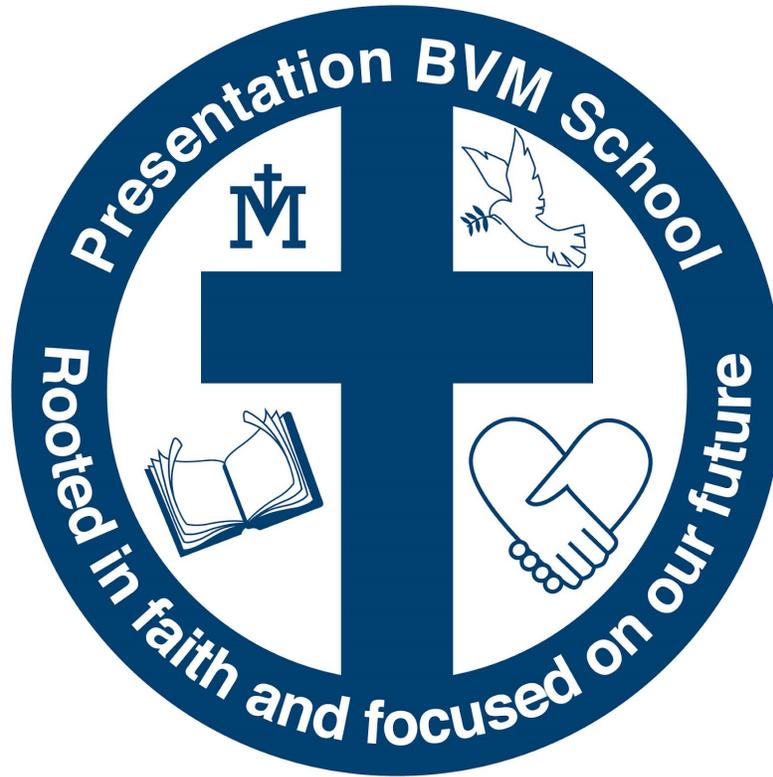
Introduction

When students are experiencing discomfort or potential symptoms of COVID, students will be removed from the classroom until transportation from school is possible.

Process

1. Students who are experiencing potential symptoms of Covid will be asked to remain in the nurse's office and maintain a 6ft distance until transportation from school arrives.
2. All students will be supervised by the school nurse or a staff member.
3. Students will be required to wear masks at all times.
4. The St. Raphael Room will be equipped with disposable gloves, tissues, hand sanitizer, face masks and hard surface disinfectant.
5. Waste containers with plastic liners will be available in the Nurse's office.
6. The nurse's office will be sanitized after each use.

Classroom Operations



Classroom Set-up

The organization of the classroom is important in supporting the academic progress of students. Classroom space should provide an environment that allows teachers and students to interact comfortably and safely. Classrooms have been set-up to maintain cohorts and social distancing.

Process

1. Nonessential furniture and materials have been removed from the classroom to maximize available space.
2. Desks all face the same direction.
3. Desks are spaced from 3 to 6 ft from the center of each desk to the center of the next desk.
4. Rugs have been removed from classrooms. Rugs and carpets in the Early Childhood classrooms will be sanitized daily.
5. Classrooms are planned around a maximum occupancy of 25 people, including the teacher. The number of students that can be accommodated depends on the size of the room.
6. Teachers will be provided with face shields so that students can see their mouths and lips moving.
7. Students may remove their facemasks if a 6 ft. distance can be maintained. All facemasks must be stored in a plastic bag.
8. Desk shields may be available for added protection. All desk shields will be sanitized daily.

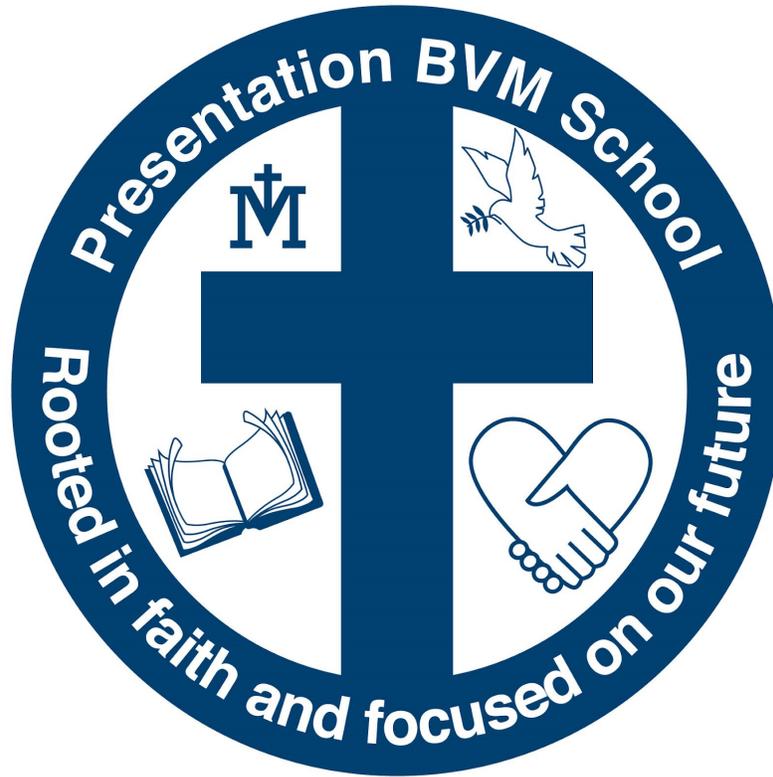
Materials within the Classroom

The organization of the classroom is important in supporting the academic progress of students. The use of a variety of materials is essential for learning. This includes, book, writing instruments and materials for special area subjects.

Process

1. Students' personal items will be kept in their desks, in their backpacks or in individual seat sacks and cubbies. Students may not share school supplies with their classmates.
2. Backpacks and coats should be hung in the coat closet, skipping a hook between whenever possible. Students may also store their personal items in a large plastic bag before hanging them in the closet.
3. Shared materials will be limited and eliminated when possible.
4. If materials are shared, they will be cleaned or sanitized after each use.
5. Students will wash their hands after handling shared materials.
6. Desks will be wiped down after breakfast, before and after lunch and before dismissal.
7. Textbooks and devices will be numbered and assigned to students to minimize contact with other students.

Virtual Learning



Virtual Learning Cohort Instruction

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines, weather-related situations, and building maintenance issues. When a physical presence is not possible, it is important to provide a means for student learning without interruption.

Process

1. Google Classroom will be used to centralize materials, lessons, instruction, assessments, feedback and communications.
2. Direct instruction will be provided daily:
 - a. PreK through 4th grade will receive synchronous (live) lessons in Religion, ELA and Math. Asynchronous lessons in Science and Social Studies will be posted to Google Classroom.
 - b. Grades 5 through 8 will receive synchronous lessons in Religion, ELA, Math, Science and Social Studies daily. Additional content, videos, and follow up activities will be posted in Google Classroom.
 - c. Live lessons will be conducted through Google Meet. The link for Google Meets sessions will be available in Google Classroom. Live lessons will not be recorded nor posted after the live lesson ends.
3. Students will be directed to log in daily for attendance and homeroom at an assigned time.
4. Teachers will follow a daily schedule for synchronous learning. The schedule will be posted in Google Classroom and the teacher's website.
5. Teachers will establish deadlines for student work. All due dates will be communicated to students through Google Classroom.
6. Virtual learning assignments will be graded using the same criteria as in person learning.
7. Parents will be invited to receive a guardian email summary. The guardian email summary is weekly or daily summary and includes missing work, upcoming work and class activity
8. Students are expected to dress appropriately for direct instruction with their teacher.
9. Behavior expectations for virtual learners are the same as in the traditional classroom setting. Students will be expected to focus on the lesson, participate in classroom discussion and complete assignments in a timely manner.

Virtual Learning for Individual Instruction

This guidance is for situations in which a child cannot attend class. This may be because a parent is not comfortable sending their child to school or because the child must quarantine for a limited time. The term “virtual learning” refers to instructional practices being utilized so a child can access what is taking place with his /her class by means of connecting virtually to the classroom in real-time.

Process

1. Google Classroom will be used to centralize materials, lessons, instruction, assessments, feedback and communications.
2. Students will be provided a direct video connection to the classroom using Google Meet. Google Meet links will be posted in Google Classroom.
3. Students will be required to login and connect with the classroom for homeroom and attendance at an assigned time. Only students who are members of the Google Classroom will be admitted to Google Meet sessions.
4. The schedule for synchronous (live) lessons will be posted in Google Classroom and the teacher’s website. Live lessons will not be recorded and posted after the session ends.
5. Additional content, materials and assignments will be posted in Google Classroom.
6. Teachers will establish deadlines for student work. All due dates will be communicated to students during direct instruction and/or Google Classroom.
7. Virtual learning assignments will be graded using the same criteria as in person learning.
8. Parents will be invited to receive a guardian email summary. The guardian email summary is weekly or daily summary and includes missing work, upcoming work and class activity
9. Students are expected to dress appropriately for direct instruction with their teacher.
10. Behavior expectations for virtual learners are the same as in the traditional classroom setting. Students will be expected to focus on the lesson, participate in classroom discussion and complete assignments in a timely manner.
11. Teachers will regularly communicate with the students and advise them on how to effectively use Google Classroom.
12. Teachers will communicate regularly with parents using the class website, email, and conferencing when needed.

Playbooks

Guidance When COVID is Suspected

Schools will make efforts to monitor the health of their students and staff, although it is not required or suggested by the CDC. Specifically, they suggest schools and Child Care programs are **not expected** to screen children, students, or staff to identify cases of COVID-19. If a community, or specifically school, has cases of COVID-19, local health officials will help identify those individuals and provide next steps.

Below is some specific guidance related to situations involving the school, community and COVID-19.

If a staff member or volunteer has a confirmed case of COVID-19

1. The principal will notify local health officials at the Montgomery County Health Department.
2. Dismiss the staff or volunteer for 2 to 5 days until health officials can determine the next step.
3. Consider dismissal of cohort, related to the suspected case of COVID-19, according to health official guidance.
4. Discourage the cohort from gathering during the initial period.
5. Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.
6. Close off the potentially infected area for 24 hours and clean the areas that may have been infected by the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a student has a confirmed case of COVID-19

1. The principal will notify local health officials, the Montgomery County Health Department, to ask for guidance.
2. Dismiss the student(s) for 2 to 5 days until health officials can determine next steps.

3. The individual should be comforted in the St. Raphael Room until a parent or guardian can come and take them home.
4. Consider a dismissal of a cohort related to the suspected case of COVID-19 using health official guidance.
5. Discourage the cohort from gathering during the initial period and the situation has been evaluated.
6. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
7. Close off the area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.
8. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
9. The student can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms.

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. The individual should be comforted in the St. Raphael Room until a parent or guardian can come and take them home. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are. CDC guidance for caring for oneself and others who are sick should be followed.
2. Call for home transportation.
3. The student or staff member can return when:
 1. 3 days with no fever **and**
 2. Symptoms improved **and**
 3. 10 days since symptoms first appeared or,
 4. or if cleared by a medical professional.
2. If case is confirmed, please see aforementioned section (**confirmed case of COVID-19**)

CARES/Early Childhood



CARES/KinderCARES

It is paramount that we provide a safe, healthy, and sanitized environment for students entrusted to our care after regular school hours. It is important to engage these students in a social setting that they have not experienced in months and to provide a pleasant atmosphere for them. We are the protectors and providers for these students during the hours they are entrusted to us at Presentation BVM School.

CARES Program- Grades 1 - 6

Procedures:

1. The moderator will pick up the portable phone from the nurse's office and return it at the end of the day.

2. Schedule:

2:15 PM

- CARES lines will be called after bus lines and students will walk to their assigned room.
- All students will put their backpacks on the hooks outside of the classroom and use hand sanitizer before entering the room.
- The students will use the bathroom in small groups making sure to wash their hands before returning to the room.

2:30 PM

- The students will have a snack provided by NDS or one brought from home. Students will not be permitted to share snacks.
- All students will use hand sanitizer to wash hands and all tables will be wiped down before and after snack.

2:45-3:45 PM

- The students will line up in a single file line to walk to the play yard. Students will exit by the computer doors and return by the Woodland Avenue doors. Students being picked up by 4:00 PM should bring their belongings with them. Any student dismissed from the playground will be signed out by the teacher when the line returns to school.
- CARES will have their own balls, hula hoops, etc. for play. All equipment will be sanitized between uses. The students may not participate in any activities involving close physical contact and will engage in play from an approved safe-list.

- On inclement weather days, students will have access to iPads, crafts, or independent activities. Each student will use their own supplies and will be mindful of social distancing.
- The students will wear masks when traveling to and from school. They may remove their masks if a social distance of 6ft or more can be maintained.

4:00 PM

- The students will complete homework assignments, socially distanced in their assigned classrooms.
- As homework is completed, students will play keeping in mind social distancing. Students will use their own supplies like pencils and crayons. CARES will not provide tools like crayons, pencils, or glue.
- Shared materials will be limited and sanitized after each use.

3. Pick-Up Procedures

- Parents will call the CARES phone (# 215-379-4860) to let the teachers know they have arrived. The CARES teacher will let the student know to pack up. The teacher will sign their name on the log and add the pick-up time. Then the teacher will walk the student to the door. No parent is permitted in the building to pick up their child.

4. End of Cares Procedures:

- At the end of the day, all rooms will be wiped down, rugs sprayed with disinfectant, and everything sanitized for the next day.

Kinder CARES Program - Pre-K and Kindergarten

Procedures:

1. Teachers will pick/up or activate the phone in their assigned classroom and return/deactivate the phone at the end of the day.

2. Schedule:

2:15 PM

- Students will stay in the classroom with a teacher as the rest of the school is dismissed and attendance will be taken.

- The teacher will take the students in small groups to use the bathroom and make sure everyone washes their hands.
- Students will return to their assigned classroom.

2:30 - 3:00 PM

- The students will line up in a single file line to travel to the play yard through the convent doors.
- All students will sanitize their hands before returning to the classroom.
- On inclement weather days students will play indoors being mindful of social distancing. Toys will be sanitized between uses.

3:00 PM

- The students will have a snack provided by NDS or one brought from home. Students will not be permitted to share snacks.
- All students will use hand sanitizer to wash their hands and tables will be wiped down.

3:20 - 3:45 PM

- Kindergarten students will begin their homework. Each student will have a supply box to keep pencils, crayons, a glue stick, and scissors. These supplies are provided by school and will remain in the Kinder CARES room.
- Pre-K students will play quietly being mindful of social distancing.
- Sharing will be minimized and toys will be sanitized as needed.

3:45-6:00 PM

- Kinder students will play when their homework is completed.
- Pre-K and Kinder children will play being mindful of social distancing. All completed puzzles will be wiped down and left to dry before being put away. Toys will be sanitized as needed.

3. Pick-Up Procedures

- Parents will call the CARES phone (#215-379-4860) to let the teachers know they have arrived. The CARES teacher will let the student know to pack up. The teacher will sign their name on the log and add the pick-up time. Then the teacher will walk the student to the door. No parent is permitted in the building to pick up their child.

4. Closing the CARES Rooms

- At the end of the day, all rooms will be wiped down, rugs sprayed with disinfectant, and everything sanitized for the next day.

Early Childhood

Early Childhood Mission Statement

Presentation B.V.M. Preschool strives to provide a nurturing environment in which each child can achieve his/her potential. Within this environment the school community endeavors to work together to understand, accept, and follow the Gospel message of Jesus. Children are embraced as a unique individual traveling at their own pace on the early childhood journey.

The need for careful strategic planning has become a reality in the “new-normal” circumstances. Physical presence in the classroom provides an engaging time for students to develop spiritually, socially, emotionally, physically, and academically in a caring loving environment. Care during this time needs to be taken so that our students and their parents feel comfortable, safe, and free of anxiety in their students' learning environment.

Presentation BVM Planning Guide for PreK and Kindergarten Students

Arrival/Dismissal

Arrival

Kindergarten will enter the school building through the **Hasbrook Ave entrance** (computer doors). Students may start to enter the building at 7:30 AM.

PreK students will enter the school building through the **Hasbrook Avenue entrance** (computer doors) beginning at 7:45 AM. Students who arrive with siblings may enter the building before 7:45 and proceed to their classroom.

Dismissal

Early childhood students will be dismissed together. Students will be dismissed to the VFW Post or Woodland Ave Corner. Early Education students will exit leaving through the computer and Woodland Ave doors. All students will be released to their parents/guardians in their designated school lines at 2:30 PM. We will only allow the child to leave with the persons listed on your child's registration form/emergency pick-up form. If there is a change please call, email, or send a note to let your child's teacher know if someone else is picking up your child. Please make sure that when at either location you socially distance from other families.

Classroom Flow

Students will enter the classroom through the main door and walk across the front of the classroom. When exiting the classroom students will line up along the closet doors. Students will always be lined up one behind the other in a single file with “airplane arms” distance apart.

Students Personal Belongings

All removable clothing, coats, hats, sweaters, boots, mittens, etc. should be marked with your child’s name. Please mark their name clearly on their school bags as well. Personal toys or possessions are **not permitted** in school. All items will be placed on separate hooks, small items such as hats and gloves will be placed inside of school bags.

Before entering the classroom, students, with their masks on should sanitize their hands. Masks must remain on until they reach their seats. If properly distanced, students can remove their masks and place them in a plastic bag. Students will be required to wear their masks in the hallways, small groups, and during arrival and dismissal. Students will be required to have a second mask that needs to be sent in a sealed bag with the child’s name. These masks will be kept at school.

Once arriving at the classroom students will sanitize their hands before entering the room. Frequent hand washing and sanitizing will occur throughout the day especially before and after eating meals and recess. Students' desks will be cleaned before lunch and at the end of the day.

Center Time/Small Group Learning

Centers and small group learning is a valuable activity in the classroom. It increases learning opportunities and encourages active participation and collaboration from all students. In order to keep students safe children will actively participate in small group activities with their mask on and in groups of 2 or 3 students only, students will remain with the same small group for the week. Students will sanitize/ wash their hands prior to center time and small group learning activities. Toys will be sanitized in the morning, after lunch, at the end of the day, and as needed. We are looking to create a healthy, thriving and strong community within our classroom, to ensure everyone's safety.

Lunch and Recess (please refer to pp. 11-13)

Recess

Students will be required to wear masks during recess if the students are less than 6 feet apart. Students will be socially distanced and items that students play with will be

cleaned in between use. Students will wash and sanitize their hands upon arrival in the classroom.

Materials

PreK students will supply their own classroom materials; those items will be stored separately and will be used by only that individual student. Prior to retrieving their items students will sanitize their hands. When possible items will be wiped down after use.

Kindergarten students will supply their own classroom materials and they will be kept in the student's desk. Supplies will be sprayed down at the end of each day. Seat sacks will be used to eliminate students walking to cubbies and others handing student's papers.

Special Occasion

At Presentation BVM we enjoy honoring students on their birthday. Teachers take great pride in making your child feel special on their birthday. We recognize that some may want to bring in special treats to share; to keep everyone safe we ask that you save your special treats for your birthday child at home. Our birthday students will be made very special in the classroom. The student will get a special hat, chair cover, and get to pick a special book from our birthday book bin to share with the class.

Mental/Whole Health



Mental/Whole Health

Students will need mental health and whole body supports, along with any needed interventions, to transition safely and successfully into the new school year.

Process

1. Teachers will create a caring and safe learning environment through classroom discussions, bimonthly classroom meetings and social and emotional learning activities.
2. The school counselor will provide support to homeroom teachers to implement the Second Step program.
3. The school counselor will be available to provide support to both teachers and students.
4. The faculty and staff will attend professional development to prepare for the new school year. Professional development may include recognizing and supporting students who are at risk, continued training in G Suites for Education and First Aid.
5. The MCIU will continue to provide services for reading, speech and counseling.
6. Catapult will continue to provide math services.
7. The Learning Lab will continue to provide intervention and support to students.
8. Information will be communicated to parents and guardians through weekly communications and Option C Parent Announcements.
9. Mandated reporter training will be reviewed with faculty and staff.

Student Awareness

COVID-19 and the resulting shut down of activities that students were accustomed to, has created greater anxiety in many students. It is important to take steps to educate students in a manner that does not heighten fear and anxiety.

Process

1. Kid friendly social distancing decals and signs promoting good hygiene will be posted throughout the building.
2. Teachers will provide developmentally appropriate lessons on the precautions and steps to prevent the spread of Covid and other illnesses. These lessons may include proper hand washing, how to safely remove and store face masks and how to keep their distance from others.
3. The students will be asked to create videos and posters promoting good habits. The student created projects may be displayed in the building, on teacher websites and presented during morning announcements.

After School Activities

Our students have experienced significant challenges since the shutdown on March 13, 2020. Where possible, keeping as many after school activities running, would help our students.

Process

1. After school activities in which social distancing guidelines can be implemented and students can remain with their cohorts may continue with approval from the principal.
2. Liturgical Choir and American Young Voices are suspended until further notice.
3. Any rooms used by after school activities will be disinfected.
4. Any activities that can be done virtually, such as Back to School Night and Home & School meetings will take place virtually until further notice.
5. Father Harrison will evaluate CYO sports and related activities.