



Dear Saint Joseph Families and Students,

July 27, 2020

March 13, 2020 was the last day we were able to gather as our Saint Joseph Parish School Family! That date was 136 days ago today. During this time, we have lived an experience that none of us could have ever imagined. As we look forward with hope and prayers to August 26, 2020, our goal is to reunite in a safe and faithful manner in our building. Our Plan allows for us to return to 5-day, in-person instruction with the ability to provide Distance Learning for families who still hold concerns regarding COVID-19.

Our Plan has been built by following the guidelines provided by the CDC, State of Ohio, Lorain County Board of Health and the Diocese of Cleveland. In addition to these agencies, I enlisted a panel of parents to be part of our Task Force to review and discuss our Plan. I am extremely grateful to those individuals for their honest and open conversations in our discussions. The team was made up of parents from the medical field, pharmaceutical field, our moms and dads and our teachers. Their input was very helpful in finalizing our Plan.

As many of you know, I have officiated several high school sports over the years. I have often blown my whistle and stopped play to enforce a particular rule. When this occurs, inevitably one-half of the gym cheers, and the other half boos. I know it is hard to believe, but not everyone always agrees with my call. In the case of our Plan, decisions have been made that not everyone may agree with or see as necessary, but just as in the high school contest, the call was made with the best of intentions.

I also ask you to consider the following observation. When you and your child(ren) go out for your nightly bike ride, what is the last thing you do prior to leaving the house? You check to make sure they have their helmets on. Ultimately, your children's safety is overriding. In my mind, that is what a face covering is, just another simple thing we can do to ensure the safety of your children and our staff.

As we move towards August 26, 2020, please know that there is no plan that can eliminate all risks as we face the current pandemic. Our goal is the same as yours, to protect and provide a safe and loving environment for our children to learn, grow in their Faith and have that social interaction that we know is so important to the children. This Plan has been created under the guidelines that have been provided and we know those guidelines are subject to change as needed. Please know we will adjust our plans as necessary to be compliant and safe for our Saint Joseph family.

Yours in Christ,

Mr. John T. Stipek, M. Ed.

Saint Joseph Parish School

Home and School Assessment Protocols

□ At Home

- All families are asked to perform health checks on all students before coming to school each day. The parent should take the child's temperature prior to leaving the house. If a student has an elevated temperature or any other sign of potential illness, they should stay home.
- Any student registering a temperature of **100 degrees or higher** is not permitted come to school that day. The temperature should be taken prior to the administration of any fever reducing medication.
- Families will need to communicate with the School Office what symptoms the child is experiencing so the school can record and monitor any possible trends.

□ At School

- Prior to entering the building, all Staff members will have their temperatures taken in the School Office with a non-contact infrared thermometer. Any Staff member registering a temperature of **100 degrees or higher** will not be permitted to enter the building.
- Upon arrival at school, students will proceed to their preassigned entrance to minimize student gatherings or over-loading any one entrance during Drop-Off or Dismissal.
- Prior to entering the building, all students will be checked by a staff member with a non-contact infrared thermometer.
- Any student registering a temperature of **100 degrees or higher** will not be permitted to enter the building.
- Parents or guardians will be required to pick up any student from school who is found to have a fever or who exhibits signs of an illness during the school day.

Face Covering Policy

□ Staff

- All Staff will be required to wear a face covering (mask or face shield) that covers their nose and mouth.

□ Students

- All students in grades K - 8 will be required to wear a face covering (mask or face shield) when entering or exiting the building or in a "public setting" in the school.
- Examples of public settings are: passing in hallways, entering or exiting the building, attending Mass or certain classroom activities.
- Students in grades K -2 are strongly encouraged to wear a face covering (mask or face shield) during the day.
- Students in grades 3 - 8 will be required to wear a face covering (mask or face shield) during the day.
- There will be appropriate breaks/situations during the day that the students will be permitted to lower their face coverings for periodic relief.

- **Preschool**
 - All students in Preschool will be required to wear a face covering (mask or face shield) when entering or exiting the building.

- **Exceptions for Students PreK - 8**
 - Exceptions to this point include but are not limited to:
 - Violation of school safety policies
 - Not advisable for health reasons
 - Working alone in an assigned work area
 - Wearing of face covering would inhibit the educational process such as Speech, students with disabilities or where communication could be impacted

Social Distancing

- **Classrooms**
 - Based on guidelines from the CDC, American Association of Pediatricians (AAP) and the Lorain County Public Health (LCPH) student classrooms have been designed to provide 4- 6 feet of social distancing.
 - Desks are positioned so all desks face the same direction (rather than facing each other) for additional awareness of potential droplets becoming airborne.
 - Classes using tables for instruction will adhere to the social distancing guidelines of a minimum of 3 – 6 feet separation of students during instruction.
 - At this time, additional classroom furniture that teachers had in their rooms has been removed to accommodate the expansion of student’s desk/tables.

- **Hallways**
 - Switching of classes in the Junior High will follow a one-way pattern to minimize the crossover of students during their changes.
 - Directional guidance for the Junior High students will be visible to ensure the students are proceeding in a safe and timely manner during the day.
 - Students in grades 4 – 5 will use a pre-designated stairwell to take when switching for classes if necessary.
 - Directional guidance for students in grades 4 - 5 will be visible to ensure the students are proceeding in a safe and timely manner during the day.
 - Staff members will be in the halls to monitor and guide all students as they move from class to class during the day.
 - Face coverings (mask or face shield) will be required as students enter the hallways (public areas) during the changing of classes.

- **Celebration of Mass**
 - A special schedule will be developed for the students to celebrate Mass in a safe environment for everyone. The school will refrain from attending regularly scheduled Masses that our parishioners and the general public celebrate.

- All students will be required to follow the current guidelines for the celebration of Mass. These guidelines have been developed under the authority of the Governor and Diocese of Cleveland.
- As per the State and Diocesan guidelines, students will be required to wear face coverings (mask or face shield) during the celebration of Mass.
- The celebration of Mass will be limited to students and staff only.

Wash and Sanitize Hands Protocols

At Home

- After the students finish breakfast and are ready for school, parents or guardians need to direct the students to wash their hands a final time before leaving for school.
- It is strongly recommended that parents share a small amount of hand sanitizer just prior to the students exiting their vehicle to enter the building.

At School

- Students will be given ample time to wash and sanitize hands throughout the day.
- Upon entering the classrooms, Staff will direct students to use the hand sanitizer stations that will be provided in the classrooms.
- During the day Staff will instruct students on the proper way to wash hands when going to the restrooms to maximize the cleaning of their hands.
- Students will wash their hands once in the morning, prior to eating lunch, after recess, using the restrooms and prior to dismissal.
- Signage will be posted in the restrooms and classrooms reminding the students of the importance and proper procedure for washing their hands.

Clean and Sanitize School Building

- The building will be thoroughly cleaned and sanitized in preparation for the next day of instruction. This will include classrooms, restrooms, hallways and public areas.
- Special attention will be given to high contact student involvement areas such as doorknobs, tables, desks and chairs.
- During the day, restrooms will be cleaned and sanitized once in mid-morning and then again in the mid-afternoon.
- In those situations where students change classes, students' desks and chairs will be sanitized prior to the next group of students entering the room.
- It is strongly recommended that no materials are shared between students during the school day. If there is any sharing of materials, all materials will be sanitized prior to any contact with a second group of students.

Lunch Program Protocols

These protocols will be in place for Lunch:

- Students will wash or sanitize their hands prior to and after lunch.
- Students will eat in their classrooms
- On designated days, hot lunches will be delivered to the rooms.
- Milk will be available for those that preorder.

Recess Protocols

- It is strongly recommended that students have recess on a daily basis as permitted by weather and current county risk levels.
- Recess needs to limit a student's physical contact with others and the sharing of any type of Recess equipment.
- Areas, or Zones need to be established to limit the cross-interaction of classes or grades.
- All participants in recess will wash or sanitize hands before and after recess.
- In the event a student is not able to participate in outdoor recess, accommodations will be made for indoor recess.
- Brain Breaks will be made available for those classes/grades to assist in learning and manage any student stress or anxiety. There are several programs that can be used for this purpose, such as Go Noodle or Yoga 4 Classrooms.

Student or Staff Exhibits Symptoms

At Home

- If an individual, either Staff or student, is showing any of the symptoms related to COVID-19 prior to arriving at school, the individual should not come to school.
- The individual should contact and share with their family physician the condition of the individual and follow what direction or guidance is provided.
- Individuals need to inform the school what symptoms are being exhibited and keep them informed on their physician's guidance.
- All information shared with the school will be kept in strict confidence and shared only with the Administration and those individuals that may need to know.

At School

- If an individual, either Staff or student, begins to show symptoms related to COVID-19 or has a temperature of 100 degrees or higher, they will be immediately separated from other students or Staff, given a face covering if needed and monitored by a Staff member.
- Monitoring of the individual will be provided at a safe physical distance for both the individual and Staff member.
- The parents of a student will be contacted and asked to pick up their child as soon as possible.
- The school will provide information provided by Lorain County Public Health in regard to location of testing sites to the individuals who may need testing.
- Families and Staff are asked to keep the school informed on what diagnosis or testing takes place with the individual.
- All information shared with the school will be kept in strict confidence and shared only with the Administration and those individuals that may need to know.

Student or Staff Diagnosed with COVID-19

- When an individual, either Staff or student has been tested, and diagnosed to have contracted COVID-19, the Lorain County Public Health Department will be notified, and they will move forward with the State established guidelines.
- LCPH will determine if close contact of COVID-19 took place and how the school should move forward. Close contact is considered to have taken place if persons spent more than 10 minutes in close proximity (within 6 feet) of the individual who tested positive.
- Close contact will be determined on a case-by-case basis.
- A 14-day quarantine will be required of any individual considered a close contact as determined by LCPH.
- All confirmed COVID-19 cases would be isolated, monitored daily, and released by LCPH if they are a Lorain County resident. If the individual is not a Lorain County resident, LCPH will communicate with the associated health district of residence.
- Communication from LCPH will be directed through the school if any positive classroom, building or family cases are identified. Notification will not reveal the individual who was tested as positive. The school will maintain privacy.

□ Distance Learning at Saint Joseph Parish School

- **Families choosing Distance Learning must register via the Parent Survey by Monday, August 3, 2020.**
- Families who select Distance Learning understand it will be a commitment for the entire First Quarter of the new school year.
- Each new Quarter (Second, Third and Fourth) will require a new registration prior to the ending of the previous Quarter.
- The goal of simulcasting is to provide the students at home the chance of actively participating in the class.
- Students will be required to be logged on and ready to begin the day at our regular start time for the school day.
- Students will follow their class schedule as the day progresses. Lunch and any class breaks will be taken as a class.
- Those students taking part in the Distance Learning Program will be responsible for all work/assignments that are given in class.
- The means of Distance Learning will be a combination of the following methods:
 - Simultaneous learning via live streaming using Google Meet
 - *Flipgrid* or other programs prerecorded lessons
 - Group or Individual Zoom Meetings.
 - Additional programs will be used as needed.
 - SJS Distance Learning Program will be adjusted as we move forward to ensure the best learning experience for the students.

I would like to acknowledge and thank the following individuals for committing to our Task Force that assisted in the creation of our Back to School Plan. We are very grateful for their thoughts, expertise, time and willingness to help on such an important project. It is clear we had a unified goal – to provide a safe environment for the return of our children to school. On behalf of the parents, students, teachers and staff, I extend our thanks to you.

- **Ms. Anne Bader**
- **Mr. Jeremy DiTullio**
- **Mrs. Melissa Faltenovich**
- **Mrs. Barb French**
- **Mrs. Lisa Hudak**
- **Dr. Fredric Hustey**
- **Mr. Jason Little**
- **Mrs. Allison Marti**
- **Mrs. Tanya Reith**
- **Mrs. Melissa Siebenhar**