



Cardinal Lacroix Academy Reopening Plan Specifics

July 29, 2020

This document will serve as an addendum to our student and staff handbooks and to the [Diocesan Reopening Guidelines](#) published July 13, 2020 specific to the Cardinal Lacroix Academy community. I'd like to express gratitude to the members of the Reopening Planning Committee for the generosity of their time in conducting research, providing expertise and objective, critical thinking and observations. This has been and will continue to be an intricate process with overarching objectives of keeping our staff and students staff and minute details that involve day-to-day interactions in a deeply relational environment. This team balanced scientific inquiry about children's development and biological sciences, public health interests, and fiscal resources. Students and teachers will re-integrate into the school context with support for overall wellness.

Policies and procedures will be laid out within the constraints of the school itself with stakeholders' responsibilities, beyond that of the Diocesan Re-opening Guidelines, because every school has a unique community. Students of this critical age and size at times fit within the adult-related CDC guidelines and at other times fit the recommendations of the younger children. We recognize that all conditions may not be the "normal" students are used to, but we also recognize the glorious resilience and adaptability of our students and staff. For the long-term success of our wellness plan, we must apply flexibility, caution and positivity. Please help us to assure that all students are practicing handwashing and hygiene. There is no doubt that even before COVID19 virus, children were transmitting the flu at an alarming rate. Any habits we are able to instill in them will benefit them against all communicable diseases.

If conditions within your household or health conditions with your child warrant a "stay-at-home" option (temporarily or permanently), we are working with families to assure students can participate in school activities virtually. We will continue the use of our Google platform, training all students to use them as part of our new school year procedures. Please refer to the following documents for our reasoning and recommendations.

Resource Publications:

- [Harvard Schools for Health Publication, June 2020](#)
- [American Academy of Pediatrics COVID-19 Planning Considerations: Guidelines for School Re-opening](#), Last Updated 06/25/2020
- [Centers for Disease Control: Considerations for Schools](#), Last reviewed: May 19, 2020
- [Duration of Isolation and Precautions for Adults with COVID-19](#)
- [Return to Learn Holy Family Catholic Schools](#)
- [World Health Organization Advice on the Use of Masks in the Context of COVID-19, June 5, 2020.](#)

Administrator and Staff Training:

The principal will be the primary COVID-19 contact person. All staff will return to school on August 17th to participate in training and development of the “Back-to-Basics” lessons in which they will teach new routines and procedures for school and classroom interactions and expectations, to build a culture around wellness and compassion for others.

In addition, the administration will set up a Google Classroom for teachers that will house all COVID-19 resources for building teacher knowledge and training students in new classroom routines and procedures.

Mandatory Attendance/Sick Policy Compliance**Documentation of Absence and Illness:**

All health forms and emergency contact information will be updated in the office. No student will be allowed in school without this information updated. All absences can be reported to the office or reported on our website.

Visitors:

Non-essential visitors to the building will be limited. Any adult entering the building must sign in and leave contact information in the main office. All adults must wear face coverings and answer the screening questionnaire.

Before School Begins Each Day (At Home):

Parents should check all children the night before school and in the morning of each school day for symptoms before leaving the home by checking their temperature and reviewing this list of symptoms ([see the CDC Screening Limitations and Considerations](#) and [Symptoms of COVID-19](#)). Students will not be admitted to the building until the parents/guardians have answered the screening questions and we have assured students are symptom-free.

Symptomatic students should be kept at home and reported absent by an adult by calling the school or filling out the absence form on our website. Virtual attendance plans will be in place so all students can participate in classes in the event that they must stay home. For symptomatic individuals, return to school occurs upon completing 10-day quarantine (see below for exception) and being fever free for 24 hours without medicinal interventions.

Transportation:

For safety purposes, Manchester buses will not be used during the first quarter of the school year for arrival or departure, subject to extension.

Administrators and teachers will facilitate morning temperature screenings to protect the health and wellness of all members of the school community beginning 6:30am if necessary at the Cardinal Lacroix Academy entrance and in the back parking lot drop off. Morning homework club/reading time will be available for those who need it and those students will enter through the front only. Teachers, after their own temperature checks, will be present in classrooms at 7:15am. As students are checked and enter the building, students will go directly to their classes. School will begin at 7:30, attendance will be taken at 7:40. Students will be able to visit lockers before school. **Teachers, staff, and administration will wear masks (or other form of PPE if necessary).**

If Staff or Students Fall Ill (During the Day):

Any teacher or student feeling symptomatic should report to the office, where they will stay in an isolated area until they are picked up. They may read books, relax, and close their eyes to rest on the cot.

All teachers who are symptomatic, are exposed to a symptomatic individual (according to the CDC guidelines for exposure) or test positive must quarantine for 10 days. In the event of a teachers' quarantine, students will be using the online platform during the class time or a substitute may be called in or a combination of both.

If students or teachers are symptomatic, they must stay home for 10 days from the time of symptoms or possible exposure. Symptomatic individuals not yet tested for COVID will have to quarantine. **Quarantine may be shortened only when 2 negative COVID tests separated by 24 hrs have been documented;** the return to school fever free without medicine still applies. A physician's note attributing illness to something other than COVID may also warrant an exception. ***Students must be with no fever for 24 hours after quarantine without the use of Tylenol or ibuprofen.**

If a student is asymptomatic (COVID19) and tests positive, comes in direct contact with a COVID19 positive individual, or has traveled out of state or by airplane they must be quarantined

for 14 days. In addition, *School staff can work with families to assure students can continue to attend school if possible by using our remote learning platform.*

In the Event a Positive COVID-19 Case is Identified:

In the event that a positive case is identified, the administrator will follow the procedures outlined in the CDC guidelines (see [CDC Considerations for Schools](#)).

Cleaning and disinfection will take place in the areas of exposed areas will be necessary and immediate. In most cases, one positive test does not warrant closing of a school, but there are important actions and considerations we must make (see [FAQ for Administrators on Reopening Schools](#)).

Decisions about Closing the School:

Decisions about closing the school will depend on the magnitude of community spread and the CDC School Decision Making Protocol (See [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)).

Administration/Adult Admittance:

The administrative team will conduct periodic records updates regarding emergency documentation. Administrators and teachers will assure that alternative learning plans are available in the event a student must miss school for an extended period. Administrators will not be admitting adults into the building without temperature checks and health assurances. Pick-up and drop-off will be done directly in the office. No adults will be entering any part of the building other than the front entrance, signing-in and leaving contact information. The administrators will collect absence/sick data and monitor this plan with the Re-Opening Committee monthly or as needed.

Students' Extended Absences:

Staff will maintain online platforms and work with administration to provide "virtual attendance" options for students who must be at home. Students will be responsible for participating in remote attendance and engagement under those circumstances and will be counted as present if they have done so.

Teacher Extended Absences:

Teachers are preparing two weeks worth of sub plans in their online platforms in the event they must quarantine. Classrooms will have substitute coverage and access to the online content while the teacher facilitates from their quarantine environment.

Technology Upgrades:

One hundred Chromebooks have been ordered from the CARES Act grant to assure that students have access to digital devices and internet capacity in the school has been amplified. In addition, Ipads will be accessible for teachers to provide video streaming for students who are on temporary virtual attendance.

Wearing Masks During the Day:

Students in K-4 will not be required to wear masks during the day but they may if families prefer (see [Guidance for K-12 School Administrators on the Use of Cloth Face Coverings In School](#)).

Students in grades 5-6 will follow the CDC guidelines of intermittent mask-wearing.

Families will provide face masks for students to wear. Disposable masks will be in the office for students who forget them. Lanyards have been purchased for students to keep the masks attached for easy access. Students can wear masks all day, but they will not be mandatory in all settings. They should keep the mask in their pockets and be prepared to use them throughout the day (see [CDC Considerations for Schools](#)). At this time, it is important that students realize we are all doing it to protect each other. Mask patterns can be fun and students can be proud to be leaders in keeping their community safe.

Transmission evidence has revealed that **students age 10 and above should follow the same guidelines as adults**. As students become “adult-sized”, they may transmit COVID19 in the same way adults do. We may not all love it, but we can get [creative and fun with our masks](#) with our masks so it does not have to feel confining ([CDC Considerations for Schools](#))

For wisdom on effective PPE, please review [World Health Organization Advice on the Use of Masks in the Context of COVID-19, June 5, 2020](#). This comprehensive look at masks was helpful in determining the qualities to consider.

Masks and face coverings can vary in effectiveness, price, fit, and comfort. It is important to make careful choices about the PPE even if your children are wearing it intermittently throughout the day.

Reusable face coverings MUST be washable and washed frequently.

The World Health Organization publication above is a thorough examination of various kinds of face coverings and another way to stay informed about ways you can support student and community wellness. Please note that masks do not eliminate the continuous need for distancing, handwashing and breaks for fresh air, which we have

Lanyards upon which students can clip their own masks have been purchased and we are in the process of selecting some we may be able to sell in our school store, but students should have a selection to avoid wearing the same mask daily.

Students will be required to wear cloth masks:

- When they cannot be distanced 3-6 feet from peers.
- When they travel the halls.
- When they are in the lunch line.
- If they are working directly with a teacher or another student in close contact.

Students will not be required to wear cloth masks:

- When they can be distanced 3-6 feet from peers.
- When they are at the lunch table eating.
- When they are seated at their desks.
- When they are outside.
- When they are partaking in any form of exercise.

Staff and adult face coverings will be required in the building.

Daily Interactions

Students will enter the building and go directly into their classrooms to assure all students have continuous supervision while others are entering post-screening.

Administrators will assure that passing times for students are synchronized in scheduling throughout the day, student-teacher ratios remain low, and that teachers and support staff maintain a high regard for childrens' overall well-being including their social wellness.

Scheduling

Students will remain in the self-contained classroom with their teacher for core instruction. Some specials/relateds may be optional after-school classes at this time. The exceptions will be music class and gym class. They will be held as in-school specials. Please see announcements about that in the coming weeks and the first weeks of school. ([see CDC guidance on “cohorting”](#) and *Schools for Health, Harvard School of Public Health, p. 28, referenced above*).

Scheduled Breaks for Handwashing and Sanitizing Throughout the Day:

Students will be able to sign out to visit restrooms and will be taught proper handwashing as part of the “Back-to-Basics” lessons all teachers will facilitate. Twenty-five handwashing stations have been purchased for installation throughout the building (in each classroom, by the office, in the cafeteria, in each of the bathrooms, in the gym, by the exits).

Classroom Seating:

Desks and seating arrangements within the classrooms will be socially distanced in accordance with the Schools for Health Harvard Public Health, p. 28 and [Return to Learn, p. 10](#).

Outdoor time:

Teachers will have the option to use our outdoor spaces or gym to teach lessons or take breaks during times of the day when it is not being used by other classes. In addition, students will have *at least* one lunch recess outdoors and one 15-20 minute break throughout the day. By slowing down the pace of the day, allowing for outdoor activities, students will have access to fresh air and socialization beyond the classroom.

Lunch/Lunch Seating:

Lunch will continue to be served by Celebrations Catering. They follow specific stringent guidelines by the FDA for service and will continue to wear masks, gloves and serve individual trays to students followed by disinfection of those trays. Picnic lunch will be held outside during nice weather, in classrooms, or in the lunchroom allowing for space between students. Students will be space in every other seat at the tables in accordance with the Schools For Health and [Return to Learn, p. 10](#).

Water Coolers/Bubblers:

All building water bubblers will be disengaged and the lines flushed. No bubblers will be in use during the 2020-2021 school year. However, additional water coolers will be installed throughout the building to assure students have access to clean, fresh drinking water. Students should come to school with water bottles that they will be able to keep in their classrooms with them as well.

Continued Use of Online Platforms:

Staff will train all students to use the digital platforms for learning in conjunction with traditional educational methods. In the event that a student or teacher must be quarantined or snow days interrupt schooling, "virtual attendance" and online access will allow for students to fully engage in their classes. Physical presence is the preferable model, but in the event that cannot be possible due to illness, students and teachers will apply remote learning strategies. Teachers will also work in collaboration with administrators to develop "Back-to-Basics" mini lessons as part of

the new routines and procedures of the school year. Back-to-Basics will support children's overall wellness and hygienic habits.

Mass and Religious Ceremonies:

Students and staff will continue to attend weekly Mass. This year, mass will be on Tuesday mornings for Pre-K- 3rd grade and Wednesday mornings for 4th-6th grade. We will be seating 4 students per pew, so they will have enough space to sit in a socially distanced way. We still encourage parents to come to Mass as well. During mass, all grades will need to wear a mask. We will suspend the inclusion of altar servers at this time. We will make further decisions with the parish priests.

School Day Departure:

Students will depart the back of the building as homerooms are called individually. Grades 5 and 6 will wear masks as they leave. Students who have siblings at St. Joseph Regional Jr. High can turn the corner and meet in the front of the Cardinal LaCroix Academy entrance so parents with children at both schools can part in front of the school.

Communication:

The administrator will access resources and information for the school and school community, keep families updated about necessary adjustments. Correspondence will be sent via emailed weekly newsletters and weekly video meetings.

Cleaning and Disinfection:

The administrative team will supervise and assure facilitation of proper cleaning and disinfecting processes throughout the school, that adequate training and supplies are provided.

Custodial staff will adhere to the [CDC cleaning guidelines](#) throughout the building and keep record of bathroom cleanings, high-traffic and high-touch areas. If a student falls symptomatic and is isolated at the school, the area will be disinfected immediately after student departure. Bathrooms will be equipped with anti-bacterial soap and paper towels at all times.

Four electrostatic sprayers have been purchased for the schools using CARES Act federal funding. The sprayers will be used twice daily, during lunch periods and after school. Cleaning supplies were procured from a commercial cleaning company, using the grant, to assure appropriate cleaning and disinfection can be facilitated throughout the school year.

Teachers and students will have access to hand sanitizer and restrooms where they can practice proper hand-washing throughout the day. Classrooms are outfitted with PPE (gloves, masks, and sanitizer for use when needed, supplied by the Department of Homeland Security.

Additional Use of the Building:

All groups and/or organizations that use the St. Anthony Community Center must sign a "Terms of Use Agreement" that states they will be responsible for the cleaning of a specific area they are approved to use. Access to the building will be restricted to approved parties in accordance with these agreements.

As noted above, this plan will undergo revision as needed. I'd like to sincerely thank the team of professionals and invested stakeholders who helped undertake this complex and meaningful endeavor.

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