



## Our Lady of Hope/ St. Luke School

Reopening Plan 2020-2021 school year

We cannot wait to see students on August 31, the first day of school!

We have 173 in person learners, 49 remote learners for the 1st trimester  
and together we are one body in Christ.

## Enrollment

- Families have been given two options for 2020-2021 school year: 1.) to have their child come back and participate in person or 2.) to have their child remain at home and participate remotely.
- If a family chooses option 2, they may change their decision after the first trimester.
- We are not implementing a hybrid scheduling/attendance option at this time.

## Personal Protective Equipment

### Masks

- **All** students who will be physically present in the school building this school year are required to wear a mask while at school.
- We understand this may at first be difficult for some students, but it will be mandatory from day one. We would encourage you to have your student practice wearing a mask for hours at a time at home now, so as to get used to how it will be in school.
- Gaiters and bandanas are not considered to be masks and will not be allowed.
- Masks may be either cloth masks or paper surgical masks.
- No student should be wearing an N95 mask as their regular school mask because this kind of mask does not provide enough airflow to be healthily worn for the length of a school day. Masks should not have valves.
- Masks should be form-fitted to the student's face as much as possible and must cover the student's mouth and nose.
- All students' masks should be labeled with the student's name or initials.
- Cloth masks are allowed to be in solid colors or patterned. They should ideally be made out of at least two ply, tightly knit cotton (such as quilter's cotton) in accordance with CDC recommendations. The use of an additional removable filter inside the mask is permissible, but not required.
- Masks are not allowed to:
  - resemble the lower portion of a face (human, animal, or otherwise)
  - feature political slogans or endorsements
  - feature anything considered to be gruesome, violent, or crude in nature.
- Students need to be able to put on and take off their masks independently. For this reason, elastic loops are preferred to string ties to secure the mask to the student's face, especially for students in the lower grades.
- Cloth masks should be washed daily after use – do not wear the same mask each day without washing. Soiled masks should not be worn. Paper surgical masks should be disposed of after daily use.
- **All** students will need to have a spare mask(s) on hand in case the mask they are wearing becomes unusable for some reason. The spare mask(s) should be brought to school in a plastic bag that is labelled with the student's name.

### Face Shields

- Face shields are not required to be worn at this time; however students may wear face shields in addition to their masks if their family prefers.
- With the exception of extreme circumstances, face shields may not be worn instead of wearing a mask.

- If a student is to wear a face shield, the student must be able to put on and take off the face shield by themselves.
- Face shields need to be labelled with the student's name or initials.

### Sneeze Guards

- Desks have been spaced in the classrooms such that sneeze guards are not required, however a sneeze guard may be provided by a family for their student(s).
- Sneeze guards must be made out of transparent materials.
- If a family would like to provide a sneeze guard for their student(s) and wishes to know the dimension of the desks, please send an email to [cbeam@olhsl.com](mailto:cbeam@olhsl.com).

### Goggles

- Goggles are not required to be worn at this time; however students may wear goggles if their family prefers.
- If a student is to wear goggles, the student needs to be able to put on and take off their goggles by themselves.
- Goggles need to be labelled with the student's name or initials.

### Hand Sanitizer

- Classrooms, offices, entrances, and exits will all have hand sanitizer stations available.
- It is permissible for a student to bring a personal size hand sanitizer to keep at his/her desk for personal use only. Please reinforce with your child that he/she is not allowed to share this item, nor any other personal item with their classmates, even if they are best friends.
- This personal hand sanitizer should be labelled with the student's name or initials.
- NOTE: Students will wash their hands multiple times throughout the day.

## Health Procedures

### Morning Wellness Checks

- Per AOB guidelines, each and every school day morning, families will receive a notification through our parent notification system (same one used for inclement weather, etc.) to prompt them to complete a wellness check in Google Forms for their student(s).
- Wellness checks will need to be completed every day for all students, faculty, staff, and volunteers.
- Data gathered from the wellness checks will be kept secure and confidential.
- In the event that a student does not meet wellness check screening criteria to attend school, **please keep the student home. Do not send them to school.** If the student is feeling well enough to participate in lessons remotely, he/she is welcome to do so. If the student is not feeling well enough to participate in lessons remotely, that is okay too. The first priority is tending to the student's medical needs. It will be important to email the student's homeroom teacher to let them know of their intended participation either way.

### Additional Temperature Checks

- Every homeroom teacher will be equipped with a touchless infrared thermometer.

- In addition to the daily wellness checks, students will have their temperatures taken at least twice a day:
  - At the entrance of each classroom
  - At lunch time
- Preschool students will have their temperature taken while they are still in the car by their parent/driver upon arrival each morning in the presence of an assigned staff member (per MSDE). The staff member will record the temperature in a log. Parents are allowed to bring/use their own thermometers to take their student's temperature.
- Students in grades K-8 will have their temperatures taken by their teacher and/or classroom assistant, and this data will be recorded in daily logs.
- Faculty and staff will also take and log their own temperatures each day.
- All logs will be kept secure and confidential.
- Temperatures at or above 100.4 degrees will be considered fevers.
- In the event that a student has a fever, the following will take place:
  - For Preschool students at arrival, the staff member in charge will record the temperature and instruct the parent/driver to take the student home and adhere to specific instructions before returning to school. If someone other than the parent/guardian is driving the student to school that day, the school will additionally follow-up with the same information and instructions with the student's parent/guardian.
  - For all other students and for preschool students after arrival, the student with the fever will be separated from his/her peers.
  - The nurse will be notified and either the nurse or another staff member will escort the child to Health Room 2 (the isolation health room).
  - The student will bring his/her belongings with them to Health Room 2 in preparation for dismissal.
  - Once safely in Health Room 2, the student's family will be called to come and pick up the student. The family will be given specific instructions regarding which entrance to drive to for pick-up.
  - The student will be monitored by an adult in full PPE until he/she can be picked up.
  - Concurrently, the school will initiate the procedures for when a student has become symptomatic, including identifying and working with close contacts and cleaning and disinfection of spaces used by the student with the fever. (Per AOB Guidance)

#### **Hand Hygiene**

- Teachers will be reviewing proper hand washing techniques with all students.
- Please emphasize the importance of thoroughly washing one's hands (palms, fingers, nails, thumbs, and wrists). Proper handwashing should take at least 20 seconds.
- Students will wash their hands multiple times a day.

#### **Asthma and Treatment Area for Aerosol Procedures**

- Students with a known (i.e. medically documented) history of asthma will be evaluated according to the Asthma and Allergy Network flow chart, per AOB guidelines, if they present with symptoms.
- Per AOB guidelines, "nebulizer treatments should not be given at school as they spread viral droplets that stay in the air for 2-3 hours."

What happens if someone (student or adult) comes to school and becomes symptomatic or if someone tests positive for Covid-19?

- The AOB has provided all schools with a Catholic Schools Decision Aid Chart to be used in the event that an individual (student or adult) becomes symptomatic and/or tests positive for Covid-19. A copy of this chart is attached to this document.
- In the event that someone comes to school and becomes symptomatic:
  - Our nurse, Susan Wrzosek, RN will be notified and will triage the situation. As we all know the list of symptoms associated with Covid-19 is extensive, and the presence symptoms does not mean the individual has contracted the virus.
  - Our nurse will use her best clinical judgement to determine the course of action for the individual. Pre-existing medical conditions will be considered; however, this course of action may result with the individual needing to be in Health Room 2 (the isolation health room) until he/she can be safely transported home.
- If an individual is suspected to have Covid-19 we will follow the steps outlined on the AOB Catholic Schools Decision Aid Chart in collaboration with direct guidance from the AOB Office of Schools. This will involve:
  - Notifying and working in conjunction with the local health department
  - Identifying those who have been in close contact with the individual to aid in contact tracing
  - Identifying, cleaning, and disinfecting the physical spaces in which individual has recently spent time
  - Sending communications to notify the school community of a positive case

## **Facility**

### **General Updates**

- In the bathrooms, all sinks, soap dispensers, and paper towel dispensers are now touchless.
- We have added two water bottle filling fountains to the building for a total of three touchless fountains. Traditional water fountains will not be used during the course of the pandemic.
- New security doors are being installed at the entrances on the office side of the building. Each of these entrances will now have a double set of doors. The opening of the outer set of secure doors will allow the individual to enter a vestibule before being greeted by a second set of secure doors. The opening of the second set of doors will allow the individual to enter the rest of the school building.
- There will be a new procedure in place for if/when a student should forget something at home and needs to have it delivered to them in school, which is as follows:
  - The adult dropping off the item should call the office upon arrival to the school.
  - The adult will be buzzed in the outer set of doors to the vestibule.
  - The forgotten item should be placed on the table or other designated area in the vestibule.
  - The adult returns back his/her vehicle and exits school property.
  - A staff member will retrieve the forgotten item from the vestibule and deliver it to the student.

- Visitors, volunteers, and guests to campus will be limited per AOB guidelines to only those whose presence is considered essential.
- All of the classrooms now have air conditioning; however, windows will also be open as applicable to increase ventilation in the classrooms.
- New signage is being placed throughout the building to direct traffic flow, identify room capacity, explain hand hygiene, and mark social distancing intervals.

### **Cleaning and Disinfecting**

- Our school has contracted with Jan-Pro Commercial Cleaning to have an EnviroShield Endure system used throughout our school building as an extra layer of protection for sanitization to mitigate risk. More information on this product can be found at <https://jan-pro.com/>.
- In addition to the Jan-Pro EnviroShield Endure system, school staff will be cleaning and sanitizing throughout the day.

### **Health Rooms**

- In addition to our existing health room, a second health room has been created, creatively referred to as Health Room 2. Health Room 2 will be our isolation health room and it will be located across from the Pre-K. It will have a set of separate, specialized cleaning and disinfecting procedures.
- In the event that we need to use Health Room 2, the staff member in charge of monitoring the individual in isolation will be dressed in full PPE.

## **Structuring of the School Day**

### **Arrival**

- Each grade will have a designated door to be used for arrival and dismissal.
- If a family is dropping off students in different grade levels and the students are not late arrivals, it is very important that each student only enter through the door assigned to his/her grade. We understand that this is an inconvenience for families, but it is necessary for the safety of our students and to mitigate risk by promoting social distancing and use of cohort entrance/exit procedures. Doors have been assigned to grade levels based on the proximity of the door to the student's classroom. We are doing everything we can to minimize movement in the hallways and the mixing of grade level cohorts.
- We advise avoiding car pools, or if needed, to keep them within the existing cohorts, with all persons in the car wearing masks.

### **Social Distancing**

- Student desks have been distanced in accordance to the social distancing guidelines provided by the AOB, who have collaborated for months with CDC technical advisors on our AOB Reopening Guide. We encourage at least 6 feet of distance between students as much as possible, as this will reduce the likelihood of spread, and simply contact tracing.
- Desks will be appropriately distanced per guidelines to mitigate risk. All students and staff will wear masks. For additional guidance, please refer to the AOB Reopening Guide.
- Excess classroom items have been put into storage to provide increased space for social distancing and to decrease the number of surfaces available to touch.
- Please try to minimize or avoid the use of shared materials whenever possible.
- The use of common spaces (such as the gym, art room, music room, etc.) will not be used as they have before, so as to minimize the sharing of space by multiple cohorts.

### **Cohorts**

- For our school's purposes, a cohort refers to the group of in person students that forms each homeroom.
- Students will remain in their cohort group at all times.
- Students will receive assigned seats in their homerooms to be used for all classes.
- A student's classes will be held either in their designated homeroom or outside.
- Students will not travel from room to room when changing classes, so as to minimize the sharing of physical space by multiple cohorts. Teachers will move between rooms as necessary.
- In the event that a physical space needs to be used by multiple cohorts – the space will be disinfected between cohort use.

### **Specials**

- Students will still get to participate in their specials classes; however, the content and format of these classes will be re-envisioned. Our specials teachers are working hard to come up with fun and creative lessons to deliver that adhere to AOB guidelines.
- Specials classes will be delivered either in the homeroom classroom or outdoors. Students will not go to the art room, music room, library, or gym.

### **Mask Breaks**

- Students will have mask breaks spaced throughout the school day. Mask breaks will generally take place outside with students being socially distanced to allow for maximum air ventilation and minimal risk. Students will need to be able to take off and put on their masks by themselves.

### **Lunch**

- Students will not gather in the cafeteria for lunch as they have in the past, nor will they go through the cafeteria food line to pick up their lunches.
- Students will eat lunch with their classroom cohorts while maintaining a social distance of 6 ft or more due to the fact that masks will need to be taken off to eat.
- There may be times when students eat lunch outside to provide for maximum air ventilation promote safety and to mitigate risk.

### **Recess**

- Students will still have designated time to participate in recess; however, the activities allowed to take place during this time will be different from years past. Specific protocols are being written up and will be shared at a later time.

### **Dismissal**

- Students will be dismissed out of the doors assigned to their grade cohort. Students must be picked up at the designated time. They may not wait for rides after school.

### **Attendance**

- Per AOB guidelines, "All school-specific perfect attendance awards are suspended for the 2020-21 academic year."
- Attendance will be taken for all students.

- For those students who have elected to participate in person this school year, attendance will be taken similarly to how it has been in the past, with the exception of the following scenarios:
  - If a student tests positive for COVID-19 and is at home for that reason, and has symptoms that prevent them from participating remotely with synchronous learning, then the student will be marked with a new attendance code that reflects absence due to Covid-19. This new attendance code counts as a day absent.
  - If a student is at home out of health precaution due to the presence of certain symptoms and/or being requested to quarantine due to the exposure with someone who has or is suspected to have COVID-19, but the student is well enough to participate remotely with synchronous learning, then the student will be marked with a new attendance code that reflects active participation in distance learning. This new attendance code counts as a day present.
- For those students who have elected to participate remotely (aka distance learning) this school year, attendance will still be taken each day.
  - A student will be marked as present if they are able to participate in synchronous learning sessions via Google Meet and absent if they miss those sessions.
  - Parents are encouraged to communicate regularly with their student's teachers about any difficulties they are experiencing with the remote learning process.

#### **Late Students**

- Late students arriving after 8:30 a.m. will need to enter through the office side door and go directly to their classroom.
- Parent/driver will need to call the office upon arrival to confirm the student's wellness check status, before the student enters the building.
- Students will have their temperatures taken upon arrival to the classroom.

## **Learning**

#### **Catholic Identity**

- OLH/SLS will continue to integrate our Catholic identity while navigating space restrictions in churches, limits on large gatherings, and students learning at home.
- In collaboration with Fr. Conklin and Fr. Greg, we will discuss the possibility for students to attend Mass given social distancing guidelines and will plan accordingly. Information on monthly Masses will be provided before the start of the school year.
- Prayer services and outreach activities will take place in class cohorts when possible.
- Daily prayer will be held for all students, whether learning in-person or at home.

#### **Remote Learning**

- Students who have elected to learn remotely will participate in a combination of both synchronous and asynchronous learning.
  - Synchronous learning – learning that takes place remotely at the same time it is being presented in person via video conferencing using Google Meet.
  - Asynchronous learning – learning that takes place remotely and may occur outside of the traditional in-person hours of the school day. Assignments

offered for asynchronous instruction will be posted to the student's Google Classroom and/or emailed to parents with due dates assigned.

- Teachers will email and/or post the times and needed access information for synchronous learning to their Google Classrooms.
- Synchronous learning will only occur during specific pre-determined times during the school day and will not take place all school day long.
- All homerooms have been equipped with the AMX Acendo Vibe audio camera system, which will allow our teachers to live stream portions of lessons with our remote learners. Our teachers will be able to see the students participating remotely in real time. Students will be able to raise their hand, ask questions, and offer their thoughts for class discussions.
- When participating in synchronous learning, students will be required to wear their uniform shirts, have a designated workspace and will not be allowed to eat during class time. Other information regarding synchronous learning etiquette will be distributed by the student's teachers.

### **Field Trips**

- Per AOB recommendations, students will not be able to physically go on field trips during the course of the coming school year.
- Classes may attend virtual field trips during the school year at the teacher's discretion.

### **Student Supplies**

- In addition to the supplies that were listed previously on supply lists, we are encouraging all families to supply their students with the following items:
  - Beach towel or small blanket – to be used when the student needs to sit outside. All towels/blankets need to be labelled with the student's name or initials. Students' towels and blankets will go home with the students each day at dismissal.
  - Water bottle – to be used at touchless water fountains. All water bottles should be labelled with the student's name or initials. Students will be allowed to keep their water bottles with them at their desks. Students may only bring water in their water bottles – no juice, soda, etc. All other drinks will be permitted at lunch time only except carbonated beverages. As mentioned previously, traditional water fountain use (i.e. sipping from the fountain) will not be able to take place this year. Students will have access to special touchless fountains to fill their water bottles.

### **Food Service**

- There will be food service available to remote and in person students this year.
- Remote students may pre-order and pick up lunch at a designated door, if they so choose.
- All lunches must be prepaid online
- There will be no á la carte items.
- All lunch items for in person students will be portioned individually and delivered directly to the classrooms.

### **Extracurricular Activities**

- In accordance with AOB recommendations, “all [in person] school sponsored extracurricular activities and sports permitted under the Archdiocese of Baltimore School Policies are suspended until further notice.”

### **Volunteer Opportunities**

- There will be opportunity for limited in person parent volunteering. Specific details on these opportunities will be sent out over the next couple of weeks.
- Duties will likely include activities such as monitoring entrances for morning arrival and providing extra supervision during times that the students are outdoors.
- As in years past, all volunteers will need to be VIRTUS certified

### **Communal Responsibilities**

- As a school community we are full of joy and hope at the idea of welcoming students back into our building this year. At the same time, we are also realistic as we move forward. We recognize the gravity of the present time and the challenges that lie before us. We pledge to meet those challenges head on, faith-filled and knowledge driven, so as to provide your students with a great education and to ensure the safety, health, and wellbeing of all school community members, but we cannot do this alone.
- It is vital that all school community members and the households in which they live take the needed actions, precautions, and lifestyle changes to collectively minimize risk of exposure to and spreading of Covid-19. This means actively following CDC guidelines and directives from state and local health boards regarding masks, hand hygiene, crowd restrictions, social distancing, etc.
- Additionally it is of the utmost importance that all school community members take responsible action and stay home if/when they are feeling sick, are symptomatic, or have had recent direct exposure to someone who is sick. This means honest reporting on daily wellness checks and communication with the school around any issues that may arise.
- Per AOB guidelines, our school is in the process of developing an out of state travel policy that will be applicable to students, employees, and volunteers which will “require notification be provided when individuals are traveling out of state to areas defined as high risk jurisdictions”.
- To ensure our ability to successfully reach out to you, please make sure that the contact information we have for you is up to date, and that, if it should change during the course of the school year, you notify the school office immediately so that we can update our system.



# ARCHDIOCESE OF BALTIMORE CATHOLIC SCHOOLS DECISION AID

*Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps*

For the purposes of this decision aid, COVID-19-like illness is defined as: New onset cough or shortness of breath OR At least 2 of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting or diarrhea).

**NOTE: This definition was adapted from the clinical criteria in the CDC case definition of a probable case of COVID-19.**

## NON-COVID-19 SYMPTOMS

Person (child, care provider, educator, other staff) with **ONE NEW** symptom not meeting the definition of COVID-19-like illness.

Exclude person and allow return when symptoms have improved and criteria in the **Communicable Diseases Summary** have been met as applicable. If person develops symptoms of COVID-19-like illness, follow processes below for person with COVID-like illness.

## PRESUMPTIVE COVID-19 CASE

**Person (child, care provider, educator, other staff) with COVID-19-like illness.**

Exclude person and recommend that they talk to their health care provider about testing for COVID-19 or whether there is another specific diagnosis.

**The person must isolate pending test results or evaluation by their health care provider.**

**Close contacts of the ill person should quarantine per CDC guidelines.**

Person has positive test for COVID-19.

Person does not receive a laboratory test or another specific alternative diagnosis by their health care provider.

Person has a negative test for COVID-19.

Health care provider documents that the person has a specific alternate diagnosis (e.g. influenza, strep throat, otitis) or health care provider documents that symptoms are related to a pre-existing condition.

The ill person should stay home at least 10 days since symptoms first appeared AND until no fever for at least **24 hours** without medication AND improvement of other symptoms.

The asymptomatic person must stay home for 10 days from positive test.

The person should stay home until symptoms have improved and the criteria in the **Communicable Diseases summary** have been met as applicable.

Person should consider being tested/ retested for COVID-19 if symptoms do not improve.

Close contacts should stay home for 14 days from the date of last exposure **even if they have no symptoms or they have a negative COVID-19 test done during quarantine.**

**Close contacts DO NOT need to remain at home as long as they remain asymptomatic.**

## POSITIVE COVID-19 CASE

An **asymptomatic person** (child, care provider, educator, other staff) tests positive for COVID-19.

The ill person should stay home at least 10 days since symptoms first appeared AND until no fever for at least **24 hours** without medication AND improvement of other symptoms.

The asymptomatic person must stay home for 10 days from positive test.

Close contacts should stay home for 14 days from the date of last exposure **even if they have no symptoms or they have a negative COVID-19 test done during quarantine.**

