



# **Saint Thomas the Apostle School**

## **Health & Safety Plan**

### **2020-2021**



**Archdiocese of Philadelphia**  
**Virtual Classroom Video/Audio Recording**  
**Parent/Guardian Acknowledgment Form**

Student's Name: \_\_\_\_\_

Classroom Teacher's Name: \_\_\_\_\_

School: \_\_\_\_\_

In order to provide continuity of instruction while schools remain closed as a result of the COVID-19 pandemic, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities should be under the supervision of the parent/guardian, and is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress. Since this is the new learning environment, the background should be free of any inappropriate or distracting images or content.

I understand that my child's classroom teacher may conduct virtual classroom activities. I am aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Secretary for Elementary Education for the Archdiocese of Philadelphia.

Before a classroom teacher begins recording a classroom activity, the teacher will let the students know that the class is going to be recorded. If a student does not want to be identifiable in the recording, the student or family should discuss options with the teacher.

If you have questions or need assistance with virtual classroom activities, please contact your child's classroom teacher or principal.

My signature below indicates my understanding and acknowledgment of the potential for video and audio recording of my child during virtual classroom activities.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name (Please print): \_\_\_\_\_

Date: \_\_\_\_\_

-----\*\*Please return this acknowledgment form to your teacher-----

## **Daily Student Requirements for a Safe School Day**

*\*Within the following document, the word “cohort” is used to describe the homeroom within which you have been assigned. For example, 1A is a cohort, 1B is a separate cohort, etc.*

*\*As more is learned about COVID-19, we will send out modifications necessary to follow current CDC guidelines for the health and safety of our students, staff, and school.*

*\*All documents referenced within this plan will be hyperlinked. Documents are also available on the last page.*

### **FACE COVERINGS**

We will be following guidelines set forth by the CDC and Department of Health regarding face coverings. As per the CDC’s July 15, 2020 mandate, face coverings will be required at all times that students cannot maintain 6 feet apart.

### **FROM THE OFFICE OF CATHOLIC EDUCATION (OCE) ON WHY WE HAVE CHOSEN TO REOPEN SCHOOLS:**

- “We feel that the CSO Plan that we developed will provide a safe learning environment for our students and teachers.
- Face to face instruction is recommended by many health officials, governmental agencies and the American Academy of Pediatrics.
- Unlike the Secondary/high schools, we can implement effective Cohorting of 25 students or less, the high schools’ cohorts because of the complexity of the curriculum and course work makes this type of cohorting impossible.
- Our younger students are unable to stay at home without supervision, where many high school children can attend virtual learning without a parent being in the home.
- In person instruction provides a safer physical environment for some younger children in stressed situations.
- The majority of the feedback from our parents was supportive of in-person learning.
- If a parent is uncomfortable sending their child to in-person learning, then they can select the Individual Learning Option.”

### **Before School/At Home Procedures**

1. Before leaving home for school, make sure of the following:
  - a. A parent or guardian performed a health and wellness check on each child.
  - b. A parent or guardian reported the results of the health and wellness check(s) on Pick up Patrol (to be done before 7:50 AM).
  - c. Each student has his/her face covering(s).
2. Face coverings should be put on before leaving home for school. Face coverings are to remain on at all times unless otherwise specified in these directions or by a teacher. Face covering designs must follow the guidelines of dress down day (no skulls, death symbols, or other inappropriate sayings/images).
3. Students should bring in 2 extra masks on the first day of school *in a zip lock bag with the student's name on it* to remain in their homeroom classroom in case of emergency.

## Arrival at School

4. By Bus - If a student arrives at school by bus, they must follow all bus safety rules while on the bus. *Students may not take off face coverings when exiting the bus*
  - a. When students arrive at school, they are to exit the bus while remaining 6 feet from all other students.
  - b. Students must stay with siblings, if any, as they walk to the podium located outside of the school.
  - c. Students are to go straight to the podium so that temperatures can be checked
  - d. If a student's temperature is below 100.4 degrees Fahrenheit, they will proceed to the normal school door (located outside the new gym) and enter the building through the side doors while remaining 6 feet from all other students. The students will report directly to their homeroom.
  - e. If a student's temperature is 100.4 degrees Fahrenheit or above, the symptomatic student and their siblings, if any, will be brought directly to the old gym for an oral temperature check by the school nurse.
  - f. If the oral temperature check shows that the student's temperature remains 100.4 degrees Fahrenheit or above, the symptomatic student and their siblings must be dismissed from school. A parent/guardian will be called to pick up the symptomatic student and his/her siblings. The symptomatic student and his/her siblings may not enter any other part of the school.
  - g. At that point, the parent/guardian must follow the procedures for sick students and their siblings as described in the [Nurse Reopening Plan](#) and corresponding [Covid Flow Chart](#).

By Car - If students arrive at school by car, they may not exit the vehicle unless their face covering is securely on their head (covering their mouth and nose) and the student's temperature has been checked by a faculty/staff member. Parents of students are not permitted to walk their children to the doors of the school at any time.

- a. While the student remains in the car, a faculty/staff member will be there to immediately take the student's temperature.
- b. If a student's temperature is below 100.4 degrees Fahrenheit, they will proceed to the main school door and enter the building while remaining 6 feet from all other students. They will be greeted by a staff member and must report directly to their homeroom.
- c. If the student's temperature is 100.4 degrees Fahrenheit or above, they will remain in the car and the parent/guardian must pull forward into one of the parking spaces next to the church.
- d. Any siblings of the symptomatic student must remain in the car as well.
- e. The symptomatic student and his/her siblings may not exit the vehicle or enter the school.
- f. The parent/guardian must wait 5 minutes before their child's temperature can be retaken orally.
- g. If the oral temperature check shows that the student's temperature remains 100.4 degrees Fahrenheit or above, the symptomatic student and their siblings, if any, must remain in the car and be dismissed from school.
- h. The parent/guardian must follow the procedures for sick students and their siblings as described in the [Nurse Reopening Plan](#) and corresponding [COVID Flow Chart](#).

## Morning CARES

5. If students arrive at school before 8:00 AM for morning CARES:

- a. The students must stop at the school door to get their temperature checked. Students should remain with siblings, if any. The parent/guardian that brought the student to school must remain in their car and wait while the student's temperature is checked.
- b. If the student's temperature is below 100.4 degrees Fahrenheit, then the faculty or staff member who took the student's temperature will give a "thumbs up" to the parent/guardian to indicate that the student may proceed into the school and they may drive off.
- c. Students must go directly to the new gym, keeping their face covering on at all times.
- d. If members of the student's cohort are there, they may sit within their cohort. At all times, students must keep 6 feet distance from all individuals not within their cohort.
- e. If students are in AM CARES, they may pack and label an AM CARES bag that contains items to utilize and play with during AM CARES only. This bag must be small enough to fit easily inside their backpack. These items may not be shared. There is no eating or drinking permitted during AM CARES.
- f. AM CARES may use the restroom one at a time and masks must be worn.
- g. If the student's temperature is 100.4 degrees Fahrenheit or above, they will go directly back in the car that brought them to school and their parent/guardian must park in the nearest parking spot for 5 minutes. After 5 minutes, the parent/guardian must pull up out front of the school as before and the symptomatic student (and his/her siblings, if any) must walk to the school door to have their temperature rechecked orally.
- h. If the oral temperature check shows that the student's temperature remains 100.4 degrees Fahrenheit or above, the symptomatic student and their siblings, if any, must return to their car and all must be dismissed from school.
- i. The parent/guardian must follow the procedures for sick students and their siblings as described in the [Nurse Reopening Plan](#) and corresponding [COVID Flow Chart](#).

### **Morning Procedures**

6. After 8:00 AM, students may go directly to their homeroom. They must remain 6 feet away from those individuals who are not in their cohort.
7. As students enter their homeroom, they must sanitize their hands and take a paper towel from their teacher. Students must make every effort to not touch the doorknobs, doors or door frames upon entering their homeroom. All desks will be facing the same direction.
8. Once inside the classroom:
  - a. Students will go directly to their assigned desk. Their desks have been sprayed with a disinfectant solution. Students must wipe down their desk and chair with the paper towel. Teachers will supervise the wiping of desks and chairs.
  - b. Students must place the used paper towel in the top right corner of their desk for collection by their teacher.
  - c. Students must remove their needed books from their backpack. This should include their SSR book.
  - d. Students must place their coat/jacket, lunch box, snack container, and any other items they do not need for school inside their backpack.
  - e. It is strongly encouraged that students do not bring unnecessary outside items to school. This includes cell phones. Everything a student brings to school with them must be able to fit inside their backpack during the school day. If it is necessary for students to bring their phone to school, they must power it down and place it safely in a closed pocket or section of their backpack. As always, if the cell phone is retrieved from their backpack before they are in their

parent's vehicle or their bus (if permitted) then their phone will be confiscated and given to Mr. Keeley for further disciplinary action.

9. After putting all items in their backpack, students must take their backpack to the closet and hang it on their designated hook. The teacher will assign students a hook. Students must use their hook and no others.
10. Students are to put their books (except those needed as instructed by their teacher) in their designated area, such as: cubbies, shelves, or desk. Students must make sure that their books are neatly placed in the area and nothing is sticking out that could create a potential contamination problem for other students in the classroom or at their desk.
11. Students should then sit at their assigned desk. Students may not move around the room. Students may not sit at any other student's desk.
12. Students in grades 5-8, must power up their Chromebook and complete/submit their student intake daily check-in form.
13. Students in grades PreK-4, must remain at their desk and await their teacher's prompt for their verbal student intake daily check-in. This will be explained by their teacher on the first day of school and performed each morning before beginning class.

## Schedule

14. The following schedule will apply to all students grades K-8 (Pre-school will run their own schedule which will be provided under separate cover).

First Period	8:30-9:20
Second Period	9:20-10:10
Third Period	10:10-11:00
Lunch	11:00-12:00
SSR	12:00-12:10
Fourth Period	12:10-1:00
Fifth Period	1:00-1:50
Sixth Period	1:50-2:40
Dismissal	2:40-3:00

15. Please note, AM recess/break has been eliminated from the schedule and lunch has been moved up to accommodate student's needs.
16. Additionally, K-4 teachers will do their best to accommodate student's needs and give them an AM snack break whenever possible. Students should pack a small snack for the days they will be able to

participate in a snack break; they will be able to enjoy their snack during lunch if they are unable to eat it earlier in the day.

## Specials Classes

17. For specific information relevant specials classes, please refer to the [Specials Class Guidelines document](#).

## Switching Classes

*\*This applies to grades 5-8 when switching classes. For grades PreK-4, this does not apply when re-entering their classroom after lunch, recess, etc. unless other students occupied their classroom during that time. Whenever possible, students should remain in the homeroom with teachers switching classrooms. When transitioning is necessary (lunch in new gym, honors math, school lab, etc.) the movement will be staggered.*

18. The following rules apply when switching classes:

**WHEN TEACHERS SWITCH CLASSROOMS** - Teachers should ensure that all materials brought with them which have been used by students are thoroughly sanitized. Teachers should use hand sanitizer as they enter the classroom. Teachers must wear face covering at all times.

**WHEN STUDENTS MUST SWITCH CLASSROOMS** - It is important that students take all books needed until such time that they will be normally returning to their homeroom. Due to the safety concerns that arise each time a student moves outside of his/her cohort, their teacher may refuse to allow students to enter another classroom to retrieve forgotten books/supplies. If this happens, it will be solely the student's responsibility to make up the work missed from not having their books/supplies.

### Students Must **ALWAYS**:

- a. Exit classrooms through the door on their right when looking at the doors with the desks behind their back.
- b. Turn *RIGHT* outside of that door and follow the roped off areas towards their next class.
- c. Enter their destination classroom through the first door they come to that belongs to the classroom to which they are travelling.
- d. Upon entering the new classroom, sanitize their hands using hand sanitizer.
- e. Take a paper towel from the doorway of the classroom and go directly to their assigned desk and wipe down the chair and desk. Note: If the classroom allows for use of the insides of the desk, students must also wipe down the inside of the desk before placing their books inside. Teachers will supervise students as they wipe down the desks and chairs.
- f. After everything is wiped down, students must sit at their desk and place the used paper towel in the top right corner of their desk.
- g. Students may not move around the room without permission from their teacher.
- h. Students may not sit at any other desk but the one to which they were assigned.

19. Honors math and math enrichment (4th grade) classes will be taken out of only one cohort per grade. Honors math and math enrichment classes will be held in the Honors math classroom, with students following the sanitizing protocols described for switching classes.

## Lunch/Recess

20. Lunch will be held with the use of a hybrid system. In order to maintain 6' distance between all students so that masks may be removed for eating/drinking, each class will utilize their homeroom and the new gym for lunch. Aside from the time being pushed up an hour early, lunch and recess times will remain the same with K-4 eating first and 5-8 eating second.
- At lunch time, each homeroom/cohort will split their class up so that half the class eats in the homeroom spaced 6' apart and the other half eats in the new gym spaced 6' apart.
  - Please note that the classrooms will not be nut-free. Students will be encouraged to pack nut-free lunch items.
  - All students, whether they are in the new gym or the classroom, will be facing the same direction and spaced 6 feet apart so they can safely remove their masks to eat.
  - Masks must be worn walking to and from the gym and may only be removed once the students are safely seated in their distanced chair.
  - Teachers will consistently rotate which students eat in the classroom and which students eat in the new gym.
  - Students in the new gym will be spaced out from other cohorts as much as possible but always more than 6 feet.
  - After each group eats, the new gym will be thoroughly sanitized.
  - No students outside the cohort may eat in the classroom. After the students eat, the classroom will be sanitized.
  - Safe areas for students with food allergies will be provided and labeled both in the new gym and in the classroom.
  - We ask that the use of the restroom is done before lunch by the teacher. If use of the restroom is required, students must wear masks.
21. Lunch recess will be held outside whenever possible. It is important for students to have sunshine and ventilation. Because it is impossible to guarantee 6 feet distancing at all times in the recess yard, students will be required to wear masks for the duration of recess. Games like basketball, soccer, and football will not be permitted due to the inability to maintain social distancing and the potential for exposure. Alternative recess activities will be suggested and encouraged. A minimum of 2 adults (with at least one being a teacher) will be in the recess yard at all times.

## **SSR & Dismissal**

22. Students must bring their own SSR book to school. Students may not share books. Teachers will not have any SSR books for the students to borrow. If students forget to bring a book for SSR, they will have to sit quietly, and their teacher will email their parents to ensure that a book is brought with them in the future.
23. Afternoon schedule with class change will follow the same rules as before.
24. Dismissal will take place from the homeroom. All students and teachers should be packed and ready by 2:45 pm for dismissal. Dismissal prayers will be led over the loudspeaker shortly after 2:45 pm. Children should wait at their desk to be called for dismissal. As the children leave the classroom they will sanitize their hands. Students will exit and remain at 6' distancing intervals. Carline, bus, and After CARES announcements will be immediately after prayers. The teacher making announcements will be provided with a dismissal chart. (Preschool will follow their own dismissal plan. Please see [PreK safety plan/d dismissal.](#))

**Carline:** Each grade will be called down two grades at a time. The lower floor classes will exit through the front lobby doors. The top floor classes will exit through the side doors at the bottom of the stairs. One teacher from each grade will walk their grade out the designated door directly to the parking lot. The other teacher from that grade will stay behind to monitor the rest of the students. All faculty will monitor the hall closest to their classroom to make sure the students are adhering to the social distance rule. ***Parents are to stay IN their cars as students come into the parking lot area. Car line will be two groups at a time supervised by faculty. Students will wear masks until in their car. Students will go to their respective cars in smaller groups to allow a distance of 6'. Groups will wait at the mailbox until the previous group has entered the car. Parents picking up late: students will be at the grass area in front of the car line with masks and distancing of 6' to await parent pick up. Students NOT picked up by 3:30 pm will be brought to After CARES.***

**Bus Lines:** Bus signs will be utilized to be held up for the students to see and follow. Teachers are to make sure all students are wearing masks during dismissal. The office will announce bus arrival in the same carline grade fashion. Each grade for each particular bus will be called down two grades at a time to ensure that social distancing can be maintained. Once a bus line begins to exit the building another bus can then be called down to the lobby in the same above fashion. Homeroom teachers will stay in their classroom.

**After CARES:** After CARES will be called last in order to eliminate cross contamination in the halls and to allow the faculty time to get to their designated area. For details, please refer to the [After CARES/Dismissal Plan](#) document included.

25. After school Cares will still be offered but under strict rules and regulations. For details, please refer to the [After CARES/Dismissal Plan](#) document included.

## **COVID-19 Symptoms**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

These symptoms may appear 2-14 days after exposure to the virus:

1. Fever (>100.4)
2. Cough
3. Shortness of breath or difficulty breathing
4. Diarrhea/Vomiting/Nausea
5. Chills
6. Repeated shaking with chills
7. Muscle pain/Fatigue
8. Headache
9. Sore throat
10. New loss of taste or smell

## **What to do if a student is sick**

1. Please stay home! The CDC has identified several signs/symptoms that may be associated with COVID-19. Parents and students should familiarize themselves with these signs/symptoms by

reviewing the list of symptoms above, as well as our [Nurse Reopening Plan](#). If a student is exhibiting any of these signs/symptoms they must not come to school. Students can use our at-home learning plan as described in the [Home/sick Virtual Plan document](#) included.

2. If a student starts to feel sick in school, they must tell their teacher. It is important that students are honest with their teachers and let them know if something doesn't feel right.
3. If a student is sick or is sent home sick from school, there are procedures that the student's parent/guardian must follow before the student and their siblings, if any, may return to school. These procedures can be found in the [Nurse Reopening Plan](#) and corresponding [COVID Flow Chart](#).
4. If a student is sent home sick and requires testing or quarantine to return to school then the student's siblings (if any) must be dismissed from school and the parent/guardian must follow the rules pertaining to siblings of a symptomatic student as described in the [Nurse Reopening Plan](#).

### **In the event of a full school closure**

1. If our school is forced to close for any reason, online instruction will be provided. The details of this instruction is detailed in our [School Closure Virtual Learning document](#) included.
2. The students will continue with online instruction immediately following any school closure.
3. The students' instructional day will mirror their in-school instructional day. They will follow the exact same schedule and receive live in-person instruction via Google Meet from all of their teachers.
4. Assignments, assessments, and deadlines will all be administered and followed as if the students were in the building.
5. For details on school closure instructions, as well as the requirements expected from the students, please review the [School Closure Virtual Learning](#) document and the [Virtual Classroom Expectations document](#) included.
6. **It is anticipated that families will provide devices for student use at home for virtual learning, however we understand there may be exceptions. A limited number of devices are available to borrow for students who do not have a home device to utilize. Please contact Mr. DeIVacchio at [techsupport@staglenmills.org](mailto:techsupport@staglenmills.org) to arrange for a loaner device for their child.**

### **IMPORTANT REMINDERS:**

1. Face coverings must be worn *at all times* when students are unable to be safely spaced apart a minimum of 6 feet, unless otherwise indicated by the CDC.
2. Students must remain 6 feet away from all individuals who are not in their cohort. This includes times when students are in the hallways and restrooms.
3. If students go to the restroom and notice that there are other students in the bathroom and their distance from them would not be possible, they must wait by the water fountains until it is safe for them to go inside. Upper and lower grades will coordinate times for breaks to restroom to help alleviate this issue.
5. Water fountains have been disabled. It is permitted for students to bring water bottles to school. We highly suggest using a water bottle that has a straw that pops out because it will be easier to drink from while wearing a face covering. Students may not share their water bottles. Water bottles must be kept

inside their desk (if they are permitted to use the insides of the desks for that classroom) or placed securely in the top left corner of their desk. If water bottles become a distraction, their ability to use them throughout the day will be limited.

6. There will be no sharing of pencils, supplies, lunches, snacks, etc. This includes tissues, so students should bring a mini tissue pack to keep with them. We highly suggest bringing a personal sized hand sanitizer as well.
7. There will be no moving around the classroom unless specifically permitted by the teacher.
8. If a student feels sick, they should tell their teacher! Throughout the year, almost everyone will feel sick at some point or another. Students should not be afraid to tell their teacher. It is important that we all do what is right to stay safe and healthy.
9. If you see something say something - if a student notices that their peers are not adhering to the health and safety guidelines outlined in this document, they should privately notify a teacher immediately. These guidelines are set in place to keep everyone safe and will only work if everyone follows them.
10. Students will be expected to wash their hands with soap and water whenever possible throughout the day.
11. Faculty and staff will be expected to monitor the students' health throughout the day. Each grade will have temporal thermometers. If at any point their teacher deems it necessary to check their temperature, he/she will do so with the temporal thermometer. If their temperature is 100.4 degrees Fahrenheit or higher, students will be sent directly to the nurse for evaluation.

#### **OTHER RELEVANT INFORMATION:**

1. Masses for the school will not be held until further notice. It is important to give our students, faculty, and staff some time to adjust to our new learning environment. Once masses resume, strict adherence to all safety guidelines will be followed per state and CDC guidelines. It is likely that school masses will consist of only some students/classes entering the church for mass. More information on masses will follow once we feel that we can resume masses safely.
2. Prayer partners will still be embraced at St. Thomas this year. This is an important program for all of our students so prayer partners will likely only meet electronically. A Prayer Partner Pen Pal system will be implemented so that communication can be maintained among the students.
3. In the event that a student is sick or quarantined (either by self-quarantine or due to the school's mandatory quarantine policy) the student will "attend" school virtually. Voluntarily attending school virtually is always an option for families. For details, please refer to the [Home/Sick Virtual Plan document](#) and the [Virtual Classroom Expectations document](#) included.

#### **REFERENCED DOCUMENTS**

- [Specials Classes](#)
- [Virtual Classroom Expectations](#)
- [Home/Sick Virtual Learning](#)

- [School Closure Virtual Learning](#)
- [After CARES and Dismissal](#)
- [Lunch/Recess](#)
- [Nurse Reopening Plan](#)
- [COVID Flow Chart](#)
- [PreK Safety Plan and Dismissal](#)