

Saint James School

2020-2021 COVID Reopening Plan

Saint James School plans to reopen in the fall of 2020 but we are opening with flexibility to ensure that CDC and safety guidelines are met and our students are safe. If the situation in Maine changes, we will change. Right now, Maine is in good shape, we will evolve doing what we need to keep students safe.

It is our opinion that students will be best served with teachers that have trained to present the curriculum and ensure that students get the best possible education. We believe that having a highly qualified teacher in the classroom or remotely is the best for students.

We do understand that some families may not feel comfortable sending their child to school for reasons such as having a family member that is immunocompromised or not wanting them to wear an appropriate cloth face mask or feeling safer when they are at home. We know of other families that want their child in school so we are offering two options for school next year. We are calling it **MEET AND SEAT or ROOM AND ZOOM**. For the seat or room option, your child will be in the seat in school following our social distancing guidelines. For the meet option, your child will be able to log on to Google Meet or ZOOM and be a part of the classroom from home. You have the option to choose one or the other so that teachers know who is in their class on which days and can plan accordingly. Please contact Helen Fournier and let her know if you are choosing the remote option after reading this reopening plan.

ARRIVAL PROCEDURES

STAFF: Staff will take their own temperature at home and answer our COVID questionnaire. Staff will also use hand sanitizer when entering the building. Staff will be asked to inform Mrs. Fournier if they have traveled out of the state or have been exposed to someone that has COVID-19. If experiencing symptoms, they will stay home. Any staff or student member should stay home if they have a fever of 100.4 or higher or if they are experiencing COVID symptoms.

STUDENTS: Students who are sick, or not feeling well must stay home from school. We will be having a new app from Convenience MD. Parents will have to take their child's temperature

and answer the questions on this app before arriving at school each day. These questions are the normal COVID questions and after answering the questions, the app will say whether or not your child can come to school that day. More information will be coming to you about this app before school begins. This app is to be used to assist in identifying COVID symptoms and should not be used as authorization to go to school when the child is otherwise ill.

Students can arrive at school between 7:30 and 7:50 a.m. and will be able to go directly into the school using either the Birch Street door or the Graham Street door. There will be tape markings on the banister and on the walkway to indicate six foot distancing and students will be encouraged to look at these distance markings. We ask that students wear an appropriate cloth face mask when entering the building. A staff member will be at each door and will make sure that students are on the list generated on the app that the child is able to come to school on that day. The staff member will offer hand sanitizer to the student. If a student brings their own hand sanitizer to school, we request it to be unscented. The student can either use the sanitizer provided by the school or their own but each student should sanitize their hands upon entering the building.

If the app asks your child to stay home and your child feels fine, they would be able to attend school using the remote option until they can come back to school.

VISITORS AND VOLUNTEERS

Our plan is to limit the amount of people in and out of Saint James School. To this end, the Title one teacher from Biddeford Public School system will not provide services at Saint James this year. Mrs. Gervais will be using these funds differently.

There will be a designated area beside the front door to drop off checks, forgotten sneakers, lunches, etc. Parents can call Mrs. Fournier and leave the item(s) outside and she will pick them up. If you need your child dismissed, you do not have to come into the building, you can call the school and Mrs. Fournier will walk your child to the door.

Any volunteers would have to be approved by Mrs. Naimey and we will only be having essential volunteers in the school.

WHAT IF YOU ARE EXPOSED TO COVID-19?

If you travel to a COVID-19 hot spot as defined by the CDC or someone close to you gets COVID-19, we would ask that you quarantine for fourteen days or get a COVID test to be sure that you do not bring an illness to the school. During this quarantine, your child would be able to access the remote learning option.

If someone is showing COVID symptoms at school, there are isolation areas in the office and we would call you to pick up your child while they would wait in this area. We would ask that you come to school as quickly as you can. The isolation area is there to assure that we are protecting all of God's children as best as we can and not spreading any infection. That area would be sanitized after the ill child left.

If there is a case of COVID-19 in the school, we would contact the state and follow the appropriate protocol, following CDC guidelines and consulting with the Superintendent. Be prepared for the school to close a few days for cleaning and sanitizing.

USE OF APPROPRIATE CLOTH FACE MASKS IN SCHOOL

Staff will have a face mask or a face shield (if six feet apart from students) on at all times. Exceptions to this is if they are in their room or in an office by themselves. The Department of Education has required that students over the age of two will have an appropriate cloth face mask to use while in school. There will be mask breaks built into the school day. Students will not be sharing desks and student desks will be six feet apart from other desks or separated by a plexiglas barrier. So, when seated at their desks (six feet apart or having a plexiglass divider) or when students are in an outdoor class, students will be able to remove their appropriate cloth face mask and have a break. Our first priority is student safety so if the situation changes in Maine and we should do something differently then we will also change and adapt. Please have your child start practicing wearing an appropriate cloth face mask and find the one that is comfortable for your child. These masks will need to be washed each evening. Saint

James School will have something for students to have their cloth face mask with them around their neck so there will not be a need to search for their appropriate cloth face mask when it is needed.

When students are seated at their desks, they can remove their appropriate cloth face mask but they will put it back on when they are in the halls, moving around the classroom, at recess, when asked by the teacher or will be closer than the physical distancing guidelines.

CLASSROOMS

All items that cannot be sanitized are removed from the classrooms (for example, rugs and stuffies). Desks are placed six feet apart unless they have the 3' x 2' Plexiglass divider between the desks.

Students will stay in the same groups of students or cohort and the different teachers will come into the classroom to instruct students. The cohorts will be as follows:

- preK
- K and 1
- 2 and 3
- 4 and 5
- Middle School

This will help for students to only be exposed to others from the same cohort within the school. These cohorts will also be used in our extended day services. We will not have groupings like our buddy classes this year so students are only exposed to others from another cohort.

If a student goes into another space to work (for example, those students that may work in a small group with Mrs. Gervais) they will have a designated desk that is not shared with anyone else and there will not be a person from a different cohort in that room.

COMPUTERS

Only one class will use the computer lab (still to be determined, either third or fourth grade). For the class in the computer lab, they will have a designated computer and they will be six feet apart in the computer lab. Our goal is to have all other students from second to eighth grade having 1:1 Chromebooks. Kindergarten and first grade each have ten iPads in their classroom. They will share the iPads and sanitize before they are passed from one class to the other or from one student to another.

HALLWAYS

There will be signage throughout the hallways to speak to students so that they are safe. Footprints will be one directional in the hallways placed six feet apart. Arrows will remind students that one stairway goes up and one stairway goes down. There will be circles to ask students to wait six feet apart when going to an office. Staff will practice walking this, just like they do all routines at the beginning of the year.

Other schools may delay their opening but Saint James School has been preparing for the opening all summer and will be ready to open on August 31st. Please note that we will not be having a whole school open house barbecue this year.

BUSSING

Students that live in Biddeford are able to take a bus to and from school. Biddeford has not created a plan for bussing yet and it will look different since the space on the bus is limited. It would be helpful if you let Mrs. Fournier know if your child plans to take the bus either in the morning or in the afternoon or both so we can let the Biddeford Transportation Department know so that they can create their plan. The bus may arrive late or leave early from the school to ensure that Biddeford can abide by the physically distancing guidelines. It would be helpful if you could let us know your intention on bussing as soon as possible.

SPECIALS CLASSES

We plan to offer library, technology, P.E. Online French and art classes to our students. There will not be any music, band or choir classes this year. For the library class, the librarian will come into the classroom and read to the younger students and have a selection of books from which students can choose appropriate books. If a student has a particular book that they want, it will be brought to them. We ask that books be returned on Fridays. The current recommendation is that books do not get recirculated for three to five days. If books are returned on Fridays, they will not be put back on the shelves on Wednesday and Thursday.

Our new library media specialist will also offer technology classes and students will have 1:1 chromebooks in grades two and up. K and 1 will share the iPads and they will be sanitized between use.

Art will come into the classes for instruction. Students will not share supplies for art.

P.E. will be in our beautiful new schoolyard to start and we will not be walking to the gym. We will reevaluate this as the year goes on.

Like last year, classroom teachers will teach French in their classes from grades preK to grade three. Grades four and five will continue to learn French using DuoLingo for Education. When students get to middle school, they will be able to choose which world language that they would like to learn using DuoLingo for Education. Middle school parents may want to start talking to their students to see what language they would like to learn or they can continue with French.

RECESS AND LUNCH

Recess will be outside with only two classes out at one time (their cohort) with two staff members. The playground will be off limits because we cannot sanitize in between use. Students will either wash their hands or use hand sanitizer before going out to

recess and again, when they return to the classroom. As always, games that they grab one another are not ones that we play on the playground. We will enforce the no touching at recess and students will not share equipment. We will teach games to play in PE class and there will not be more than two classes out to recess at a time with two adults.

A routine that is well established at Saint James School is for students to say Grace and wash their hands or use hand sanitizer before snack and lunch. This will continue and students will also wash their hands or use hand sanitizer after eating. We will have four new handwashing stations; two on the second floor and two on the third floor to help expedite this procedure.

Lunch will be in the classrooms. There will continue to be a hot lunch option but this will be brought to the classroom. For the time being, we will not have a salad bar or a fruit bar but will have individual portions of salad and fruit for students and students can choose what fruits or vegetables that they want. A sheet will be given the day before for students to choose hot lunch, what they want on their sandwich, or what fruits and what vegetables and then the next day, it will be bagged up with their name on it. They will still have their choice! The lunches will be brought to the classrooms for the younger students and the kitchen staff will assist with opening any items in kindergarten and first grade. Other classes will pick up their lunch.

Staff will not eat in the teacher's room and will limit the time spent in that room to walking in and out. Staff will eat in their own rooms or with a member of their cohort in their room.

ROUTINES

Staff will make protocols part of the school routine. Students will learn about them early on so that it will be the normal part of school. Staff will practice with students. Staff already teaches the routines of many aspects of the classroom and this will just be another practice.

DEPARTURE

Students will be dismissed between 2:00 and 2:30 from the Graham Street door as we usually do. We would like the dismissal to be staggered and we will call several families at a time. Instead of assigning times, we think there will be a normal staggering of pick up that will be established as some families will come earlier than others. Parents are asked to please leave as soon as your child leaves the school so that we can keep this staggered dismissal and students can depart safely.

MEET AND SEAT OPTION (COULD BE ROOM AND ZOOM)

Even with all these protocols in place, we do realize that some families may be more comfortable keeping their child at home. Saint James School feels strongly that students should be taught by a highly qualified teacher that understands the student and the curriculum. So, we are offering a remote option where the classroom teacher will have Zoom or Meet open and her computer facing her as she instructs the students in the classroom. If a family chooses, that student could be in the class from home taking part in the activities of the day.

If there are enough students that are interested in the remote option, we may look at our staff and some teachers may be remote teachers working with several grade levels while other teachers are in the class. We will look at students and what their choices are and create the best option for our students which may involve multi-level groups.

We ask that a family choose which way the student will access the classroom so that teachers can prepare for how many students are online and how many are in the classroom. We also understand that you may make different decisions for students in your family. We understand that if the cases in Maine begin to rise, you may choose to be at home and you can switch but a student cannot decide to stay home one day and have the remote option the next and just go back and forth on a whim because teachers have to be prepared for who is in the classroom and who is accessing the

classroom remotely. Please call the office, if you are changing to the remote option so the teacher is aware. Saint James School understands that this is an evolving situation and we will be flexible, always offering the best option for our students.

WEEKLY MASS

We will still have a weekly Mass. This could take place in our cafeteria with one or two classes present on a rotating basis. We can fit about thirty students six feet apart in the cafeteria and the other class could be able to follow along on zoom or meet. We will follow all protocols that are being used for the Sunday masses. Another option, would be to continue to have the online mass and students watch it through the computer. We will make this final decision closer to the fall when we know more and when our new Pastor comes on board.

EXTENDED DAY SERVICES

Saint James School will continue to offer extended day services for those families that need this service. There will be limited numbers and students will have their own designated materials. Students will stay in their own cohorts. More information will be coming at the beginning of school about the protocol for signing up, costs, etc. but know that it will be offered for those families in need.

CLEANING AND SANITIZING

Teachers will be using either sanitizing wipes or a bleach and water solution to clean their surfaces each evening and throughout the day. Teachers will make sure items that are commonly touched are cleaned regularly such as light switches, desks, etc. The custodian will clean and sanitize the railings on the stairs, bathrooms, and other commonly used items. Doors are kept open with door stops so students do not have to touch these surfaces frequently. The custodian will go into each classroom in the evening and use the sanitizing spray when there are no students in the building. The sanitizing spray will be used throughout the school in the evening. The active

ingredient is quaternary ammonium, which is the same active ingredient in disinfecting wipes. It has been proven to kill COVID-19. The sanitizing spray gun has been on order since June and is due to arrive in September. We may have a few days where we are using sanitizing wipes instead of the spray gun. Let us hope it arrives just a little earlier than predicted.

We are creating a checklist for teachers and the custodian to ensure that all surfaces are cleaned each evening.

There is a divider between the sinks in the bathroom. Students should wash their hands after using the bathroom, as always. We are installing hands free paper towel dispensers for students to use after they wash their hands.

Water fountains will only be used for filling water bottles. The bubbler portion will be turned off. We are changing the water fountains into hand washing stations on the main floor and top floor. There will be two water filling stations in the school, one beside the office and directly below in the lower level

REMEMBER, THIS IS A FLEXIBLE PLAN!

We hope that by doing temperature checks in the morning, parents not sending their child(ren) to school when there is a doubt, limiting people in the school, and all these safety protocols that the entire school will be safe. We will be monitoring the situation as it evolves and if there needs to be an adjustment in this plan, we will make changes. We will keep you informed as we did in the spring of 2020. If Maine becomes a hot spot and we do not feel that it is safe to go into school, we will quickly adapt to our remote learning plan. Also, if there is any new learning about how COVID-19 is transmitted, we will adapt and modify our plan. The safety of our students is our greatest priority. If the governor does call a Stay at Home Order, Saint James will move quickly to remote learning. Let us hope that Maine continues to have low numbers and these protocols will keep our students safe.

July 30, 2020