

# **St Mary's Catholic School**

## **2020-2021 Covid-19 Policy and Procedure Student Handbook**

The following guidance has been developed from information available through multiple local, state, and national organizations including the CDC, Wyoming Department of Health, American Academy of Pediatrics, Wyoming Board of Education, Diocese of Cheyenne among others. This is the most current plan and is intended to be modified and updated as necessary when new information becomes available.

The goal of St. Mary's School is to remain open for the duration of the 2020-2021 school with as few interruptions of student learning as possible, while protecting the health and safety of all of our students, faculty and staff. Our hope is to return to a more typical school environment as soon as safely possible.

As we come together as a school community for the upcoming school year, during these unprecedented times it is more important than ever to foster an environment within St. Mary's Catholic School that supports the health and safety of our students and staff as well as their families. As a result it is important that all individuals read and understand the following policies. If you have questions or concerns please reach out to the school administration to clarify. We will be relying on one another to adhere to these guidelines in order to keep our school community safe from Covid-19 exposure and spread.

**\*\*Please sign and return the acknowledgement at the end of this packet\*\***

### **St. Mary's Catholic School Covid-19 Policy**

Any student, faculty or staff member exhibiting the following symptoms will not be allowed to enter the building of St. Mary's Catholic School until they are cleared for return by a healthcare provider:

- \*Fever greater than 100.4 degree Fahrenheit
- \*New or worsening shortness of breath
- \*New or worsening cough or difficulty breathing
  - \*New or worsening muscle or body aches
    - \*New or worsening fatigue
    - \*Sore Throat
  - \*Congestion or runny nose
- \* New or worsening headache
  - \*Loss of Smell or Taste
  - \*Diarrhea
  - \*Nausea or Vomiting
- \*Close contact (within 6 feet for at least 10 minutes) with Covid positive individual in the last 2 weeks.

- If at any point it is recommended that the individual be tested for Covid-19, they must notify St. Mary's School and remain out of the building until the results of the test return. If the test is negative, the individual may return with clearance by a healthcare provider.
- Any student, faculty or staff member who tests positive for Covid-19 will be required to notify St. Mary's Catholic School and remain out of the building for a 14 day period from the time of the positive result or until cleared by the Wyoming Department of Health.
- If an individual is in close contact (within 6 feet for more than 10 minutes, 2 days before onset of symptoms) with another individual who has tested positive for Covid-19, including a family member or member of their classroom cohort, they will be required to remain out of the building for 14 days after last known exposure. If during those 14 days the individual develops symptoms they may choose to contact a healthcare provider for further guidance or perform self-care per CDC guidelines attached below. If the family opts to self-care the ill individual may not return to school until he/she has 3 days fever-free without the use of medications, his/her symptoms have improved, AND it has been 10 days since symptoms first appeared.
- Students will be dropped off at the front of the school using the car lane. At that time a designated staff member will take the temperature of the student and if no fever is present the student will be able to enter the building and go immediately to the classroom (younger students will be assisted with this process). Parents and caregivers will NOT be allowed to accompany children into the building.
- At the end of the day, students will be dismissed in their cohort. Students will then be escorted by designated staff to their vehicle. Parents will NOT be permitted in the school building to pick up students. If you feel that you must pick up your child directly from class arrangements must be made with school administration.
- Before and after school care will be available. Families choosing to use before school care will be required to complete screening and students will have their temperature checked before entering the building. Staff will escort students to a designated area. Students will be escorted by staff to their designated area for after care. When parents arrive at the school for pick up they will call the school, students will then be escorted to the vehicle. Cohorts will be maintained as much as possible during before and after school care and face coverings will be worn by students and staff
- If an individual develops symptoms while in the building of St. Mary's they will be sent home immediately, and required to contact a healthcare provider to determine the next appropriate action, up to and including Covid-19 testing. Individuals should not return until symptoms have improved and fever-free for 3 days without the use of medication, or otherwise cleared by a healthcare provider.
- All students, faculty, staff will be required to wear face coverings in all public areas of the school including the office, atrium, MPR, CLS, and hallways. Students and staff will be required to wear face coverings when unable to maintain 6ft physical. Face coverings will not be required during PE or at recess, or other times of physical activity. An individual may choose to wear their face coverings more often if it makes them more comfortable.

- Whenever possible specialists and other instructors will move from classroom to classroom instead of students moving throughout the building.
- Desks and other seating will be kept 6 feet apart when feasible. Whenever possible shared tables should be avoided, and if not possible students must be separated by a minimum of 3 feet.
- Visitors to the building will be limited to essential personnel and each visitor must sign a waiver stating they meet all requirements to enter the building. Visitors will be required to wear masks the entire time they are in the building, have their temperature taken, and sanitize or wash their hands upon entry.
- Students, faculty and staff will be required to sanitize or wash their hands upon entering the classroom, before and after meals, after using the bathroom, after using the playground, and any other time their hands may become dirty.
- Students will not be permitted to share supplies (i.e. pencils, glue, markers, crayons, scissors, rulers, etc.). Each family will provide their own supplies and be responsible for replenishing the supplies when notified by the teacher.
- Any shared electronic device will be cleaned after use with appropriate (per CDC guidelines) cleaning agents. Students will sanitize their hands before and after the use of these devices.
- When equipment is shared in PE, students will be required to sanitize their hands before and after. The equipment will be cleaned thoroughly at the end of the day with approved cleaning agents.
- Musical instruments that touch the mouth will not be shared between students. When students are using instruments played by hand, they will be required to sanitize their hands before and after use and the instruments will be cleaned using appropriate agents at the end of the day.
- Public spaces and high touch areas will be cleaned frequently using approved agents. Custodial staff will be instructed per current guidelines on proper cleaning procedures.
- For lunch students will be kept in their cohort. Alternatively, lunch may be eaten in the CLS or other modified space including outdoors if weather permits. Students will remove masks for eating. Students with food allergies at risk for exposure to allergens will be provided a safe place within the eating area and will be allowed to eat with a buddy with an allergen-free lunch. Other accommodations can be made if necessary.
- Absolutely no sharing or trading of food or drinks will be permitted.
- Students will be required to bring their own water bottle each day. Water fountains will not be available for use. Water bottles may be filled in the sink and should be taken home to be washed each day.
- For classrooms who utilize nap mats, nap mats will be provided by each household, the nap mats will be kept separated in large plastic bags or individual containers when not in use. Nap mats and blankets will be sent home to be cleaned at regular intervals or when visibly soiled.

- No large gatherings will take place at this time. This includes assemblies or worship services. To the best of our ability assemblies, Mass, and other activities involving the whole school will be performed using smartboard technology or using the intercom.
- When more than one classroom cohort is utilizing a space at one time, face coverings will be required to be worn.
- Students, faculty and staff will be required to keep their face coverings within reach in case there is an urgent need to exit the room quickly such as a fire drill or other evacuation.
- Families will be required to provide their own face coverings for students. If the face covering is reusable or cloth it is to be taken home each night to be cleaned or exchanged for a new one. Face coverings must be replaced when they show signs of damage or visible soiling. Disposable face coverings should be replaced at least daily.
- Any individual refusing to adhere to the requirement of wearing a face covering will not be permitted into the school, this includes students and visitors.
- If a medical exemption prevents the wearing of masks it must be provided to the school and signed by a healthcare provider.
- In addition to all required immunizations St. Mary's School, with recommendations from local, state, and national organizations, strongly encourages all students, faculty and staff to obtain the seasonal flu vaccine as soon as possible in Fall 2020.
- In the event that an exposure occurs the classroom will be closed immediately with students and staff isolated from the rest of the school, and families will be notified immediately to come pick up the students who have been exposed. It is expected that students will be picked up no later than 60 minutes after notification. If the responsible party is unable to arrive within 60 minutes they must notify the staff immediately and give an estimated arrival time. Upon arrival at the school, parents will call the office and the child will be sent out of the building. Students will be sent home with all personal items such as backpacks, lunch boxes, and nap mats and we ask that these items are cleaned during the quarantine period. Parents will NOT be permitted into the building to pick up students. Upon leaving the school the exposed individual will not return for the 14 day period. Siblings or family members of an exposed individual will not be required to quarantine unless the exposed individual develops symptoms. At that time the other members of the household are not permitted to return to school, are required to notify the school and contact a healthcare provider if needed to provide next steps. If no symptoms develop the exposed individuals may return after the 14 day period. Other teachers of siblings of exposed individuals will be notified.
- Teachers will be responsible for all instruction in case of student absence, classroom quarantine, or school closure. Education will be switched to virtual learning with teacher instruction immediately, as long as the health of the teacher and students permit. If an individual student is absent the teacher will make individual arrangements to complete the instruction.
- Students will not be punished for absences due to illness or possible illness. It is the view of St. Mary's that if you think your child is ill, it is important to keep them home. Because Covis-19 has such a wide variety of symptoms it may be difficult to know how each individual will present

with the illness, and children's symptoms vary widely. An exposure for an entire classroom or the entire school would be very burdensome and stressful for every individual and family involved. Therefore, it is of utmost importance that we keep even mild illnesses out of our school as much as possible. Keeping your child home, even for a mild stomach ache or low-grade fever will help the school achieve our goal to remain open for this academic year with as much in person education available to every student.

- St Mary's has updated the Illness at School Policy to support these policies and guidelines.
- Parents or caregivers will be provided a note from St. Mary's School informing employers of the requirement of the need for students to be kept home from school upon parent request. Parental work or other obligation is not considered an exemption from this policy and parents are responsible to make all necessary arrangements in case students need to be kept home from school including the 14 day quarantine period.
- It is important to acknowledge the mental health effects the Covid-19 has had on every individual. The return to school can cause a great deal of anxiety as we prepare for a new phase in dealing with this illness and how it may affect our families. If you are concerned about your child returning to school, or notice that they are struggling with the return to school it is imperative that you reach out to a healthcare professional to ensure your child has the necessary resources to support them. Please also reach out to your child's teacher or other staff member so we can help support your child during this transition. We have attached information for some local resources.
- While we hope to avoid closure of the entire school, during the 2020-2021 school year we will close the entire school under the following circumstance 1) if required by government authorities 2) More than 3 classrooms are quarantined at one time 3) 25% percent or more of the school is absent for illness 4) any other requirement set forth by local, state, or national authorities. We hope to minimize the length of closure of the building, but will adhere to the health and safety requirements necessary. In the event of an entire school closure the same procedure for isolation, student pick up, and transition to virtual learning will be followed school-wide.

## In School Sick Policy

If a student develops symptoms of illness while in school the student will immediately be separated from the rest of the class. The student will be taken to the designated “sick room” in the office for evaluation by staff.

- In the case of minor injuries such as cuts or scrapes the injury will be attended to by staff. Bandages may be applied by teachers in the classroom.
- Open wounds or bleeding injuries will be washed with soap and water before bandaging.
- In the event of serious injury or illness meeting criteria for exclusion from the classroom the student’s family will be notified to pick the child up.
- If the staff feels the student is experiencing a medical emergency 911 will be contacted as well as parents.

If it is determined the student needs to be picked up from school, we ask that parents arrive no longer than 60 minutes from the time of notification. If parents are unable to arrive within 60 minutes they must notify St. Mary’s staff and provide an estimated time of arrival. Currently, due to restrictions associated with Covid-19, parents will not be permitted to enter the building. When parents arrive at the school, please notify the staff of your arrival and staff will escort the student to your vehicle. Students will need to remain out of school until he/she has been fever-free for 3 days without the use of medications, his/her symptoms have improved, AND it has been 10 days since symptoms first appeared.

In the case of suspected Covid-19 symptoms the office staff will put on proper Personal Protective Equipment (PPE) before performing the evaluation. Steps will be followed per Covid-19 policy by the family once the child is sent home from school.

**\*\*Nebulizer treatments are currently not allowed at school due to the aerosolizing potential. We ask parents to perform all nebulizers at home.\*\***

For Inhalers we ask parents to provide a spacer, also to prevent aerosolization.

Attached you will find the screening questions to determine ability to enter the school building. Please be prepared to answer these questions on arrival.

## Daily Screening Questions for St. Mary's School

Each day you must review these questions and be prepared to respond before entry into the St. Mary's School Building. In addition to these questions all individuals will have their temperature taken before entry, no one with a fever of 100.4 degrees Fahrenheit will be allowed to enter the building. These questions must be reviewed daily by ALL students, staff and visitors.

Are you currently experiencing:

Fever greater than 100.4 degree Fahrenheit

New or worsening shortness of breath

New or worsening cough or difficulty breathing

New or worsening muscle or body aches

New or worsening fatigue

Sore Throat

Congestion or runny nose

New or worsening headache

Loss of Smell or Taste

Diarrhea

Nausea or Vomiting

Close contact (within 6 feet for at least 10 minutes) with Covid positive individual in the last 2 weeks.

Have you traveled to any hot spot areas or out of the country in the last 2 weeks?

If you answered NO to ALL of the above questions you may proceed to the building for temperature screening. Staff members and students are permitted to enter the building after temperature screening.

If you answered YES to ANY of the above questions STOP! Any student or staff member experiencing any of the above symptoms is NOT PERMITTED to enter St. Mary's School. We ask that you contact St. Mary's School to notify them of your response and refer to the student handbook and Covid-19 policy for further guidance on home self-care and return to school policy.

Below are links to more information on COVID 19 including where Covid-19 testing may be obtained.

**Resources:**

Guidance for home self-care

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

<https://www.who.int/images/default-source/health-topics/coronavirus/risk-communications/home-care-posters/home-care-ill-people-a4-covid.png>

<https://www.who.int/images/default-source/health-topics/coronavirus/risk-communications/home-care-posters/home-care-everyone-a4-covid.png>

<https://www.who.int/images/default-source/health-topics/coronavirus/risk-communications/home-care-posters/home-care-caregivers-a4-covid.png>

Prevent the spread of COVID-19 if you are sick

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

COVID testing in Laramie County

[https://www.laramiecounty.com/\\_departments/health/\\_pdfs/2020/Covid-19%20Test%20Sites.pdf](https://www.laramiecounty.com/_departments/health/_pdfs/2020/Covid-19%20Test%20Sites.pdf)

Mythbusters from WHO

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters#older-people>

Guidance for families about maintaining health

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Information for high risk individuals

<https://www.who.int/images/default-source/health-topics/coronavirus/social-media-squares/be-safe.jpg>

g



### References used to create this policy

[https://health.wyo.gov/wp-content/uploads/2020/06/WDH-Guidance-for-Child-Care-Providers-Update-and-FAQ\\_COVID-19\\_06.15.2020.pdf](https://health.wyo.gov/wp-content/uploads/2020/06/WDH-Guidance-for-Child-Care-Providers-Update-and-FAQ_COVID-19_06.15.2020.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

<https://downloads.aap.org/AAP/PDF/COVID-19%20School%20Re-entry%20Interim%20Guidance%20FINAL%20062520.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

[https://www.laramiecounty.com/\\_departments/health/coronavirus\\_info.aspx](https://www.laramiecounty.com/_departments/health/coronavirus_info.aspx)

## Acknowledgement of Covid-19 Policy 2020-2021

I, \_\_\_\_\_, parent or guardian of:

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Acknowledge that I have read and understand the 2020-2021 Covid-19 Policy for St. Mary's School and hereby agree to follow all guidelines set forth within it. I understand if these guidelines are not followed the child(ren) will not be permitted in the St. Mary's school building until all requirements are met.

Signature \_\_\_\_\_ Date \_\_\_\_\_