

ST. ALEXANDER SCHOOL REOPENING PLAN



Thank you for your patience as we worked to prepare this detailed plan, which follows the Archdiocese Reopening Guidelines and Protocols. Our goal is to successfully provide in-person instruction for our students as safely as possible. As guidelines from the State and the Archdiocese change, the details of our school plan will be adjusted.

COHORTS

We will be following a cohort model. Students and staff will be grouped together by grade level homerooms. These groupings are kept as static as possible by having the same group of students stay with the same staff as much as possible. This school year, in addition to the teacher, every grade level classroom will have an aide assigned to their specific cohort. Homeroom teachers and the aide are able to move about the classroom within their cohort.

Classroom furniture has been removed and limited to essential furnishings (students' desks & chairs, teachers' desk & chair, podium, ELMO/computer, SMART board) to allow for maximum spacing within the classrooms. Students' desk will be arranged in rows, staggered, facing forward.

Jr. High students will remain with their cohort and not switch classrooms. The Jr. High teachers will switch classrooms to provide departmentalized instruction. Non-homeroom teachers will remain in the front of the classroom since they are not part of the cohort.

Special classes (Spanish, art & music) will be brought into the classrooms. Special teachers will remain at the front of the classroom to provide instruction since they are not part of the cohort. Cohorts will go to gym (outside as much as possible) and utilize 6-ft distancing so students may remove their masks. Computers, Applied Tech and Library are suspended for Trimester 1.

Cohorts will attend mass beginning sometime in September. Only one cohort will attend mass each day when school is in session. Teachers have the option to show the weekly recorded mass to their students on the week they do not attend mass in the church. All-School Masses will not be able to take place, per the Archdiocese Church Reopening Guidelines. In the event of a holyday or

applicable all school mass, Fr. Marty will video tape the mass and all cohorts will view at the same time from their classroom.

MASKS

Wearing masks is a mandated requirement of the State and the Archdiocese. All individuals in the school building (students, employees, visitors/volunteers, etc.) must wear a mask at all times unless they are younger than two years of age and when they are not able to practice 6' social distancing.

Families will be asked to purchase at least two reusable masks for their children, with the expectation that masks will be washed after every school day. Students using disposable masks should discard them at the end of the school day and parents should provide extras to replace a damaged or lost disposable mask. The school will have extra masks on hand if the need arises.

St. Alexander School is not requiring a specific style of mask, however masks with distracting messages or images will not be allowed.

During the times students will have an opportunity to remove their mask, the mask will be placed in a brown paper bag with the students' name on it. The school is providing the paper bags.

Time is being built into our daily schedule for outdoor breaks so students may 6' social distance and remove their mask. Teachers will also be able to move instruction outdoors for subjects if the content can still be delivered effectively. Religion would be an example of a subject that could be taught outdoors.

Face shields will be available for teachers in Preschool and Kindergarten for limited use during specific instructional times (e.g. phonics lessons) when it is imperative that students are able to see the teachers' mouth. Those instances may not exceed 20 minutes.

SNACKS & WATER BOTTLES

Students in grades Preschool through grade 3 will still be able to bring a snack from home. Snacks should be small in portion size and must be easily consumable. Please refrain from sending in anything that requires assistant opening (e.g. fruit cups).

Drinking fountains will not be available to drink directly from. Parents are asked to send students to school with a refillable water bottle. The school has refitted our current drinking fountains to easily accommodate refilling water bottles. Please note, students will only be allowed to refill their water bottle during lunchtime.

LUNCH & RECESS

Lunch will take place in the classrooms. During this time, cohorts will be split in half to allow additional distancing to remove masks to eat. Half of the cohort will remain in the classroom to eat while the other half of the cohort will go outside for recess. The teacher and aide will remain with the cohort and monitor the respective groups. The option for all to eat lunch outside 6' social distancing is available. During recess, mask may be removed if students remain 6' apart.

In the event of rain or inclement weather, the school has identified additional unused space to still allow for cohort separation during the lunch period.

Since student lunches may contain peanuts or peanut products for lunch, **parents whose children have an allergic reaction to peanuts or peanut products MUST HAVE an Action Plan on file.**

Hot lunch will still be available (provided through The Country House). Meals will be delivered directly to the classrooms.

ARRIVAL & DISMISSAL PROCEDURES

In order for our students to safely enter and exit the school building, the following adjustments have been made and **MUST BE** strictly adhered to. These adjustments are for the greater benefit of all and are not meant to inconvenience anyone.

ARRIVAL - Arrival will begin at 7:45 AM. **NO STUDENTS are allowed to be dropped-off and left outside prior to that time.** A staff member must be outside to check-in students. If a family needs to drop-off prior to 7:45, they must use Extended Day.

Students must have their mask on when exiting their car.

Aides will be outside during the morning arrival time to do temperature checks on the students at the car. Students with a fever of 100.4 or higher will be asked

to get back into their car and return home. Names will be given to office for a follow-up phone call regarding additional symptoms and fever-free requirements.

Students in grades Preschool through grade 2 (along with any older siblings) will be using the gym doors. Students in grades 3 through grade 8 will be using the canopy doors. A detailed map will be provided at Organization Day.

In order to stagger our arrival, we ask that families whose last name begins with A-L arrive during 7:45-7:55 and families whose last name begins with M-Z arrive during 7:55-8:05. Anyone arriving after 8:05 must park their car and walk their child into the narthex area and wait for a temperature screening.

Students who walk or ride bikes to school must enter under the canopy doors and meet the adult supervising in the narthex area for a temperature check.

After a temperature screening, students will walk directly into the school building into their classroom. Students in Preschool through grade 2 will enter via the gym doors, while students in grades 3 through grade 8 will use the canopy doors. At the classroom door, teachers will greet the student with a symptom check and distribute hand sanitizer. Students will proceed to their assigned desk and begin to get settled in. Students who indicate symptoms to the teacher will be sent directly to the office for call home.

DISMISSAL - Dismissal will utilize three exits. Kindergarten through grade 2 will exit via the gym doors; students in grades 3 through grade 5 will exit via the canopy doors; and students in grades 6 through grade 8 will exit via the Providence Hall doors and proceed around to the front. Parents will be advised to park in respective areas as much as possible with first two rows for primary, next two rows intermediate, and last two rows for Junior High to reduce the amount of students walking around the parking lot.

Parents must remain in their cars with the exception of parents of students in grades Kindergarten to grade 2. Parents must wait until they see their child's class, wear a mask when they exit their vehicle, walk up and retrieve their child and walk immediately back to their car.

Walkers and students riding bicycles will be held by the SAVE room and be dismissed once the parking lot is clear.

Please note, the Palos Heights Library has advised us that students will not be allowed to congregate at the library. The library does not have public open seating available.

EXTENDED DAY

Extended day services will be offered. However, the following changes will take place. Families must have a mask on as they approach the entrance. A staff member will greet students upon arrival at extended day door and perform a temperature check and symptom check. Students with a fever of 100.4 or higher, or indication of symptoms, will not be admitted into extended day.

Morning extended day will use room 310. Students will be separated by family.

After school extended day will take place in the gym. Students will remain separated at tables by cohort. Tables will be divided to allow maximum spacing. Masks must be worn while indoors, but may be removed if extended day takes students outdoors providing 6' social distancing is in place.

Students must bring a snack and drink from home. Time in extended day will focus on homework and individual activities.

INTERNAL TRAFFIC FLOW

Floor decals and signage will be displayed to help encourage social distancing. Stairwells will be assigned to specific cohorts. All students will be required to walk on the right side of the hallway to allow for spacing.

Students will be assigned an individual locker. Teachers will set-up locker schedules to separate students during usage and with other cohorts in the area. Aides will monitor the area. The front of the lockers will be disinfected twice daily during the school day and during overnight cleaning.

Restrooms will also be assigned (Preschool – gym; grades Kindergarten through grade 2 – primary wing; grades 3 through grade 5 – upper level Providence Hall; grades 6 through grades 8 - lower level Providence Hall). An exception to assigned restrooms is during gym time. Teachers will set-up restroom schedule allowing for 3 students at time. Aides will monitor from hallway. Restrooms will be disinfected multiple times throughout the day by maintenance and a thorough cleaning overnight.

UNIFORMS

At this time, students should wear the required school uniform on regular school days and the gym uniform on gym days. Parents are asked to launder uniforms daily.

EXTRACURRICULAR ACTIVITIES & SPORTS

At this time, both extracurricular activities and fall sports have been cancelled. We will adjust as updates become available.

FILED TRIPS

The Archdiocese has cancelled all field trips for the school year. Virtual field trips may be used as an alternative.

CLASSROOM HOLIDAY PARTIES & SCHOOL ASSEMBLIES

Per guidelines from the Archdiocese, volunteers/visitors are not permitted in the school building, thus postponing these events until further notice. We are working with FSA on alternative ways to spread school spirit.

FUNDRAISING

Per guidelines from the Archdiocese, fundraising events that draw crowds of 50 or more are not able to take place. We are working with FSA on new opportunities for fundraising and ways for our families to stay connected.

MEETINGS

Per guidelines from the Archdiocese, all parent meetings should be conducted virtually when possible. If parents need to meet with an individual teacher after school, an appointment must be made so a space can be designated and 6' social distancing can be observed.

Back to School Night will be held virtually over the course of a week. Tentative dates are as follows: Grades Kindergarten and 1 on August 31; grades 2 and 3 on September 1; grades 4 and 5 on September 2; and grades 6, 7 and 8 on September 3. More details will be sent out as we get closer to the event.

Parent Teacher Conferences will be held virtually this school year.

PRESCHOOL SPECIFICS

Preschool will hold an in-person parent night on August 19. Only one parent per family may attend. Details will be sent out to preschool families with more specific details.

Preschool rooms have adjusted furnishings and the amount of toys/center resources as needed based on the ability to clean/disinfect easily multiple times throughout the day.

Cots have been ordered for our full day students for naptime. Cots will be assigned and spaced 6' apart distance, head/toe, so students can remove mask to sleep.

eLEARNING

In the event a cohort needs to go into a 14-day quarantine or the entire school is mandated by the Governor to move to remote learning, St. Alexander School teachers will provide eLearning instruction according to the plans being developed by our Academic Team.

Per Archdiocese guidelines, eLearning will be offered for the small percentage of students with medical conditions or in cases of high anxiety. You may stay enrolled at St. Alexander School and continue to pay tuition, but remain at home and participate in eLearning through the Archdiocese eCourses. Because a third party vendor will provide eCourses, your student will not have contact with St. Alexander School teachers. More information regarding eCourses is still being finalized by the Archdiocese.

INFECTION PROTOCOLS

St. Alexander School will follow the procedures set forth by the CDC and Archdiocese (as of 7/30/20).

If a student during the school day exhibits a fever or two or more other COVID-19 symptoms, they will be escorted to the office. Parents will be immediately contacted so the student may be taken home. If we cannot reach a parent directly, we will reach out to other the other emergency contacts. The student will be directed to see a doctor to assess symptoms and/or administer a COVID-19 test. We encourage parents to read the [CDC guidance for caring for oneself and others](#).

For students that see a doctor and it is determined the illness is not COVID-19, either through a test or the doctor's diagnosis, the student may return to school when symptoms subside with a doctor's note confirming the negative COVID-19 diagnosis.

If the student has symptoms but has tested negative on a COVID-19 test, they should remain at home until symptoms disappear. They must provide a doctor's note or the documented COVID-19 test results before being allowed to return to school.

If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met CDC's criteria to discontinue home isolation, which currently includes:

- Three days with no fever and
- Other symptoms improved by 75 percent and
- 14 days since symptoms first appeared.

Students will be allowed to complete and submit work remotely during time away from school.

If a student, employee, or volunteer has tested positive for COVID-19, they should remain home and monitor for ongoing symptoms. At that time, the entire cohort will be placed on quarantine.

When cohorts are quarantined, the entire cohort (students and employees) is sent home. They are asked to remain home until they have met the CDC's criteria to discontinue home isolation, which currently includes:

- Three days with no fever and
- General symptoms improved by at least 75 percent and
- 14 days since symptoms first appeared or
- 14 days since exposure to the infected individual(s) for asymptomatic individuals.

If a cohort is quarantined our eLearning plan will go into effect while the Cohort is at home, which includes recorded teacher lessons, teacher office hours, and extended time to submit assignments.

The school will distribute a Cohort Quarantine Letter to all families and employees when a cohort is placed in quarantine. The school will continue to closely monitor the health of all non-quarantined students and employees.

In cases of widespread infections in a school (particularly multiple cohorts), St. Alexander School may be quarantined.