



Office of Education
Diocese of Belleville
Reopening of Schools
Template

School Reopening Plan Development Timeline

During the third week of June, the principal will:

1. Collaborate with a few trusted individuals (Pastor, AP, teacher, school secretary, etc.) to complete draft #1. This document outlines actions that will be taken in the five areas.
2. In the case of those schools that will welcome new principals, the current principal will also involve the incoming leader in the planning process using shared screen capabilities of Zoom, Microsoft Teams, Google Classroom, or a comparable format.

During the fourth week of June, the principal will:

1. Convene a meeting of the School Reopening Team to review the proposed plan. Consider including other stakeholders on the Reopening Team, including another pastor, a health care professional, the school secretary, or administrative assistant, teacher representatives, or members of the parish's reopening team.
2. The team should review draft #1 of the plan and adjust the plan.

During the last week of June, the principal will:

1. Make final edits and submit the School Reopening Plan template to the Office of Education by Tuesday, June 30.
2. School plans will be evaluated by the Superintendent with input from his reopening team and will be returned to the principals during the month of July.

In early August, the principal will:

1. Convene a meeting of the School Reopening Team to discuss implementation of the plan.
2. Review the Bishop's and Governor Pritzker's recommendations, information from healthcare community, and school opening guidelines of the CDC and other agencies.
3. Review the school plan and revise in terms of lessons learned from the parish Reopening Plan.
4. Continue discussions with the Pastor and adjust as needed.

Fact Sheet

School Name: **St. Mary School**

Location(s): **Mt. Vernon**

Pastor/Chaplain: **Father John Iffert**

Principal: **Brett Heinzman**

School Reopening Team Members:

Brett Heinzman Anna Rawls Karen Garrison Lori Kabat

Michelle Jee Anne Collier Stacy Spotanski Brandi Gore

Carla Chesnek Autumn Konkel Jean Jones Holly McKay

Mary Trentman Kim Graziani Jan Dolwick Emily Trentman

Monica Heinzman

School Phone: **618-242-5353**

Approximate number of students: **150 (Pre K-8)**

Approximate number of full-time faculty & staff: **14**

School email: **bheinzman@stmarymtvernon.org**

School website: <https://stmary.school/>

Social media- links: <https://www.facebook.com/stmarysmtvernon/>

Office of Education Review of Plan

Date: _____

Approved _____

Returned for Revision _____

Health and Safety Strategies Action Plan and/or Procedure

Please describe:

How to maintain hygiene standards throughout the day?

St. Mary School has four digital thermometers. Lysol has been ordered in bulk and will be handed out to staff members in the fall. St. Mary School in collaboration with Mt. Vernon District 80 is using federal funds to purchase a backpack fogger disinfectant device to help with killing germs. St. Mary School staff will review with students on the first day of school proper hand washing technique. The St. Mary School water drinking fountains are closed. The St. Mary water bottle filling stations will remain open. Students will be encouraged to bring a water bottle from home and then take it home and wash it daily. The St. Mary custodian will change all the air filters in the rooms in July.

St. Mary School using federal funds ordered three washable masks for each student/staff member (600 total). Each person will wear a clean mask daily. If students are unable to wash their masks, St. Mary School will do it for them. St. Mary School will create a mask bin that the dirty masks will be placed in daily. St. Mary School using federal funds has ordered gloves that may be worn by employees. All masks should be washed in hot water. Students may also elect to bring their own masks.

All students and staff will be expected to wear masks at all times (except when outside safely social-distanced). All students will be asked to keep their masks on their person at all times. Students will be given a paper bag and shown the correct way to fold their mask and put it in the bag for storage.

St. Mary students will social distance six feet apart while attending Masses. Grades 2-3 will attend Mass on Tuesday. Grades 4-5 will attend Mass on Wednesday. Grades 6-8 will attend Mass on Friday. All students and staff will wear masks to Mass.

St. Mary School staff members will make Covid—19 safety signage that will be displayed in the buildings. St. Mary staff members have organized a “sign party” for later this summer where we will work together to place safety signs all over campus.

All students and staff will be expected to wear masks at all times (except when outside safely social-distanced). St. Mary School students will be social-distanced six feet apart in the classrooms. St. Mary students will eat in their classrooms. The St. Mary's physical education program will use strategies to social-distance while doing physical fitness activities. St. Mary students will use a staggered schedule at the end of the school day to ensure social distancing. St. Mary teachers will limit the number of students using the restrooms to ensure social-distancing. The St. Mary pre-school program will use its large L-shaped room and do our utmost to social-distance the 3-5-year-old students.

The St. Mary custodian will come to work daily at 6 a.m. This will allow her to clean and disinfect before students and staff arrive.

Temperature monitoring/Hand Sanitizing by whom and how often (including entry into building upon arrival)

St. Mary School will have four temperature check locations. Each station will also inquire about Covid-19 symptoms. St. Mary School will have 3 temperature check stations before school. Each station will also have optional hand sanitizer that students and staff may elect to use upon entering the building. Mr. Heinzman or another St. Mary School employee will check everyone who comes in the west door to the gym between 7:30-8:00 a.m. Parents also have the option of self-screening their children using the **Miine Health App**. Parents who use this app will take their children’s temperature and register that information on the **Miine Health App**. They will then walk their child into the entrance station (west gym door, Pre-K, or main school entrance,), and show their phone to the employee to show a green “all clear” screen for temperature monitoring. Otherwise the monitoring stations employees will use a digital thermometer to check students’ temperature before entering a building.

The St. Mary Educational Daycare staff will check temperatures of all EDC students who arrive through their entrance. *(Only EDC students should enter daily in the EDC entrance).*

St. Mary teachers will rotate duty at the front door of the school taking temperatures from 8:00-8:15 a.m. All students and staff will have their temperatures taken and recorded daily. **Anyone with a temperature over 100.7 will not be allowed to enter school. Anyone with a 100.7 temperature will be required to complete a virtual or in person visit to a doctor to be examined.**

Covid-19 Screening Questions:

Are you experiencing any of the following Covid-19 symptoms?

- Fever or chills
- Sudden change in smell or taste
- New or worsening cough
- Sore throat
- Trouble breathing
- Headache
- Muscle Pain

Anyone with a temperature or Covid-19 symptoms will be sent home and required to complete a virtual or in person visit to the doctor to be evaluated before being allowed to return to school. If the person is determined by a qualified health provider to not have Covid-19 (either by test or determined to have another cause of the symptoms) they may return to school 24 hours after their fever is resolved. If the person is determined to have Covid-19 (as confirmed by testing) the school will work with the local health department to determine the appropriate time frame for quarantine. The school will also work with the health department to determine what other staff/faculty need to be tested or quarantined based on an extensive investigation of contact tracing. In any case, a Covid-19 positive person will not be allowed in the school sooner than 10 days and 72 hours after the resolution of symptoms and fever.

The school secretary, Jan Dolwick will always have an infrared thermometer in her office to check temperatures throughout the school day.

The St. Mary Faculty will emphasize frequent hand washing and/or hand sanitizing for good hygiene.

Procedure for faculty/staff/students who become ill during the school day, for whatever reason

Anyone with a temperature or Covid-19 symptoms will be sent home and required to complete a virtual or in person visit to the doctor to be evaluated before being allowed to return to school. If the person is determined by a qualified health provider to not have Covid-19 (either by test or determined to have another cause of the symptoms) they may return to school 24 hours after their fever is resolved. If the person is determined to have Covid-19 (as confirmed by testing) the school will work with the local health department to determine the appropriate time frame for quarantine. The school will also work with the health department to determine what other staff/faculty need to be tested or quarantined based on an extensive investigation of contact tracing. In any case, a Covid-19 positive person will not be allowed in the school sooner than 10 days and 72 hours after the resolution of symptoms and fever.

Training for office staff for signs/symptoms of COVID 19 and how to isolate, if suspected

St. Mary School faculty will have an in-service before school starts. We will invite a local health care professional to train the staff for sign/symptoms of Covid 19 and how to isolate if suspected.

Documentation and location of temperature checks storage

The Miine Health App has a feature that logs all daily temperature checks by parents. Each station will also have optional hand sanitizer that students and staff may elect to use upon entering the building. Parents who self-check will be expected to walk their children into the school and present the proof of temperature compliance. Otherwise, a student will have their temperature taken like other students.

Physical distancing in the classroom and corridors and other areas of the building

St. Mary School using federal funds ordered three washable masks for each student/staff member (600 total). Each person will wear a clean mask daily. If students are unable to wash their masks, St. Mary School will do it for them. St. Mary School will create a mask bin that the dirty masks will be placed in daily. St. Mary School using federal funds has ordered gloves that may be worn by employees. All dirty masks should be washed in hot water.

All students and staff will be expected to wear masks at all times (except when outside safely social-distanced). All students will be asked to keep their masks on their person at all times. Students will be given a paper bag and shown the correct way to fold their mask and put it in the bag for storage.

St. Mary students will social distance six feet apart while attending Masses. Grades 2-3 will attend Mass on Tuesday. Grades 4-5 will attend Mass on Wednesday. Grades 6-8 will attend Mass on Friday. All students and staff will wear masks to Mass.

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The St. Mary custodian will come to work daily at 6 a.m. This will allow her to clean and disinfect before students and staff arrive.

Space/Physical Distancing

St. Mary School will clearly mark with signs at entrances and exits. St. Mary staff members have developed a plan for staggered arrival and dismissal (See Arrival/Dismissal). St. Mary School will use the speech room as an “isolation room” should a student or staff member develop symptoms while at school. St. Mary teachers will consider ways to use outdoor teaching techniques. Outdoor learning/activities will provide a break for students and staff from wearing a mask while safely social-distanced.

The St. Mary physical education teacher will ensure that students return to the classroom in an orderly social distanced fashion. St. Mary students will follow the physical education schedule listed below. Each teacher will be responsible for disinfecting their classroom playground equipment after each usage.

PE Schedule

In Person Learning Schedule

8:30-9:10 Pre K- K

9:20- 10:00 1st (possibly K)

10:10- 10:50 2nd 3rd

11:00-11:40 4th and 5th

11:50-12:15 RECESS (EDC)

12:20-12:45 My Lunch

12:50-1:30 6th

1:40-2:30 7th

2:35-3:15 8th

Remote Learning Schedule (IF NEEDED)

Pre-K **8:30- 9:15**

K-1st **9:30-10:00**

2nd-3rd	10:10-10:40
4th-5th	10:50-11:20
Pre K LUNCH	11:30-12:00
Pre K Recess	12:00-12:30
My Lunch	12:30-1:00
6th 7th 8th	1:10-1:50

4th-8th will be Live Tue/Wed/Thur

2nd-3rd will be Live Tue/Thur

K-1st will be Live Wed

All remaining days will be independent work or recorded videos via website. All work will be logged.

<https://sites.google.com/stmarymtvernon.org/k-3rd>

<https://sites.google.com/stmarymtvernon.org/physicaleducation/home>

St. Mary teachers will stagger students back from recess in an orderly social-distanced fashion.

St. Mary School intends to be fully staffed when we reopen in the fall with the exception of our kitchen employee. St. Mary teachers will use the summer to organize their classrooms so the physical space is socially-distanced for students. St. Mary School volunteers will be trained on the new social-distancing and sanitizing techniques. St. Mary School will limit outside visitors to the school. St. Mary School has the ability at any time to revert back to Distance Learning.

Arrival/Dismissal

St. Mary students arrive at school in staggered fashion daily between the hours of 7:30 and 8:15 a.m. New this year, students arriving between 7:30 a.m. and 8:00 a.m. should be dropped off at the northwest gym entrance door. Students will be organized by Grade level in the gym socially-distanced. At 8:00 a.m. students will be dismissed from the gym by grade level in a staggered fashion and sent to their classrooms. All students will be expected to wear masks during the transition. The gym will then be disinfected by the custodian.

Any student arriving on campus at 8:00 a.m. up until 8:15 a.m. will be asked to enter the main school doorway and report directly to their homeroom teacher. Once again, upon entering the building all students and staff should be wearing a mask. They will also need to have their temperature checked or have their parents show proof of a temperature check with the Miine Health App.

Once students enter their homeroom all lunch boxes will be sprayed with a disinfectant and placed on a table not to be touched until lunch. Similarly, all backpacks will be placed on a table and sprayed with a disinfectant.

Students will exit the building daily using a staggered schedule whereby students exit from the north out through the main south entrance of the building.

DISMISSAL Schedule:

Kindergarten	3:07 p.m.
1st Grade	3:08 p.m.
2nd Grade	3:09 p.m.
3rd Grade	3:10 p.m.
4th Grade	3:11 p.m.
5th Grade	3:12 p.m.
6th Grade	3:13 p.m. *6th and 7th will exit the modular and walk outside to the front of the school via the east sidewalk along the main building
7th Grade	3:14 pm.
8th Grade	3:15 p.m.

PreK Parents should only pick up their PreK child(ren) through the exterior west side door located directly at the PreK Classroom. If Parents have additional students in higher grades, they should exit out the same PreK door and walk to the front of the school building to meet the older students. The older students should not come to the PreK Pick Up/Drop Off area to meet their parents.

MIDDLE SCHOOL ROTATION SCHEDULE

-at 8:25, 6th-8th homeroom will wipe down tables/chairs with disinfectant before being released to the next scheduled class.

-Each class period will stop 5 minutes before scheduled release time so that students and teacher can wipe down all tables/chairs/surfaces with disinfectant before leaving the classroom.

EXIT/ENTRANCE ROUTE FOR ALL MIDDLE SCHOOL STUDENTS ROTATING BETWEEN CLASSES:

***Using the predetermined exit/entrance routes will prevent any class from coming into contact with another class. Students will wear masks when transitioning between classes.**

Students MUST keep their own personal supplies with them at all times. We will not be allowed to share supplies or go back to a classroom to retrieve forgotten items.

-LEAVING MRS. TRENTMAN'S ROOM: Exit using the east hall door directly across from Mrs. Trentman's classroom. Walk along the east sidewalk and enter modular building through Mrs. Jones back east door.

-LEAVING MRS. JONES' ROOM: Exit using the regular classroom door. Go directly across the hall to Mrs. McKay's room once the room is unoccupied.

-LEAVING MRS. MCKAY'S ROOM: Exit using the back west door and walk to the main building into the west door by preschool entrance.

Monitoring hand washing and distancing in the bathrooms; sanitization during the school day

St. Mary faculty will educate students on the first day of school of the proper hand washing techniques. They will also visit with students about proper social-distancing in the restrooms. Students will also be encouraged to follow good hygiene techniques including washing their hands after using the restroom. The custodian will sanitize the campus restrooms several times throughout the day.

Physical distancing on the playground, cafeteria, gymnasium(s), & weekly school mass or other church-related activities

Most of this question was answered above on space/physical distancing.

Plan for reopening St. Mary School Band Program—Band Lessons for Advanced students starting the week of September 2.

The St. Mary School music room is large enough to socially distance students while teaching band instruments.

1. Students would be taught individually or in groups of 2.
2. The music stands and chairs would be disinfected between each individual or group.
3. The students would move from their classroom to the music room wearing their mask and practicing socially distancing.

4. The teacher and students will follow the recommendations made by the National Association for Music Education to keep their instrument and the music room safe.

Mass Schedule

All students will follow Diocesan guidelines when attending Mass. Students will wear their masks to mass. For safety reasons we have limited the number of students attending school Masses, which start daily at 8:30 a.m. Grades 2 and 3 will attend Mass on Tuesday. Grades 4 and 5 will attend Mass on Wednesday. Grades 6, 7, and 8 will attend Mass on Friday. Upon leaving, St. Mary church will be disinfected.

Arrangement of faculty/staff lounge to allow for physical distancing and maintaining hygiene

St. Mary School does not have a faculty lounge.

Signage in classrooms and throughout building areas (refer to CDC website)

The St. Mary Faculty has organized a “sign party” Friday, August 14 after the back to school faculty meeting. The staff will make CDC appropriate signs and place them all over campus.

Vulnerable teacher and staff protection

The principal will work to insure employee safety for all teachers and staff. At this juncture, I don't believe we have any vulnerable employees.

Training for substitute teachers, volunteers, and procedures to ensure health & safety maintained

We will invite St. Mary substitutes and volunteers to the health and safety in-service that is provided before school starts by a local health care professional. They will be included in the training.

Regular HVAC maintenance for ventilation and hygiene

The custodian quarterly changes out all classroom air filters.

How to dispose of PPE in classrooms and building areas

St. Mary School students will be trained on how to properly fold their masks for storage in a paper bag. Teachers will maintain a trash can where any PPE materials will be disposed of after cleaning/sanitizing classrooms. The trash can will be emptied daily by a person wearing a mask and gloves.

St. Mary School using federal funds ordered three washable masks for each student/staff member (600 total). Each person will wear a clean mask daily. If students are unable to wash their masks, St. Mary School will do it for them. St. Mary School will create a mask bin that the dirty masks will be placed in daily. St. Mary School using federal funds has ordered gloves that may be worn by employees. All mask should be washed in hot water.

Physical Infrastructure Strategies Action Plan and/or Procedure

Please describe:

Signage for health & safety and where posted in building, classrooms

Examples:

- Notice Please practice social distancing six feet apart
- Notice Please use hand sanitizer prevent the spread of germs
- Stop! Face mask required
- Wear a MASK WHEN
 - Leaving Your Seat
 - Using the Restroom
 - Changing Classes
 - Traveling in the Hallway
- We will post these signs (and others) at all school entrances and exits. We will also post on wall in the hallways and in the restrooms and classrooms.

Entrance and exit traffic plan to ensure social distancing and safety

Arrival/Dismissal

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Any student arriving on campus at 8:00 a.m. up until 8:15 a.m. will be asked to enter the main school doorway and report directly to their homeroom teacher. Once again, upon entering the building all students and staff should be wearing a mask. They will also need to have their temperature checked or have their parents show proof of a temperature check with the Miine Health App.

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MIDDLE SCHOOL ROTATION SCHEDULE

-at 8:25, 6th-8th homeroom will wipe down tables/chairs with disinfectant before being released to the next scheduled class.

-Each class period will stop 5 minutes before scheduled release time so that students and teacher can wipe down all tables/chairs/surfaces with disinfectant before leaving the classroom.

EXIT/ENTRANCE ROUTE FOR ALL MIDDLE SCHOOL STUDENTS ROTATING BETWEEN CLASSES:

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-LEAVING MRS. MCKAY'S ROOM: Exit using the back west door and walk to the main building into the west door by preschool entrance.

Plan for utilization of spaces with the building for special and co/extracurricular activities to ensure health & safety and social distancing

Physical distancing on the playground, cafeteria, gymnasium(s), & weekly school mass or other church-related activities

Most of this question was answered above on space/physical distancing.

Plan for reopening St. Mary School Band Program Band Lessons for Advanced students starting the week of September 2.

The St. Mary School music room is large enough to socially distance students while teaching band instruments.

1. Students would be taught individually or in groups of 2.
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The St. Mary physical education teacher will ensure that students return to the classroom in an orderly social-distanced fashion. St. Mary students will follow the physical education schedule listed below. Each teacher will be responsible for disinfecting their classroom playground equipment after each usage.

Location of “sick bay” and if isolation is needed, where?

The St. Mary Speech Room has been selected as the school’s “sick bay”. Either Mr. Heinzman or Mrs. Dolwick will monitor a student outside the “sick bay”. After the sick student leaves the “sick bay” this space will be sanitized by the custodian.

Ordering procedures for PPE

St. Mary School using federal funds ordered three washable masks for each student/staff member (600 total). St. Mary School using Federal Funds ordered 4 infrared digital thermometers, gloves, a back pack sprayer disinfectant system, and Lysol type spray in bulk.

Cleaning service or in-house custodial crew – disinfectants and supplies to meet criteria for COVID 19 sanitization

The St. Mary Custodian will be trained on how to properly use the back pack sanitation system. She will also be tasked to work with our local janitorial vendor, Royal Wholesale, to order supplies that meet the criteria for Covid 19 sanitation.

Appoint COVID 19 contact person on-site at school

The School secretary, Jan Dolwick will be the Covid 19 contact person on-site at school.

Scheduling and Staffing Strategies Action Plan and/or Procedure

Please describe:

All students and staff will be expected to wear masks at all times (except when outside safely social-distanced). Adjustments made and/or needed for classrooms based on social-distancing St. Mary School is fortunate to have large classrooms and grades that range from a low of 9 students in a high of 17 students. All teachers will have the ability to space students out six feet apart in their classrooms.

Staffing needs based on social distancing and vulnerabilities

St. Mary School is blessed to be fully staffed. At this juncture, I don’t believe we have any additional staffing needs based on social-distancing and vulnerabilities.

Accommodating student needs

All St. Mary teachers will visit with their parents about accommodating any special needs for students' health and safety.

How re-opening and procedures shared with school community

St. Mary School shared the updated re-opening plan with all school families via Option C. The re-opening template is posted on our school website.

Staffing plan for high-risk and vulnerable faculty/staff

At this juncture, we don't have any high-risk and/or vulnerable faculty/staff.

Updating remote learning plans for use when a student is quarantined at home or if state mandates "shelter in place" due to resurgence of pandemic risk level.

Decision on whether to close school "campus" and not allow visitors, guest speakers, or volunteers to be at school.

See Remote Learning at the end of this document

Mr. Heinzman tasked all teachers to update their remote learning plans to include when a student is quarantined at home or if state mandates "shelter in place". Teachers' updated remote learning procedures will be shared with parents before school starts in August.

The St. Mary principal will work with the Pastor, Father John Iffert, to make a decision on whether or not to close school "campus" and not allow visitors, guest speakers, or volunteers to be at school. Due to the subjective nature of all the potential hypothetical scenarios this seems to be the most logical solution to the question.

Plan for rotation and scheduling of grades 6-8 to minimize cross contamination**MIDDLE SCHOOL ROTATION SCHEDULE**

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Transportation and Food Service Strategies Action Plan and/or Procedures

Please describe:

Discussion with local public school and the plan for bussing students to ensure health, safety, and social distancing for students and driver

St. Mary School doesn't use public school buses except rarely for a field trip. St. Mary School will discuss with Mt. Vernon District 80 and Durham Bus Company how to ensure the health and safety of students and the driver while providing for social distancing (in the event we take a field trip, which at this point is highly unlikely).

If school has its own busses, how will health, safety, sanitization, and social distancing be maintained for students and driver

N/A

Entry and exit building door for bus students and how temperatures will be taken upon arrival

Temperature monitoring by whom and how often (including entry into building upon arrival)

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- Headache
- Muscle Pain

Anyone with a temperature or Covid-19 symptoms will be sent home and required to complete a virtual or in person visit to the doctor to be evaluated before being allowed to return to school. If the person is determined by a qualified health provider to not have Covid-19 (either by test or determined to have another cause of the symptoms) they may return to school 24 hours after their fever is resolved. If the person is determined to have Covid-19 (as confirmed by testing) the school will work with the local health department to determine the appropriate time frame for quarantine. The school will also work with the health department to determine

what other staff/faculty need to be tested or quarantined based on an extensive investigation of contact tracing. In any case, a Covid-19 positive person will not be allowed in the school sooner than 10 days and 72 hours after the resolution of symptoms and fever.

The school secretary, Jan Dolwick will always have an infrared thermometer in her office to check temperatures throughout the school day.

Procedures for lunch periods, location, hygiene, food, food allergies, forgotten lunches & cleanup

St. Mary School will have students bring their lunches daily. Students will also have the option to order a sack lunch from Mt. Vernon District 80. All students will eat in their classrooms daily. St. Mary teachers will post classroom clean-up procedures for students to follow daily in their classrooms. No sharing of food will be allowed between students. In addition, no containers or items may be used by multiple people (example: a pizza box). A safe alternative for a pizza would be for a teacher to wear a mask and glove and put a pizza slice on a paper plate for each student. Students will not have access to microwaves to heat food. Packed lunches need to be ready to eat foods. Parents will no longer be allowed to drop off fast food for students. If a student forgets their lunch, a brown bag lunch from District 80 will be ordered for them. We appreciate parents' patience as we work to create as safe of a learning environment as possible.

St. Mary faculty members will work together to supervise the recesses and lunch schedule. Mr. Heinzman and another parent volunteer will supervise both lunch shifts. The teachers will rotate supervising the two recess shifts.

St. Mary School teachers will survey their parents to check for any food allergies.

Procedures for indoor and outdoor recess, supervision, social distancing, grouping, & equipment sanitization

St. Mary faculty members will work together to supervise the recesses and lunch schedule. Mr. Heinzman and another parent volunteer will supervise both lunch shifts. The teachers will rotate supervising the two recess shifts.

1st Recess 11:50-12:15

Pre-School and Kindergarten will separate and play in one play space. Grades 1,2, and 3 will play separately from other grades in another play space.

2nd Recess 12:20-12:40

Grades 4 and 5 will separate and play in once play space. Grades 6, 7, and 8 will play separately in another play space.

Grade level groups of students will not mix with other grades.

Extended Care Action Plan and/or Procedure

Please describe:

Expected need for before- and after- school care in dedicated room

Extended Care Strategies

EDC students should remain in the daycare classroom during extended care hours. This will limit their interaction and maintain a safe environment for them. These students should be picked up at the same door they arrive at each morning. This also limits movement of backpacks and lunch bags for these students. Each EDC student and Kindergarten student will receive their own cubby outside of the classroom to safely store their belongings and daily lunch.

All employees will be trained in the fall on health and safety protocols of the CDC. Teachers will train students how to cover their mouths at appropriate times and wear masks if necessary.

The St. Mary School extended care program for pre-school will have students remain in their normal classroom. St. Mary School will house the K-8 students going to the after school program in the Grade 8 classroom with students socially distanced six feet apart. The St. Mary after school program will run daily from 3:15 p.m. to 5:30 p.m. St. Mary School will maintain an adequate ratio of student and staff members. St. Mary extended care workers will be trained on proper social-distancing and sanitizing techniques. Staff members will be expected to keep students socially-distanced. The program will use the school's outdoor space in a staggered fashion so students remain socially-distanced.

Facility adjustments to ensure health, safety, and social distancing

St. Mary School is adding signage throughout our buildings. We are building open cubbies for the Educational Daycare and Kindergarten students. This will allow for better health and safety. We are creating a designated spot for Mt. Vernon District 80 to drop off the brown bag lunches daily. Teachers will create a space in their room for students to store backpacks and lunches to maximize health and safety.

School building door assigned for entry and exit of extended care students

The North west school entry door (by the Educational Daycare) will be assigned as the entry and exit door for both the EDC and extended care students.

Staffing needs based on enrollment and space

None. St. Mary School is fully staffed.

List of trained substitute staff to supervise, when needed

1. Emily Manning
2. Haley Haarmann
3. Laura Skorch
4. Ryan Stanford
5. Emily Trentman

Staff training on health standards, sanitization, hygiene, and food handling

The St. Mary Faculty, staff, volunteers, and substitutes will receive training on health standards, sanitation, hygiene, Covid-19 symptoms, and food handling by a local health care professional in August before school starts.

Messaging to parents regarding drop off and pick up, snacks

St. Mary School will no longer allow parents to drop off or pick up snacks. St. Mary School will allow for parents to provide birthday snacks to a class. The snacks must be prepackaged.

Disinfecting toys, games, equipment

Each teacher will be responsible for disinfecting their classroom playground equipment, toys, or games after each usage.

Outdoor activities

St. Mary School has a plan to socially-distance students whether at P.E. or at recess. St. Mary teachers will have the option of using our large campus to create an outdoor classroom when the weather permits.

Signage in extended care room (refer to CDC website)

The St. Mary Educational daycare staff will research the CDC website and post appropriate signage in and around the Extended Care Room.

Procedure for students who will become ill during extended care

If a student becomes ill during extended care they will be sent to the "isolation room" which is the speech room. The extended care worker will check the student's temperature. The extended care supervisor will contact the child's parent and request they be picked up. Our school policy is that a child must be fever free for 24 hours before they will be allowed to return to campus (unless they reside in a family who also has Covid-19. In that case once all family

members have quarantined for 14 days and test negative then the student may return to school).

Remote Learning Option

Students have the option of remote in lieu of in-person learning. Remote learning will add another layer for teachers using the web camera and daily website storage of live lessons. We ask that students not switch back and forth unless there is a health emergency. All St. Mary classrooms have been equipped with web cameras that will only focus on teachers' instruction. (No students will be shown on the cameras). Students who remote learn will have the ability to watch their teacher's live instruction. In addition, St. Mary School is setting up an achieved database of teachers daily lessons that may be accessed on the St. Mary School website. (This portion of the website will require a username/password for extra security). One week of each teacher's daily live instruction will be stored on the website. In the event a teacher doesn't have any students choosing remote learning, their instruction will not be taped/stored on the website to save storage space on the server.

Students who select remote learning should set up an individual plan for taking assessments, turning in assignments, other. In the event the school closes and all students must remote learn, St. Mary School will articulate to parents how we are going to plan pick-up/drop-off of assignments. The procedures will be very similar to what we used in the spring safely social distancing in the gymnasium.