



## **Saint John Catholic School** **Covid Contingency Plans**

### Introduction:

With the uncertainty of the COVID-19 pandemic, St. John Catholic School has prepared different plans to address the 2020-2021 school year. Ideally St. John Catholic School would start with the scheduled calendar without any changes or interruptions; however, we have some plans in place if we are unable to follow the calendar or usual day-to-day procedures. We have created these plans without knowing all the potential factors or future guidelines, so please note these may need to be altered with new information or requirements. We will closely monitor the state recommendations by the governor and the Oklahoma State Department of Education. St. John Catholic School will follow the directives of both the Tulsa Diocese and the City of Bartlesville. The policies and procedures within this document are subject to change as new information becomes available and is released to the public.

## Normal Start Date with Safety Changes

### **Safety Changes:**

**Mask Policy:** The mask policy is subject to change as new studies &/or information becomes available over time. We will also follow any city/state mask ordinances as well as working with the Tulsa diocese. Parents will be notified of any mask policy changes in a timely manner.

- ***Teachers and staff:*** Masks or cloth face coverings will be **mandatory** when social distancing is not feasible. Teachers can choose to use a shield with a mask/face cloth covering or shield with a drape. Teachers and staff with a medical condition that prevents them from wearing a mask or face covering will need to provide documentation from their health care professional stating they are unable to wear a mask or face covering due to a medical condition.
- ***Students:*** Students in grades 4th-8th will wear masks or cloth face coverings in common areas: morning circle, dismissal, hallways, mass.
- ***Visitors:*** At this time, we are discouraging visitors in the building; however, if a visitor must come in the building, they will be required to wear a mask.

### **Temperature Checks:**

- ***Arrival:*** Staff and visitors will have their temperatures checked when they enter the building. When students arrive, a staff member will take their temperature as soon as they exit the car. Any student with a fever of 100.4 degrees or higher will immediately return to their car. Students (or parents of the student) with a temperature of above 98.6 will answer health questions. If students/parents answer yes to any or all of the following questions, students will need to return home for at least 24 hours.
  - Do you have a cough?
  - Are you having shortness of breath or difficulty breathing?
  - Do you have chills or repeated shaking?
  - Do you have muscle pain, headache, or sore throat?
  - Do you have flu-like symptoms?
  - Have you had contact with anyone that has tested positive for COVID-19?
  - Have you recently lost the ability to taste or smell?
- ***During School Day:*** Students running a fever of 100.4° or higher will be immediately isolated in our sick room. Students with a temperature higher than 98.6° and displaying

symptoms of COVID-19: a cough, sore throat, fast breathing, chills, shaking with chills, muscle pain, headache, a loss of taste or smell, vomiting or diarrhea, etc. will also be immediately isolated in the sick room.

- **Returning:** After running a fever of 100.4° or higher, students/staff must be fever and symptom free for two (2) days before returning to the school unless they have tested positive for COVID-19 or been quarantined for fourteen (14) days, which would require a longer absence.

### **Morning Procedures:**

Students in grades 4-8 will wear a mask or cloth face covering. Students will enter the gym and wait for morning prayer circle. Students will stay in their designated area with their classroom/grade level peers. After the prayer circle, students will be dismissed from the gym by grade level. All students will sit on the gym floor and not in the stands.

### **Homeroom Classes:**

Second and third grade will be self-contained this year. Fourth and fifth grade students will stay in their homeroom classes for instruction, and the teacher will move classes. Teachers can leave classroom doors &/or windows open to allow maximum airflow. Twice a day, class (students/teachers/assistants) will wipe down their desk/personal area. Maintenance will provide further sterilization. Every other day each floor of the school will receive a deep sanitization.

### **Lockers/Student Storage:**

When students as groups go to their lockers, they will be required to wear a mask or cloth face covering. Middle school students have lockers with at least 1 locker between each. 5th grade students will also have lockers. The 5th grade teacher will wait until middle school students are finished at lockers before allowing their students to access their lockers. It has always been our policy for students to leave toys and other personal items at home. At this time, it is even more important that students only bring school supplies and other necessary items to school.

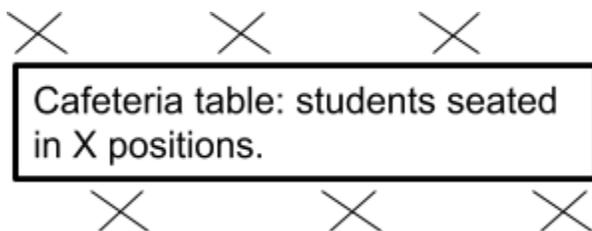
### **Lunch Procedures:**

Students buying a lunch or drink will enter through the west cafeteria door. Based on enrollment this is subject to change. Group 1, middle school, will eat in the cafeteria with one seat open between (see table 1). Group 2 will get their lunches and exit the cafeteria through the south door. Students will enter Father Lynch Hall (FLH) and eat with no more than four-five students to a table in their designated areas. On days that FLH is booked for events, Group 2 students will return to their classroom to eat lunch. (*note: middle school and upper elementary students can wipe tables after their lunch*).

- **Middle School (group 1)**

- **3rd - 5th grade (group 2)**
- **Kindergarten - 2nd grade (group 3)** assigned seating might be necessary, especially in the beginning of school. This will be at the discretion of the Kdg-2nd grade teachers.

**Cafeteria Seating (table 1):**



**Recess Procedures:** PK3 and PK4 will have their grade level scheduled recess on the early childhood playground. The large playground will be used for after lunch recess for the other students. Teachers will work together to keep grade levels in separate areas to play. Teachers can plan to allow the students to rotate areas. The early childhood playground can be used by other grades when it is free for additional recess times. The large playground can also be used for additional recess by any grade at the discretion of the classroom teacher.

### **Specials Classes:**

- **Religion:** At this time, religion will be taught in the homeroom classroom. Middle school will use the math room for religion. Homeroom teachers are not required to stay in the class. Teacher assistants assigned to a class should stay and help the religion teacher and students.
- **Art/STEM:** Desks and stools will be disinfected between classes. The teacher, assistant, &/or older students will disinfect the class.
- **P.E.:** Middle school students will attend P.E. together. Other classes will be separated by grade. Equipment used will be cleaned between groups or the teacher can have grade level equipment. Sports equipment, such as basketballs, can be shared with students in a class. Hand sanitizer &/or hand washing will be performed before entering the gym and after class.
- **Computers:** Students will attend computer class in the lab unless the computer teacher works with the homeroom teacher to make plans to meet in the homeroom class for classes that have enough technology for the lesson in the classroom. The keyboards and mice will be sterilized between each class by a staff member &/or older students.
- **Library:** Books will be quarantined for 3 days after checking back in. Covers can be wiped with disinfectant wipes/cloth. Staff will wipe areas students visited during library time between classes.
- **Music:** At this moment, we are still working on the finalized plan for this class. More information to come.

- *Spanish:* At this time, Spanish will still be held in the music room.

**Dismissal Procedures:**

Students in grades 4-8 will wear a mask or cloth face covering. Students will enter the gym and return to their designated areas, which will be the same as the morning. All students will sit on the gym floor and not in the stands. Students will stay in their designated area with their classroom/grade level peers, stand when called, and when it is announced for students to leave, all students will exit the gym door.

**Option 1:**

***Distance Learning Option:*** Families that do not feel comfortable sending their students to school even when the school is open have the option of an online classroom. Because teachers will also be teaching in the classroom, this will look different for different grade levels. Please note this is not the same as if all students were distance learning in a grade level at the same time or if the school had a dedicated virtual teacher. The best teaching and learning environment is in the classroom. If a family wants to choose this option, they must first contact the school administration. We can plan a meeting with the classroom teacher either virtually or in person. The meeting will allow discussion and expectations for what this learning will look like for your student. Teachers have the option of recording core lessons and posting them in google classroom or another virtual platform approved by the school. These can be live classroom recordings or presentations created by the teacher specifically for the online classroom. Teachers will post assignments in the google classroom. If necessary, materials can be printed and picked up. Students will be expected to complete the same assignments as students on-site unless there are 504 modifications or previously arranged adaptations with the student's teachers. Quarantined families can also take advantage of this option during quarantine. Please contact the school administration and the classroom teacher to coordinate this short time accommodation. This option is not for occasional absences or for other temporary planned absences, i.e., vacations.

## **Covid Resurgence Distance Learning**

If we are required to return to a distance learning format, it can include virtual meetings, google classroom, private Facebook pages, etc. The distance learning plan is subject to change. Staff and families will be notified of any changes in the plan in a timely manner. Attendance will be taken at the beginning of virtual classes. Students with classes held in a virtual environment will be expected to participate in virtual classes with their video camera on for the entire class. Students that do not have access to a device/device with a camera will need to check one out from the school. It is the responsibility of the student's family to contact the school with any technology needs or questions. Distance learning will **not** be a pass/fail. Students will need to complete work and attend classes. If students are experiencing problems, please contact the teacher. Modifications for students with 504s are to be followed. If you have any questions about 504 implementation with distance education, please schedule a meeting with the 504 coordinator, classroom teacher, and administration as soon as possible.

### **Distance Learning Plan:**

#### **Early Childhood Plan:**

Teachers in grades PK3-Kindergarten will develop a plan and share with their students' families. Families will need to visit with their student's teacher to discuss how this will look if they have any questions. In the past, teachers have used Facebook to stream videos.

#### **Elementary Plan:**

This plan is for students in grades first through fifth grade. Please contact your student's teachers or administration with any problems or questions.

**Elementary reading small groups instruction:** Small groups will meet with teachers via zoom or google meets at least 3 times a week. Take Flight instruction can count as small group instruction for students. Teachers need to coordinate with Take Flight instructors. Teachers will assign daily reading assignments for students to complete at home. This can include sight word practice or daily reading minutes, etc.

**Elementary English/Writing:** Teachers must provide at least one new\* writing instructional lesson a week by virtual meeting, teacher videos, or presentations. Teachers must provide at least one new\* grammar instructional lesson a week by virtual meeting, teacher videos, or presentations. Teachers will assign at least one writing assignment a week that allows students to practice skills taught in the new weekly lesson. Teachers will also provide at least one grammar lesson a week to practice the grammar skills taught.

**Elementary math:** Teachers will provide at least 5 new\* instructional lessons a week by virtual meeting, teacher videos, or presentations. A daily assignment will be provided. Work will be posted in google classroom or packets made available for weekly pickup.

**Elementary science:** Teachers must provide at least one new\* instructional lesson a week by virtual meeting, teacher videos, or presentations for students in 1st & 2nd; teachers must provide at least two new\* instructional lessons a week by virtual meeting, teacher videos, or presentations for students in 3rd - 5th. Work will be posted in google classroom or packets made available for weekly pickup.

**Elementary social studies:** Teachers must provide at least one new\* instructional lesson a week by virtual meeting, teacher videos, or presentations for students in 1st & 2nd; teachers must provide at least two new\* instructional lessons a week by virtual meeting, teacher videos, or presentations for students in 3rd - 5th. Work will be posted in google classroom or packets made available for weekly pickup.

**Elementary religion:** The religion teacher must provide at least two new\* instructional lessons a week by virtual meeting, teacher videos, or presentations. Religion activities or assignments will be made at the discretion of the religion teacher based on developmental appropriateness.

**Elementary specials:** Teachers will provide enrichment activities and suggestions for families. This will be at the discretion of families to complete. There will not be grades for specials during a full distance learning format. If families chose a distance learning learning format (option 1), teachers can post videos of lessons for students. In the family-selected option 1 distance learning format, students would be expected to complete lessons for a grade unless other arrangements are made with the school in advance.

\* New lessons can be lessons that build upon previous lessons. This does not always mean new material but can extend/review previous learning.

### **Middle School Plan:**

This plan is for students in grades sixth through eighth grade. Please contact your student's teachers or administration with any problems or questions. Students will maintain their daily schedule. They will log in to a virtual classroom at the time of their class as if on-site; students must turn on their camera and leave it on throughout class. Attendance will be taken for each class, which includes seeing students with video. If a student cannot be seen by the teacher, they will be counted absent. Teachers will present lessons and allow for questions and discussion. Teachers can end classes early to give students time to work on assignments. Students are responsible for checking into google classrooms and completing assignments.