



St. Anthony Catholic School
2536 Hoffmeyer Road
Florence, SC 29501
843-662-1910
www.saintanthonycatholic.com

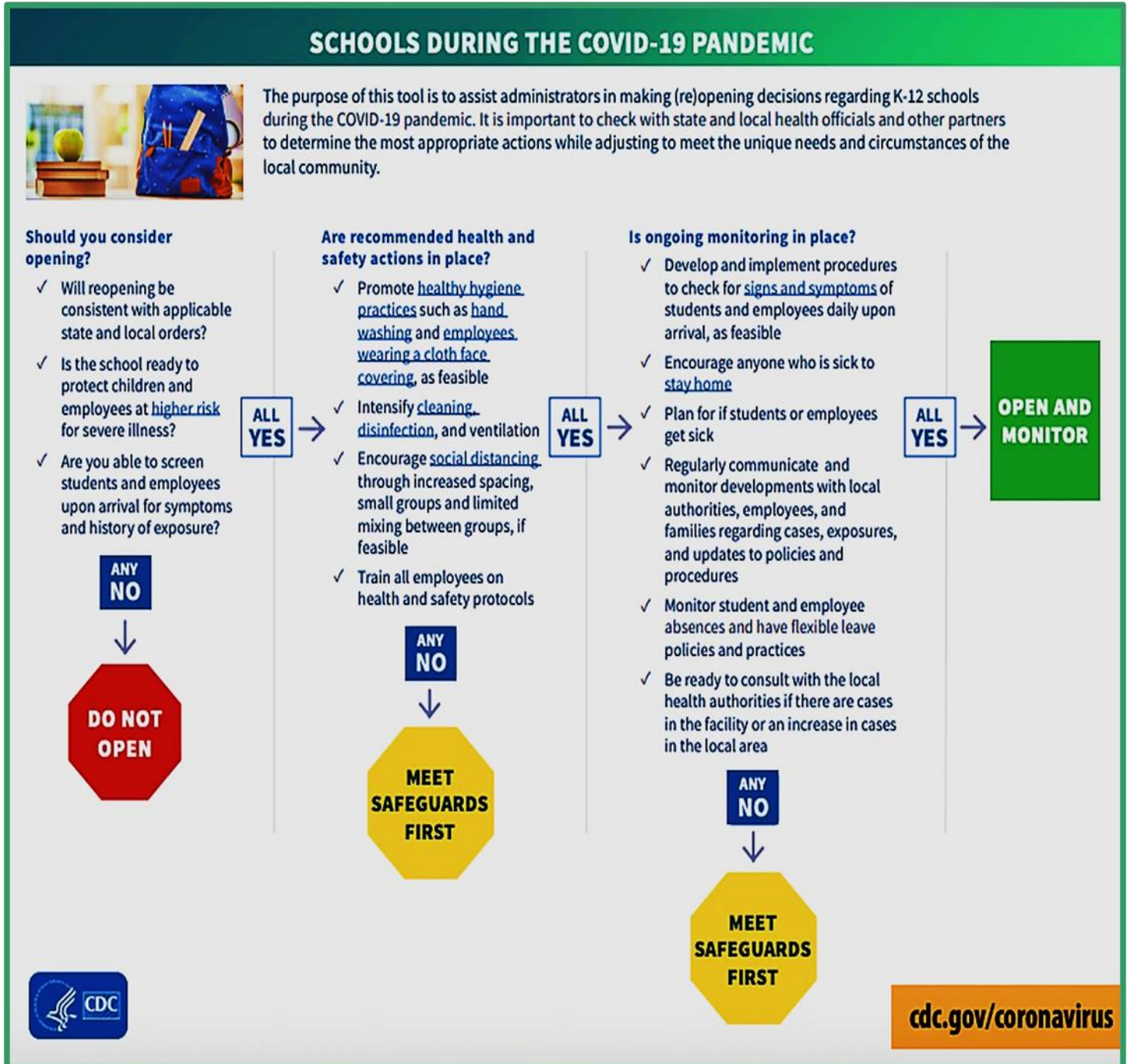
Plan for Reopening School
July 2020

Subject to change throughout the school year, as needed.

Introduction

Based on the guidelines that were developed to support Catholic schools in the Diocese of Charleston to re-open for the 2020-21 school year, St. Anthony has developed the following plan for re-opening school. This plan has been developed in alignment with CDC, State, local and diocesan recommendations.

In addition to the above guidelines and recommendations, plans have been developed focused on CCD programs using the school facilities, and budget considerations.



Pre-Opening Guidelines & Recommendations

Reopening must be consistent with applicable state and local orders.

The school must be ready to protect children, staff, and teachers at higher risk for severe illness.

Protections must be in place for both children and adults.

Each student and staff member's special needs will be considered, and accommodations will be made to the best of our ability without impacting the fidelity of our program. Families and staff will be encouraged to share concerns and the need for accommodations.

Schools must be prepared to screen students and employees upon arrival for symptoms and history of exposure to coronavirus

Daily Health Checks

- Prior to first day of school Parents will be reminded via Bear Blast and the Reopening Plan distributed to parents and posted on the school's website that all children should have a temperature screening at home prior to school drop-off each day. A child may not report to school with a temperature of 100.4 or greater. The school should be immediately notified by email or phone of any child absent with a fever.
- All employees will arrive through the front doors of the school and have their temperatures checked. Any individual who shows any signs of illness such as fever (anything 100.4 or more), cough or flu-like symptoms will not be admitted to the St. Anthony campus.
- All students will be required to wear masks before exiting vehicles. After exiting their vehicle, students will have their temperatures checked. Any individual who shows any signs of illness such as fever (anything 100.4 or more), cough or flu-like symptoms will not be admitted to the St. Anthony campus. Students will enter the buildings through designated areas, go directly to their classroom, sanitize their hands, and unpack for the day. Staff members will ensure social distancing is practiced while students wait.

Watch for Symptoms

- Parents are asked to screen their child's temperature prior to arrival at school if their child presents any symptoms out of the ordinary, including but not limited to cough, sore throat, fatigue, runny nose or congestion, nausea, or diarrhea. Parents must keep their child home if they are exhibiting any of the above symptoms.
- All staff and students are to have body temperature screening with touch-free forehead thermometer upon arrival on campus.
- Anyone with a temperature of at least 100.4 degrees or showing signs of illness is not permitted to enter the school.
- If a child becomes ill during the day, they will stay in a separate area while awaiting pickup.
- Anyone with symptoms of COVID-19, contact with someone with symptoms of COVID-19, or a fever of at least 100.4 or more will be required to stay home until fever-free without the use of fever reducing medications for 72 hours.

Screening for History of Exposure

Notification

- A sick student or staff member (PUI - person under investigation) exhibiting possible COVID-19 symptoms is to be moved to the designated sick bay area.
- Parents/guardians will sign sick students out at the front office.
- The student/staff member will be required to quarantine at home until fever-free for 72 hours without use of a fever-reducer and with improving symptoms. A doctor's clearance will be required before returning to school.
- If a confirmed case of COVID-19 is reported at St. Anthony School, a full sanitization will be completed.
- All who have had close contact (more than 15 minutes of exposure) with a diagnosed person should also be monitored for 14 days before returning to school.

Alternate Plan

- Teachers will provide remote learning options for symptomatic and asymptomatic students who are quarantining after possible COVID-19 exposure or positive results.
- If a student or staff member is diagnosed, the whole class will be required to quarantine for 14 days before returning to school. Students will be allowed to utilize eLearning during this time.
- Students will have access to both synchronous and asynchronous instruction.
- DHEC along with parents will be given notification of any positive cases as soon as possible. "It is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act." (CDC)

Guidelines must be posted and communicated for staying home when ill.

- Signage will be posted at all entrances regarding symptoms of COVID-19.
- Parents will sign waiver forms/parent authorization forms which outline the directive to keep home sick students with symptoms of COVID-19 or fever above 100.4.
- Parents will also receive the reopening plan as well as a detailed communication plan posted on the website which outlines the protocol for students who test positive for COVID-19, have symptoms, or have come into close contact with someone who has tested positive.
- There will be no awards for perfect attendance for the 2020-2021 school year.
- Students will be offered eLearning options when absent.

Establish a procedure in case someone comes to school with symptoms or develops symptoms.

Isolating if ill

- Person Under Investigation (PUI) exhibiting possible COVID-19 symptoms should remain in sick bay area with front office staff closely monitoring.
- Staff should have full Personal Protective Equipment (PPE) when interacting with a PUI including gloves, mask, and face shield.
- Parent/guardian will be called to pick up the student. Student will be released through the front door to avoid contact with any other member of the office staff and/or student population.
- After signing the student out, Parent/Guardian should remain outside the office door.

Not Allowing Entry to Someone Symptomatic

Front office administrative staff will speak with parents and students regarding excluding symptomatic students from face-to-face instruction.

Communicate Isolation & Quarantine Measures

- A sick student or staff member (PUI - person under investigation) exhibiting possible COVID-19 symptoms is to be moved to the designated sick bay area.
- Parents/guardians will sign sick students out at the front office. After signing the student out, Parent/Guardian should remain outside the office door.
- The student/staff member will be required to quarantine at home until fever-free for 72 hours without use of a fever-reducer and with improving symptoms. A doctor's clearance will be required before returning to school.
- If a confirmed case of COVID-19 is reported at St. Anthony School, a full sanitization will be completed.
- All who have had close contact (more than 15 minutes of exposure) with a diagnosed person should also be monitored for 14 days before returning to school.

Health & Safety Guidelines and Recommendations

Schools must require healthy hygiene practices, such as handwashing, and require employees and students to wear cloth face masks, as feasible.

Handwashing & Sanitizing

- Students in all classrooms will be trained for at least the first week of school regarding hygiene practices including hand washing, covering coughs and sneezes, mask wearing, hand sanitizing and limiting face touching.
- Students will also be trained to not share classroom items and to maintain appropriate social distance.
- There will be signs posted to illustrate appropriate hand washing techniques.
- Students will be given frequent opportunities to wash hands throughout the day.
- When soap and water are not available, students will have access to hand sanitizer in each classroom.
- Touch-free hand sanitizer stations have been ordered and will be located throughout the facilities.
- Within our reopening plan both emailed to parents and posted on the school's website, parents will have recommendations regarding how to prepare students for return to school. Items include teaching appropriate hand washing and good hygiene practices. Familiarize students with use and wear of the mask.

Supplies to Support & Encourage Handwashing

- In addition to hand washing times scheduled before and after meals and snacks, hand washing breaks will be scheduled at regular intervals throughout the day.
- Teachers will monitor students to ensure appropriate hand washing and sanitizing throughout the day. Students coughing or sneezing will be asked to more frequently wash and sanitize.
- Soap and paper towels will be available at all sinks and in all bathrooms. Custodial staff will monitor the supplies throughout the day and replace as needed.
- Tissues will be available in all classrooms.
- Trash cans will be emptied as needed, but at a minimum of once daily.

Hand Sanitizer

- Touchless hand sanitizer devices are available in all classrooms and throughout the facilities.
- Students and staff will use this upon entry.
- The office will also have hand sanitizer available.

Face Coverings

- For smaller children, limit the amount of time masks are worn (REFERENCE: DSS-CDC WEBINAR) when social distancing is not possible
- Parents will provide masks to the students to wear from the time they exit their cars.
- All employees are encouraged to wear a mask or face shield (indoors) when engaging in direct contact with students, parents, or other authorized persons on campus.
- Face covering for students and employees must be used when social distancing is not feasible (hallway movement - change of classes, drop off, pickup and other areas as needed).
- Staff and students should keep about 4-6 feet between themselves and others even when wearing a face covering.
- Parents are not to drop off forgotten masks. The front office will provide one for the student before they enter the building.
- Teachers are encouraged to use outdoor classroom spaces to limit amount of time spent inside with face coverings.

Cleaning, Disinfecting & Ventilation

Ensure Facility is Clean

- Frequently clean high-touch surfaces (toilets, sinks, door handles, etc.) using an EPA-approved for use against the virus that causes COVID-19 Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Use guidelines for DHEC and or CDC with the priority areas being classrooms, large group gathering areas, restrooms, hallways, and any high-touch surfaces.
- Use wipeable keyboard coverings, if available.
- Disinfectant spraying equipment for large areas.
- Playground equipment will be cleaned as feasible.
- All teachers and designated staff members will be issued a spray bottle of disinfectant for use both inside and outside of their classrooms.
- All classrooms will be nut-free due to eating in classroom when necessary.

Cleaning & Disinfecting if Someone is Ill

When a person is identified as being sick:

- We will relocate the class to a safe area until the area is appropriately disinfected.
- We will open outside doors and windows to increase air circulation in the area.
- We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tables, touch screens, keyboards, remotes. etc.
- Workers without close contact with the person who is sick can return to work after disinfection.
- We will continue routine cleaning and disinfection. This includes everyday practices normally used to maintain a healthy environment.

Ensure Appropriate Ventilation

- We will make sure there is proper ventilation in all classrooms and student/staff areas.
- We will open outside doors and windows, as appropriate, to increase air circulation in the area.
- We will ensure ventilation systems are maintained on a consistent basis.

Social Distancing

Implement social distancing through increased spacing, small groups and limited mixing between groups. Individuals should stay at least 6 feet (two arms' length) from other people.

Classrooms

- Class sizes will be limited to allow for approximately 36 square feet per person (students and teachers).
- Students will be seated at assigned desks versus tables to allow for social distancing.
- Desks to face the same direction to avoid face-to-face interaction.
- Outdoor classroom spaces may be scheduled to limit close contact in enclosed setting.

Hallways

- We will limit transition times and students will transition with social distancing and face coverings.
- As appropriate, students will remain in the classroom for specials and lunch.

Avoid Sharing Materials & Objects

- Students will not share classroom items such as pencils, pens, markers, crayons, and other basic supplies. Each child will have their own bagged/boxed supplies.
- For items like library books, they will be disinfected upon return. Items will be left for 72 hours prior to disinfection.

- Teachers will use the first week of school to review procedures to not share items. This will need to be reinforced frequently as students instinctively want to share when a classmate is missing an item.
- Teachers will have additional supplies in case a student needs to borrow an item. Any returned items must be disinfected.

Lunchroom

- Students will eat in the classroom or weather permitting, students may eat outside.
- All tables will be disinfected by adults after each use.
- Since students will frequently need to eat in the classroom, St. Anthony Catholic School will be entirely nut-free for 2020-2021 school year.
- Purchased lunches will be delivered to the classroom and distributed by staff.

Recess

Outdoor spaces will be utilized as often as possible.

- To ensure social distancing, single classes will be assigned a recess time.
- Designated play areas will be marked.
- There will be no shared equipment.
- Any equipment that is used by individual students will be sanitized.

Special Activities

St. Anthony will cancel or postpone all in person activities, that would require groups of 10 or more, for at least the first two quarters.

We will revisit this for the third and final quarters.

Arrivals & Departures

- All individuals authorized to enter our campus will have their temperatures checked upon arrival. Any individual who shows any signs of illness such as fever (anything 100.4 or more), cough or flu-like symptoms will not be admitted to the St. Anthony campus or allowed to stay if symptoms develop during the day.
- All employees will arrive through the front doors of the school.
- Students will arrive and enter the buildings through designated areas. Students will go directly to their individual classrooms.
- Students will dismiss from their classroom through a designated door. Family groups will stand together. Only one car will load at a time.
- Extended Care students will dismiss through the library at 3:30.

Car Pooling

It is strongly encouraged that carpooling be avoided.

Field Trips
<ul style="list-style-type: none"> • There will be no class field trips for the first two quarters. • We will revisit this for the third and final quarters.
Emergency Drills
<ul style="list-style-type: none"> • All emergency drills are to take place as required. • We will follow social distancing guidelines and the use of masks during drills.
Liturgies
School liturgies will continue following Diocesan guidelines.
Parent Meetings
<ul style="list-style-type: none"> • Back to School Night will be hosted virtually via pre-recorded messages from the Principal, Father Morey, and a PTO representative. Teachers will pre-record their classroom remarks and then host virtual Q&A via Zoom in 2 sessions. • Parent/Teacher Conferences will be hosted virtually via Zoom.
Fundraisers & Events
We will seek fundraising options that allow for social distancing and or virtual means.
Volunteers & Visitors
<ul style="list-style-type: none"> • Only essential personnel (e.g. substitutes, lunch/recess assistants, and those who provide regular scheduled duties critical to the daily operation of the school) will be permitted on the school campus. • Any individual entering the campus must be screened at the front office.
Front Office & Desk
<ul style="list-style-type: none"> • We have placed clear shields on the front counter to provide added protection. This is not a substitute for face coverings and/or social distancing. • Masks will be worn, and hand sanitizer will be available near the front counter. • Sanitizing will take place after each visitor to the office. • Visits to the front office will be limited to essential business only. • Only one family may be in the front office lobby at a time. Others must wait outside and socially distance from each other.
Extended Care Programs
<ul style="list-style-type: none"> • The daily protocols implemented during the school day will be adhered to during Extended Care. • Only single serve drinks and snacks will be provided to prevent cross contamination. • The use of outdoor spaces will be encouraged when feasible following the same protocol as during the school day. • Parents must wear a face covering in the building and they must not congregate anywhere on the school grounds. • Everyone must follow social distancing recommendations.

Extracurricular Non-Athletic Activities
<ul style="list-style-type: none"> • There will be no evening activities or off-campus activities for the first semester. • This will be revisited in early December to determine whether the restrictions should be lifted.
Community Service
<ul style="list-style-type: none"> • Only activities that can be completed with appropriate social distancing will be scheduled. Writing letters to seniors or veterans, and/or encouraging donations to food banks are examples of what can be offered. • House meetings will be suspended for the first semester. This decision will be revisited second semester. We will continue to wear House shirts on the 2nd Tuesday of every month.
Religious Education & Church Groups
All religious education and church groups using the school facility must follow school health guidelines. All areas used must be cleaned after use, following the school's required cleaning protocols.
Outside Groups
No outside groups are permitted to use school buildings.

Health & Safety Protocols

All staff and employees should be trained for appropriate health protocols.
Communication
The administration will coordinate all communications regarding COVID-19.
Sharing School Protocols
<ul style="list-style-type: none"> • Parents will be informed regarding school protocols for the 2020-2021 school year via Zoom, Bear Blast, email, parent authorization forms, and on the website where the reopening plan will be posted. • Staff development on all new protocols will explicitly be taught during the first several days of professional development. Virtual faculty meetings will be used to reassess, and restructure as needed. • Students will be taught all protocols through explicit instruction, modeling, practice, and discussion for at least the first several weeks of school. Reminders will occur as needed.

Health Monitoring Guidelines & Recommendations

Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible.

- All students and staff will have temperature checks and answer screening questions in the morning.
- Records of health and temperature checks will be kept for all employees and students.
- Procedures will be evaluated regularly for effectiveness and adjusted as needed.

Encourage anyone who is sick to stay home.

- Teachers through the staff handbook and in-service training days prior to school will be reminded that anyone sick should stay home.
- Guidelines will be posted and communicated on the doors of the school to stay home when ill.
- Student and staff attendance will be monitored through RenWeb.

Plan for students or employees who get sick.

- All individuals authorized to enter our campus will have their temperatures checked upon arrival. Any individual who shows any signs of illness such as fever (anything 100.4 or more), cough or flu-like symptoms will not be admitted to the St. Anthony campus or allowed to stay.
- If symptoms develop during the day students will be moved to the sick bay area and parents will be called to pick them up from school. Students will be monitored by staff.
- Employees exhibiting symptoms will also be screened in the sick bay room away from students and other staff. Employees will be sent home with instructions on protocol to return.

Develop procedures if someone comes to school with symptoms or develops them later in the day.

- A sick student or staff member (PUI - person under investigation) exhibiting possible COVID-19 symptoms is to be moved to the designated sick bay area in the front office.
- Parents/guardians will sign sick students out in the office and wait outside the office door.
- The student/staff member will be required to quarantine at home until fever-free for 72 hours without use of a fever-reducer and with improving symptoms. A doctor's clearance will be required before returning to school.
- If a confirmed case of COVID-19 is reported at St. Anthony School, a full sanitization will be completed.
- All who have had close contact (more than 15 minutes of exposure) with a diagnosed person should also be monitored for 14 days before returning to school.
- Staff tending to the sick student or staff member must be wearing appropriate PPE including mask, shield, and gloves.

Regularly monitor developments of cases and exposures, updates to policies and procedures.

In the event of a reported exposure -

1. Immediately report to the administration.
2. Administration contacts DHEC for guidance and protocol.
3. Administration contacts Catholic Schools Office for guidance and protocol.
4. Administration communicates with those impacted by the exposure sharing protocol as prescribed by DHEC.
5. Administration communicates with HR to determine what actions to take with staff impacted.

Monitor student and employee absences. Develop flexible leave policies and practices.

- Attendance for students and staff will be recorded as per our usual protocol.
- Administration will seek guidance from HR in the event of extended absences of staff.

Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.

Administration will monitor local trends and recommendations. If changes to the plan are indicated, consult with the Catholic Schools Office, prior to implementing modifications.

Academics Guidelines & Recommendations

Class size should be limited to allow for 36 square feet per person (students and teachers).
Class size under 36 square feet per person is permitted with all students wearing masks.
The lowest minimum for classrooms is 16 square feet per person with masks.

- Classrooms have been measured for appropriate square footage.
- Class sizes will be limited to foster social distancing.
- All non-essential furniture will be removed, and desks will be spaced accordingly.

In developing schedules, priority must be given to the health, safety and wellness of students and staff.

- To the greatest extent possible, we will minimize student transitions during the day.
- Face coverings will be worn during all transitions.
- Recess times will be staggered to limit the amount of contact among multiple students.
- We will use self-contained classes whenever possible.

Group work, labs, centers, etc., should continue and must maintain 6-feet of social distancing.

Small group activities will be limited, and face coverings will be worn if social distancing cannot be maintained.

Desks and other touched surfaces must be cleaned between classes.

- Daily clean high-touch surfaces (toilets, sinks, door handles, desks etc.) using an EPA-approved for use against the virus that causes COVID-19 Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Use guidelines for DHEC and or CDC with the priority areas being classrooms, large group gathering areas, restrooms, hallways, and any high-touch surfaces
- Use wipeable keyboard coverings.
- Disinfectant spraying equipment for large areas.
- All teachers and designated staff members will be issued a spray bottle of disinfectant for use both inside and outside of the classroom.
- Sanitizer will be available in all classrooms.

Sharing of materials is discouraged. If they are shared, they must be disinfected between uses.

- All students will report to school with individual supplies from their supply lists. They will be bagged or boxed and not shared.
- If a student is missing an item, the teacher may provide.
- If an item must be shared, it must be sanitized/ disinfected after use. (example - classroom/library books)
- Only teachers will disinfect items to ensure it is done thoroughly.

Students must be assessed upon their return to school in math and ELA/reading.

- MAP tests will be conducted the first few weeks of school and compared with the Winter MAP assessments.
- Data will be analyzed to determine students who need remediation and enrichment.
- Students needing additional remediation may be referred to the Student Success Coordinator.

Train teachers and students on platforms the school will use for virtual instruction.

- During the first several in-service days, additional professional training will be offered for teachers to advance training in these platforms, train new hires, and review best practices in eLearning.
- Students will begin using the platforms within the first week of class to create familiarity with the content and structure of eLearning.

Schools should equip classrooms with daily livestream capabilities if students become ill.

- Teachers will provide remote learning options for symptomatic and asymptomatic students who are quarantining after possible COVID-19 exposure or positive results. Parents will be informed of the procedure for instruction within 24 hours of quarantine.
- If a student or staff member is diagnosed, the whole class (pod) will be required to quarantine for 14 days before returning to school. Students will be allowed to utilize eLearning during this time. eLearning will consist of both synchronous and asynchronous instruction.
- Synchronous instruction will be offered using the Zoom platform. Zoom instruction will be recorded and archived for students unable to attend. Asynchronous (recorded) instruction will be provided on Google Classroom.
- Students who receive specialized instruction from a Student Academic Plan will have weekly check-ins virtually with the Student Success Coordinator.
- DHEC along with parents will be given notification of any positive cases as soon as possible. "It is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act." (CDC)

No outside volunteers or guests should be allowed in classrooms.

Only visitors authorized by school administration are allowed to enter the school campus.

They must follow all the school health guidelines and will be trained on them upon entry into the school.

Specialists should travel to the classroom instead of students, wherever possible.

- Special area teachers will provide instruction in the home base class when feasible. This will limit hallway crowding and eliminate sharing of desks and tables for multiple students throughout the day.
- Any items used will be sanitized including library books when online books and resources are unavailable.
 - Students will be assigned specific computers in the computer lab. Computers will be sanitized after each use.
- Music class will center on music theory, percussion, and music appreciation since singing produces droplets that may travel beyond six feet.
- Physical education will occur outside when weather permits. Equipment will be sanitized after each use.
- Science Lab teacher will provide supplies in baggies and will not use items that require close contact with eyes.

WAIVER