



## School Reopening Plan 2020-2021

Dear St. Catherine families,

As we move into this next phase of the school year, we wish to provide information that will assist everyone in making a safe transition back to in-person learning. In order to do so, a number of changes have been made to our standard operating procedures, including our health and safety policies. **Please remember that our ability to keep the school doors open will rely on everyone's commitment to earnestly and faithfully follow the guidelines outlined in this document. More importantly, as a community, we all have an obligation to one another to uphold these practices, both in and out of school.** Thank you for taking time to thoroughly read over the enclosed plan.

### **For Families Choosing to Remain Remote**

As grade levels begin to return to in-person learning, families who wish to remain remote will have the ability to do so. Remote students will receive daily instruction that is live-streamed from the classroom via Zoom (and recorded as well). The schedule for remote students will mostly mirror that of in-person students, with slight modifications as needed. Because each grade level's schedule is different than another, we will communicate specific schedule information to each grade level as they return.

Kindergarten through 2<sup>nd</sup> grade classes will have an instructional assistant designated to help support remote learning students. In those grades, the instructional assistants will log into the Zoom session with remote students and monitor their learning as the teacher provides live instruction in the classroom. This format will ensure that the instructional assistant will be able to support remote learners in real time. Note that there may be times when the IA is not immediately available due to in-person scheduling conflicts. Teachers will check in with remote learners when possible during class, and will be available during office hours to meet 1-1 with them.

Unfortunately, grades 3-8 do not have instructional assistants to help with remote learning, like we do in the younger grades. Teachers in grades 3-8 will do their best to support remote learners during class, but they won't be able to simultaneously teach both in-person and

remote students. These teachers will periodically check in with remote learners during the day, and will be available to meet with them 1-1 during office hours.

Families who choose to remain remote can switch to in-person learning at any point as long as they provide the principal and teacher with a one-week notice.

## **RETURNING TO IN-PERSON LEARNING**

### **Daily Health Screening**

All families are required to complete an electronic daily health questionnaire and temperature check for their child *before arriving at school*, using the Health Shield cell phone screening tool. Before students return to the building, families will receive a text from Health Shield with directions on how to use the screening tool and directions for completing the daily questionnaire. The questionnaire contains the following questions (which are in alignment with current CDC guidelines), which must be completed separately for each child.

1. In the past 24 hours, has your child had any signs or symptoms of a fever, such as chills sweats, feeling 'feverish,' or having a temperature that is 100.4 degrees or greater?
2. Does your child have new onset or worsening of any of the following symptoms in the last 48 hours NOT related to allergies?
  - Cough, shortness of breath, or chest tightness
  - Sore throat or unexplained loss of taste/smell
  - Fatigue, muscle/body aches
  - Headache, congestion, runny nose
  - Diarrhea, nausea, or vomiting
3. In the last 14 days, has your child: travelled outside of the United States? been in contact with anyone who has a confirmed COVID-19 diagnosis? he/she may have been exposed to COVID-19?

If parents can accurately answer NO to all of these questions, Health Shield will direct you to take your child's temperature and enter it into the screening tool. If your child's temperature is less than 100.4 degrees then you will receive a 'Pass' result and your child is able to attend school. **If you are unable to accurately reply NO to all of these questions, or if your child has a fever 100.4 or above, then he/she may not attend school.** Please contact the school either by phone 206-525-0581 or email at: [attendance@stcatherineschool.net](mailto:attendance@stcatherineschool.net) Please inform the office of the reason for your child's absence and describe any symptoms that he/she has.

**It is imperative that parents thoroughly and accurately complete this daily process.** Once parents submit the questionnaire, the school will receive a report indicating that the child has/has not been cleared to attend school that day. Upon arrival, the staff will verify the child's temperature and check to ensure the Health Shield screening has been completed. Parents are asked to be ready to display the 'Pass' screen on their phone (it displays a big green check mark) before arriving at school so that staff can quickly verify your child's information.

## **Daily Arrival & Departure Procedures**

In order to ensure that we adhere to social distancing and daily health screening protocols, it is necessary to stagger arrival and dismissal times. In addition, we will have two drop off/pick up locations to better facilitate this process. The following schedule outlines daily arrival and departure times and locations based on the first letter of a family's last name.

**NOTE: All Kindergarten families are asked to use 8<sup>th</sup> Avenue for drop off and pick up.**

Last Name	Arrival Time	Pick Up Time	Location
A-B	8:00-8:10	2:45-2:55	Parking lot
C-E	8:00-8:10	2:45-2:55	8th Avenue
F-H	8:10-8:20	2:55-3:05	Parking lot
I-L	8:10-8:20	2:55-3:05	8th Avenue
M-N	8:20-8:35	3:05-3:15	Parking lot
O-R	8:20-8:35	3:05-3:15	8th Avenue
S-T	8:35-8:50	3:15-3:25	Parking lot
U-Z	8:35-8:50	3:15-3:25	8th Avenue

In order to limit the possibility of exposure, families are strongly encouraged not to carpool with other families. If it's absolutely necessary, please try to coordinate with others from a single grade level (the more grade levels mixed in a carpool increases the risk of exposure to multiple grade levels). We understand this may not be possible for families who have children in multiple grades. **If it's necessary to carpool with other families, we ask that drivers REQUIRE all occupants to wear a mask while in the car.**

### **Arrival Procedure for Families Assigned to the Parking Lot**

- ❖ Trained staff members and school volunteers will serve as daily health screeners.
1. Have your Health Shield screening results ready to display before arriving.
  2. Enter the parking lot from 85<sup>th</sup> Avenue, through the east gate (marked ENTER).
  3. Using the attached carpool map, follow the arrows and pull as far forward as possible.
  4. Students and parents are asked to remain in their vehicles. A health screener will approach your car.
  5. Please roll down your passenger window and show your phone screen that displays the results of your child's/children's health screening assessment for the day.
  6. If the screening report indicates the child is cleared to attend school, the health screener will prompt students to exit the vehicle (ONLY on the passenger side) and wait next to the door.

7. The health screener will check the temperature of all students in the car. If the temperature is within the acceptable range (less than 100.4 degrees), the health screener will signal to the parent that the child(ren) is clear to attend school.
8. Students will be instructed to walk directly to their classroom while staying at least 6 feet from other students.
9. After receiving the all clear signal from the health screener, parents will carefully enter the passing lane and exit the parking lot through the west gate (marked EXIT). Please **turn right only** onto 85<sup>th</sup> Avenue to keep the flow of traffic moving.

#### **Arrival Procedure for Families Assigned to 8<sup>th</sup> Avenue**

- ❖ Trained staff members and school volunteers will serve as daily health screeners.
1. Have your Health Shield screening results ready to display before arriving.
  2. Driving north on 8<sup>th</sup> Avenue, approach the curb in front of the main school building. Pull as far forward as possible.
  3. Students and parents are asked to remain in their vehicles. A health screener will approach your car.
  4. Please roll down your passenger window and show your phone screen that displays the results of your child's/children's health screening results for the day.
  5. If the screening report indicates the child is cleared to attend school, the health screener will prompt students to exit the vehicle (ONLY on the passenger side) and wait next to the door.
  6. The health screener will check the temperature of all students in the car. If the temperature is within the acceptable range (less than 100.4 degrees), the health screener will signal to the parent that the child(ren) is clear to attend school.
  7. Students will be instructed to walk directly to their classroom while staying at least 6 feet from other students.
  8. After receiving the all clear signal from the health screener, parents will carefully pull away from the curb, again driving north on 8<sup>th</sup> Avenue.

#### **Arrival Procedure for Walkers**

- ❖ Trained staff members and school volunteers will serve as daily health screeners.

Families who walk to school are asked to wait in the walkway between the play structure and the main school building. Please keep at least a 6 feet distance from others. Then:

1. Have your completed Health Shield screening results ready to share.
2. When a health screener approaches, please show your phone screen that displays the results of your child's/children's health screening results for the day.
3. If the screening report indicates the child is cleared to attend school, the health screener will verify his/her temperature. If the temperature is within the acceptable range (less than 100.4 degrees), the student will be instructed to walk directly to their classroom while staying at least 6 feet from other students.

### **Late Arrival Procedure**

If your family arrives after 8:50, please follow this protocol and have your Health Shield screening results ready to display before arriving.

1. Please park on 8<sup>th</sup> Avenue in front of the main school entrance. (Please DO NOT park directly in front of the houses across the street from the school; park on the side directly in front of the school).
2. Parents must escort their child to the front door and ring the buzzer.
3. Please announce who you are and that you need to sign your child in for the day.
4. A staff member will then meet you at the front door (parents are asked to remain outside of the building).
5. Please show your phone screen that displays the results of your child's/children's health screening results for the day.
6. If the screening report indicates the child is cleared to attend school, the staff member will verify his/her temperature. If the temperature is within the acceptable range (less than 100.4 degrees), the student will be instructed to walk directly to their classroom.
7. The staff member will sign the student into the building.

### **Mid-Day Pick Up Procedure**

If your student must be picked up early, please contact the office ahead of time. If you are picking your child up for an appointment, please ensure that you arrive with plenty of time to spare. The office will call for the student once you have arrived.

1. Please park on 8<sup>th</sup> Avenue in front of the main school entrance. (Please DO NOT park directly in front of the houses across the street from the school; park on the side directly in front of the school).
2. Ring the buzzer and announce who you are and that you are there to pick up your child.
3. Parents will be asked to wait outside the front door while a staff member retrieves the student. Please be patient as this may take a few moments.
4. A staff member will escort the student to the front door to meet you, then will sign him/her out of the building.

### **End of Day Dismissal Procedure**

Parents should pick up in the same location as the morning drop off and should follow the same procedure. Students will be dismissed from the classroom at the time indicated on the previously shown schedule. Students will be directed to wait in designated areas, marked on the sidewalk (6 feet apart). When parents have arrived, a staff member will escort the child to his/her car (from a safe distance). Children MUST enter the car from the passenger side. If a child needs help buckling into his/her seat, parents are asked to assist them from inside the vehicle (if possible).

### **Classroom Assignments**

In order to maintain a 6-foot distance between students in the classroom, it was necessary to relocate classes to different spaces. The following chart shows where each grade level will be located for this year.

<b>Grade Level</b>	<b>Classroom Location</b>
Kindergarten	Kindergarten Room (no change)
1 <sup>st</sup> Grade	Learning Commons
2 <sup>nd</sup> Grade	7 <sup>th</sup> Grade Portable
3 <sup>rd</sup> Grade	2 <sup>nd</sup> Grade Classroom
4 <sup>th</sup> Grade	1 <sup>st</sup> Grade Classroom
5 <sup>th</sup> Grade	Music Room
6 <sup>th</sup> Grade	8 <sup>th</sup> Grade Portable
7 <sup>th</sup> Grade	Church Basement
8 <sup>th</sup> Grade	Split between 3 <sup>rd</sup> & 4 <sup>th</sup> Gr. Classroom

### **HEALTH AND SAFETY PROTOCOLS/MEASURES**

In addition to the daily health screenings described earlier, the school has implemented the following health and safety protocols, in accordance with guidelines set forth by the Center for Disease Control and the King County Department of Health.

#### **General Hygiene Practices**

**Masks:** All students, staff, and visitors are required to wear either a cloth face mask or a single-use disposable mask while on school grounds. Face shields are permitted only when a mask is also worn. No neck gaiter coverings, bandannas or masks with valves are permitted. Students need to wear a properly fitted, clean mask each day (i.e. cloth masks must be washed after each day's use; disposable masks need to be replaced with a new one each day). Parents are also asked to pack an extra mask, as they often get sweaty and dirty during recess time. Students will be permitted to remove their masks during snack & lunch (see below for additional precautionary measures taken during these times).

**Hand washing/sanitizing:** Upon arrival each day, all students will be directed to wash their hands with soap and water. Teachers will instruct students on how to properly wash their hands (i.e. using warm water and soap for 20 seconds) and provide time for them to do so throughout the day, including:

- Before eating
- After recess
- After using the restroom

While hand washing will be the preferred method, there are a limited number of sinks available, therefore washing hands may not always be possible. In those circumstances, hand sanitizing stations are located in every classroom and in numerous areas around the school campus. Students will be required to use sanitizer when entering the classroom and after

completing various activities. Parents are asked to notify the office if their child should not use hand sanitizer for medical reasons.

Teachers will remind students to practice good personal hygiene to avoid risk of exposure to themselves and others. Everyone should avoid touching their eyes, nose, or mouth while at school. Students will be asked to wash or sanitize their hands after coughing/sneezing into their hands or after using a tissue.

### **Physical/Social Distancing Measures**

In general, the school is requiring all students and staff to practice social distancing when on campus. Upon returning to the building, the teachers and staff will spend time 'training' the students on these procedures and will work with them to uphold these expectations. Social distancing reminders have been posted in various places around the campus. However, there may be times when maintaining a 6-foot distance may not be possible. For example:

- If a student needs to leave his/her desk to get supplies, sharpen a pencil, or another task, he/she will likely pass a classmate, and for a short time, be closer than 6 feet.
- If a teacher or staff member needs to assist a student.
- From time to time, students may encounter another student for a short period of time. Staff will remind students to move apart as much as possible in those situations.

**Classrooms:** Student desks have been placed 6 feet apart and the floors have been marked to ensure this placement is maintained. If students are asked to work in pairs or small groups, the teacher will direct them to maintain at least 6 feet between each person.

**Common Areas:** Students and families should not gather in common areas, such as the plaza (open area in center of campus) or the parking lot. Parents need to wait in their cars during arrival and dismissal times. Families who live in the neighborhood and walk their children to school need to meet their child outside the side door, near the play structure (please practice social distancing while you wait).

**Hallways & Stairwells:** Movement within the hallways and stairwells will be one direction and marked accordingly with various signs and arrows on the floor. Students will be asked to maintain 6 feet distance when moving both inside and outside of the building.

**Recess:** Recess will be done in staggered shifts and each class will be assigned a specific zone to ensure students remain in their grade level groups and at least 6 feet of separation between groups. Students will sanitize or wash their hands before and after recess. Equipment will be sanitized after each recess. For now, the play structure will remain closed. Masks need to be worn during recess. Students who need a short 'mask break' will be permitted to move far away from other classmates and remove their mask for a short time during recess.

**Restrooms:** No more than two students will be allowed in the same bathroom at a time. Middle sinks, stalls, and urinals have been blocked off to keep students from standing next to one another. Teachers will instruct students that they **MUST** wash their hands with soap and

warm water for 20 seconds after using the restroom. To help distribute traffic as much as possible, each class has been assigned a particular restroom, as seen in the chart below.

<b>Grade</b>	<b>Assigned Restroom</b>
Kindergarten	Restroom inside classroom
1 <sup>st</sup> Grade	Downstairs restrooms
2 <sup>nd</sup> Grade	Gym restrooms (an IA will escort them from the portable)
3 <sup>rd</sup> Grade	Downstairs restrooms
4 <sup>th</sup> Grade	Downstairs restrooms
5 <sup>th</sup> Grade	Gym restrooms
6 <sup>th</sup> Grade	Gym Restrooms
7 <sup>th</sup> Grade	Church Basement Restrooms
8 <sup>th</sup> Grade	Downstairs Restrooms

**Snacks & Lunch:** Because students will need to remove their masks when eating, every effort will be made to have them eat either outside or in the gym where there is large, well ventilated space. Students will be directed to eat their snacks outside while at recess (and to keep extra distance from each other when eating). For lunch, classes will be assigned to eat either in the gym or outside. No more than two classes will be in the gym at the same time, and they will be located on opposite ends of the gym. Tents will be erected in the parking lot where students can sit on the bleachers to eat their lunch (the tents have 3 covered sides to give protection from rainy weather). In both spaces, markers will be placed to indicate where students should sit to ensure they are at least 6 feet apart from others. Students will be asked to eat their food quickly and to avoid talking while eating (to limit the amount of particulate spread through the air).

**Ventilation:** To help improve ventilation in the classrooms and school facility, the following steps are being taken:

- Windows in the stairwell of the main building are being replaced with ones that will open and provide more circulation of fresh air. The installation date will be scheduled once the new windows have arrived. We have also reopened all of the transom windows above the classroom doors to improve ventilation between the classrooms and the hallways.
- The school hired a mechanical engineering firm who recently conducted a complete evaluation on all the school spaces to determine what measures can be taken to increase ventilation, including the possibility of purchasing free standing circulation systems for classroom spaces. We are currently waiting on their report and recommendations. Once received, we will determine our next steps and inform parents.
- Teachers have been instructed to keep their classroom windows open while students are present. As the colder weather approaches, we recommend that students bring a

coat with them every day. Teachers will allow students to wear their coats in the classroom if necessary.

**Visitors:** To keep the risk of possible exposure as low as possible, visitors, including parents, will not be allowed in the building or on school campus unless absolutely necessary. When picking up a child or materials, parents will be asked to wait outside the front door. Anyone needing to enter the building will need to pass the health screening protocol before entering. All will be required to use hand sanitizer and wear a mask upon entry.

**Water Fountains:** It is recommended that students bring a full water bottle to school every day. Only the bottle filling stations will be used this year. All other water fountains will be closed for use. Students will not be permitted to line up at the water fountains. They will need to request permission from their teacher individually to use the filling station.

### **Sanitizing and Disinfecting Procedures**

Numerous cleaning measures are being taken to mitigate the spread of germs and illness, such as:

- Each night, a professional janitorial staff cleans and disinfects the classrooms and high touch areas around the school, including hand railings, door knobs/bars, light switches, etc.
- The nightly cleaning staff also disinfects all areas in student and staff bathrooms, including floors, sinks, toilets, urinals, stalls, counter tops, etc.
- During the school day, maintenance personnel will disinfect bathrooms and high touch areas around the school, including hand railings, door knobs/bars, light switches, etc.
- Students and teachers will disinfect their desks, chairs, and high touch areas within the classroom at least two times a day, using non-toxic wipes and cleaners.
- All daily cleaning/disinfecting procedures will be tracked on a cleaning log.
- Any shared materials or spaces will be cleaned and sanitized between groups; students are asked not to share supplies with one another.

### **Illness and COVID-19 Policies & Procedures**

Throughout the last several months, the medical and scientific communities have continued to adapt and improve their knowledge of how to diagnose, treat, and contain the spread of the COVID-19 virus. Because of this, the Washington State and King County Health Departments are regularly updating their procedures and recommendations for child care centers and schools. The following procedures have been established using the recommendations outlined in the King County Public Health COVID-19 Response Toolkit for schools, which can be found at:

**<https://kingcounty.gov/depts/health/covid-19/schools-childcare/~media/depts/health/communicable-diseases/documents/C19/schools-toolkit/sept-3/L-return-to-school-following-illness-exposure-guidance.ashx>**

People may experience a wide variety of symptoms including fever of 100.4 or higher, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle pain or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and others. People experiencing these symptoms may or may not have COVID-19.

**NOTE: The Dept. of Health defines a fever as 100.4 or higher.**

When determining what actions need to be taken if a student (or staff member) is ill, one key consideration will be if the individual has had close contact with anyone with a confirmed case of COVID-19. Close contact is defined as being within 6 feet of an infected person for 15 minutes or more (with or without a mask).

**Illness During the School Day:** Any student (or staff member) who feels ill during the school day will be directed to the office where he/she will be placed in an isolation room and supervised by a staff member. While in isolation, the child's temperature will be taken and he/she will be screened for possible COVID-19 symptoms. Parents will be contacted and expected to pick up the child right away. The isolation space will be thoroughly disinfected once the child has been picked up.

**Illness Guidelines:** In accordance with health department recommendations, parents will be directed as follows:

If a student is absent or leaves school mid-day because he/she is not feeling well for any reason, **the student may not return to school until he/she has been cleared by the office to do so**. In both situations, the school will contact parents to conduct an illness assessment and determine if the child is able to return the follow day, or if further action is needed before the child can return to school. The guidelines below will provide further direction in this situation.

If a student/staff member **has one or more of the symptoms listed above**, but **has not been in close contact** with anyone with a confirmed case of COVID-19, the school will recommend that parents seek a COVID-19 test for their child, and/or follow up with their medical provider for further evaluation, especially if symptoms get worse.

- If parents choose not to test or visit their doctor, then the child must remain home for at least 10 days after symptoms began, AND at least 24 hours after any fever 100.4 or greater has resolved (without use of medication) AND symptoms have improved.
- If the child visits their doctor and he/she indicates in writing that the child's symptoms are not related to COVID-19, then the child must remain home at least 24 hours after fever has resolved (without use of medication) AND symptoms have improved. A written note from the child's doctor is required before returning to school. Note: Health care professions caution that very often a doctor may not be able to definitively rule out COVID-19 and therefore may not be able to give such written notification.
- If the child has been tested for COVID-19 and the results are negative, then the child must remain home at least 24 hours after fever has resolved (without use of medication) AND symptoms have improved.

If a student or staff member **has one or more symptoms** and **has been in close contact** with someone with a confirmed case of COVID-19, the school will strongly recommend he/she should pursue testing. In addition, the student/staff member must remain home for:

- at least 14 days from the date of exposure
- AND at least 10 days after symptoms began
- AND at least 24 hours after fever has resolved (without use of medication)
- AND symptoms have improved

If a student or staff member **has been in close contact** with someone who has a confirmed case of COVID-19, **but has no symptoms** then he/she must remain home for:

- at least 14 days from the date of exposure
- monitor their own symptoms, and seek testing if any develop
- NOTE: In this situation, the above protocol applies whether the individual tests positive or negative for COVID-19, due to the fact that symptoms may not present themselves right away.

If a student or staff member reports that they have **tested positive for COVID-19**, he/she must remain home and should not return to school until:

- At least 10 days have passed since symptoms began
- AND at least 24 hours have passed since fever resolved (without the use of medication)
- AND other symptoms have improved.

People who **tested positive** for COVID-19 but **never develop symptoms** should remain at home and away from others for at least 10 days after the date of their test.

If a person is **experiencing COVID-like symptoms but the test results are inconclusive**, treat the case as if the person tested positive. The person cannot return to school and should remain in quarantine until:

- At least 10 days have passed since symptoms began
- AND at least 24 hours have passed since fever resolved (without the use of medication)
- AND other symptoms have improved.

For all other possible scenarios, the school will contact the King County Health Department for appropriate guidance.

NOTE: The school cannot require testing for any student or staff member, nor can the school require families to provide copies of test results. However, we will **strongly recommend** testing when a person has symptoms and hope that families will pursue it out of care and concern for the well-being of themselves and others in the school community. **If the individual chooses not to pursue testing OR provide test results, then the above protocol will apply.**

**Staff members or parents/guardians of students MUST notify the school immediately if they or someone in their home tests positive for COVID-19. As directed by the Office for Catholic Schools and the DOH, the school will immediately contact the King County Department of Health for guidance on how to proceed in order to minimize risk and the possible spread of the virus within our community. The health department will conduct a risk assessment of the situation by interviewing the parents and the school in order to determine next steps. The school will follow the guidance and recommendations of the health department.**

### **School Opening/Closing Decision Making Processes**

As directed by the Office for Catholic Schools, decisions related to reopening the school to in-person learning will be based on the recommendations outlined in the Decision Tree [document](#) provided by the Washington State Department of Health. This document provides direction for the gradual re-opening of schools for various age ranges during the Moderate and Low Risk levels. St. Catherine School administration will continue to closely monitor the [Key indicators](#) of COVID-19 activity to determine a safe and judicious timeline for re-opening the school to specific grade levels, beginning first with the youngest students. Once the moderate risk level has been reached, the data must remain in this range and continue to decrease for at least two consecutive weeks before students can return to the building. COVID-19 data reflecting the latest two-week average is posted each Wednesday afternoon (see link above).

Currently, the school has plans to welcome Kindergarten through 2<sup>nd</sup> grade students back for in-person learning starting on Monday, October 5, 2020. Because there are many new procedures and protocols being enacted with the return of the K-2 students, the staff will need time to evaluate the effectiveness of those changes and implement others if needed. Therefore, we are unable to yet determine a specific timeline for bringing additional grade levels back to the building. By Monday, October 12<sup>th</sup>, families will receive an update from school administration.

On September 22, 2020 Catholic school principals met with representatives from the King County Department of Health to ask questions about the recommended processes for reopening schools. Patty Hayes, Director of Public Health indicated that the current numbers support bringing back younger students, but also cautioned schools to do so gradually. Another key question discussed was: At what point would schools need to consider returning to fully remote learning, should the virus cases begin to increase in King County? Patty was hesitant to give a specific number, but said that the department of health would continue to closely track the virus trends, and if the overall trend begins to increase, they would provide further recommendations for schools on returning to remote learning.