

Saint Ann School
Return to School Protocol
2020
Parent/Student



Saint Ann School, in accordance with the parochial schools of the Diocese of Nashville, plans to return to school in August 2020. This document is meant to be used as a guide for families at Saint Ann School as students and teachers return to campus. Any procedure outlined in this document will take precedence over procedures in the Parent and Student Handbook until we are instructed otherwise by the Catholic Diocese of Nashville.

The successful reopening of school relies heavily on the cooperation of parents and students with these protocols. While on campus, classes will be considered small families and kept together in the same areas as much as possible with social distancing, frequent cleaning, frequent hand washing, and protective equipment. While no one prevention can be considered foolproof, it is believed that the layering of preventions will protect students and staff while on campus. We recognize that full compliance with every protection at all times is not realistic for children. Therefore, multiple layers of protection and cleaning is planned to minimize the risk of transmission as much as possible while allowing for ease of use.

Common vocabulary:

Washing hands- this can include soap and water or hand sanitizer when soap and water aren't feasible.

Face masks- this includes homemade mask, disposable mask, or face shield. Masks are considered part of the uniform and are required. Student masks must be supplied by the families and should be of a design that does not distract from the learning environment. Reusable facemasks should be washed regularly. Please put students' names on masks. N95 masks are not required unless otherwise noted.

Students- Students and teachers are following the same guidelines. If we are asking students to wear masks or wash hands at a certain time, teachers will as well.

Overview for Parents:

We strongly encourage all families to read the entire document however, here is a brief overview. All students will be asked to exit their car wearing a mask. This ensures all students have a mask on campus for the day and adds a protective barrier for students if multiple children are arriving at the same time. If students are arriving between 7-7:40 am they can remove their mask when they are settled in the gym. Students in morning care will have access to the gym and cafeteria to allow for social distancing. From 7:40-7:45 student will have their masks on as they prepare to enter the building. Students arriving between 7:45-8 will enter the school building with their mask on but will be allowed to remove it once they are settled in their classroom.

All student desks will be spaced at least 3 feet apart and fitted with privacy screens so students will not have to wear a mask in the classroom. Specials (library, Spanish, art, music, and drama) will take place in the classroom. Students will eat lunch in the classroom or outside (weather permitting). Purchased lunches will be delivered to the classroom in disposable containers. PE

and recess will take place outside (weather permitting). The only time students and teachers will have to wear masks will be when social distancing is not feasible or they are transitioning between classrooms.

Students are encouraged to bring a water bottle to school every day to discourage the use of the water fountains. Students will have the opportunity to wash their hands every 2-3 hours, especially before and after all meals, leaving or entering the classroom, and before and after recess. Students may also bring their own fragrance-free hand sanitizer.

Students will be dismissed on a staggered schedule to help encourage social distancing and give students the opportunity to move to their cars or aftercare in a small group. Students will exit the building wearing masks.

We will have an open house on Thursday, August 6th for parents and students to drop off school supplies so students can enter the building easier on the first day of school. Although parents will not be permitted to enter the building on the first day of school please feel free to park in either parking lot to take first day of school pictures or take a few moments to encourage students. SAS administration and teachers will be in the parking lot to help students from their car into the building.

Please note, if a child has a fever of 100.4 or higher they must stay at home. Students should not be medicated with Tylenol or Motrin and sent to school.

Below are the protocols given to teachers and staff to ensure students are safe while on campus.

Section A: Class Size, Spacing, and Movement

- Arrange all desks facing in the same direction with at least 3 feet between each student. If 6 feet distance can be obtained, do so.
- While students are at their desk they are to use the physical barrier provided by the school, if they cannot be spaced 6 feet apart.
- If students are not seated at their desks and are closer than 6 feet apart they must wear a mask or shield.
- Classroom windows should be open whenever possible.
- Classroom doors should be open at all times to limit needing to touch the doorknob.
- Assemblies are discouraged.

Larger Class Accommodations

- In any circumstance where a class is too large to be socially distant in their designated classroom other areas on campus will be utilized to ensure students have space to adhere to social distancing guidelines.

Morning Care/Arrival

- Students should exit the car wearing a mask.
- Students entering before care will have their temperature taken upon arrival.
- If going to morning care, students may remove their mask once they are seated in the gym/cafeteria. We will use the cafeteria tables and gym floor to allow students to spread out.
- At 7:40 am all students in morning care must put on their masks to prepare to enter the building. Masks must be put on earlier than 7:40 if social distancing is no longer possible.
- Students will be asked to wash their hands at a sanitizing station when they enter the gym.
- Students will enter the building with their mask on. 3rd, 4th, 5th, & 6th will enter the door between the church and the school. K, 1st and 2nd will enter the door closest to 52nd Ave. 7th/8th grade will enter the school through the front door, facing Charlotte.
- Students will wash their hands when they enter the classroom.
- Students that are tardy need to be walked to the front door of the school, facing Charlotte Ave. Parents will not enter the building to sign them in, the school office will sign in the student and escort them to class.

Movement Operations

- Hallways will be divided with tape to ensure the flow of traffic is going in the same direction.
- Markers will be on the ground to show 6 ft. distance when standing in a line.
- Face masks must be worn in the halls and common areas.

Typical Classroom Day

- Students will have their temperature taken daily before class begins.
- As much as possible students will be in their classroom or outside.
- Upper school students will remain in homeroom the majority of the day. Teachers will change classes.
- Students are encouraged to bring a water bottle to school to avoid using the water fountains.
- Field trips (in house and off-campus) are suspended at this time.
- The Health/PE teacher will spend the first classes reviewing handwashing with students.
- Specials classes (art, Spanish, library, music, and drama) will push into the classroom. PE is strongly encouraged to occur outside whenever possible.

Lunch

- Lunch will be eaten in the classroom or outside. Outside is encouraged, weather permitting.

- All must wash their hands before and after each meal.
- Purchased lunches will be delivered to the classroom in “to-go” containers.

Recess

- Students and teachers do not need to wear masks during outdoor recess.
- Classes must be kept separate during recess. Grade levels should be at a pre-determined spot (blacktop, playground, or lower field).
- When students line up to re-enter the building they should put their mask on. During the hottest months, students will be given time to “cool down” before asking them to re-enter the building with their mask on.
- Students must wash their hands after recess.

Early Dismissal/ Dismissal/Aftercare

- If you need to pick up a student before the end of the day please let the school office know in advance. When you arrive please call the school office and we will bring your child to the front door (facing Charlotte Ave.) for pick up.
- PK will dismiss at 2:45 and spread out on the steps for pickup. Masks/shields must be worn.
- Kindergarten through 8th will have a staggered dismissal to help eliminate a mass exit.
 - Kindergarten will dismiss at 2:50
 - 1st- 2:53
 - 2nd- 2:55
 - 3rd & 4th- 2:57
 - 5th- 3pm (side door)
 - 6th- 3pm (front door)
 - 7th- 3:05 (side door)
 - 8th- 3:05 (front door)
- All teachers will have parking lot duty during this time.
- All must wear a mask.
- Classes will have predetermined places at dismissal to stand together, wearing a mask.
- Those students going to aftercare will enter the gym with a mask and follow directions given by aftercare workers.
- Students going to aftercare will have their temperature taken when they arrive.
- All parents should stay in their cars during dismissal. PK and HiH teachers will escort students to their cars if parents are parked in the 52nd parking lot.

Section B: Protocols for Screening

Students:

- Parents should check their child’s temperature every morning. Students with a temperature of 100.4 or above must stay home.

- Parents must monitor students daily for other COVID related symptoms: coughing, congestion, shortness of breath, or gastrointestinal symptoms.
- If another member of the household is sick with Covid-19 symptoms, students should stay at home.
- If a teacher suspects a student is ill the classroom teacher will call the front office. Someone from the front office will come to the classroom to take the student's temperature and determine if he or she needs to be sent home. The PK classroom is equipped with a thermometer as well for temperature checks.
- If the child has a fever or is visibly ill they will be removed from the classroom.
- Children who fall ill at school will be moved to the small conference room in the parish office with an office administrator until they can be picked up, if the office believes it is necessary.
- Students sent home should be kept home until they have completely recovered as defined by [CDC guidelines](#) or provides a doctor's note with another resolved issue (strep, ear infection, etc.) All children, regardless of diagnosis, must stay home for at least one day if they are sent home with a fever or vomiting.

Parents:

- Parents should not be in the school building except under extenuating circumstances.
- Adults entering the building must enter through the entrance facing Charlotte Ave.
- All adults will be asked health screening questions and have their temperature taken at the front door.
- If there are extenuating circumstances where a parent needs to enter the building with a child only one parent/adult should enter to minimize the number of people in and out of the building.
- A record will be kept of visitors and health screening questions and temperature.

Section C: Testing Protocols for Students and Responding to Positive Cases

- Students who fall ill at school will be kept in the small conference room until their parents can pick them up. Parents should pick up within one hour of being notified.
- In the event a student or staff member tests positive, the school office will contact the local public health department of the student's residence. The health department will contact close contacts (those who spent more than 10 minutes in close proximity to the student) so they can quarantine at home. Classmates will be closely monitored for any symptoms. Testing of the entire class will not be required.
- Daily attendance will be taken at before care and aftercare to ensure all families are notified if their child may have come in contact with an ill student.
- Parents will be notified of any positive cases on campus and will be encouraged to monitor their children.
- Remote learning will begin for that class or classes, if necessary.

- As soon as a positive case is reported the classroom will be closed for 24 hours before cleaning takes place. If a large area was infected a short-term dismissal (2-5 days) may be required for cleaning.
- Cleaning staff will wear required protective gear during cleaning.

Section D: Protocols for Dining, Mass, and Gatherings

Dining

- Students and teachers must wash their hands before and after every meal.
- Students will eat lunch in the classroom or outside.
- Purchased lunches will be delivered to the classroom in “to-go” containers with disposable utensils.
- Students will be encouraged to bring water bottles and use them throughout the day to discourage the use of the water fountains.

Mass and other Gatherings

- Only 1st-8th grade will attend Mass on a rotating schedule, following the guidelines set forth by the parish.
- Students will wash their hands before and after Mass.
- All other assemblies are discouraged.
- After school clubs (typically once a month) will be discontinued temporarily.

Sports

- Saint Ann School will follow the recommendations of the Catholic Diocese Athletic Department regarding any sports.
- If sports do occur face masks for any spectators will be required.
- All will be required to wash hands before and after all sporting events.
- Practices and events will be modified to allow for social distancing if sports occur.

Section F: Personal Protective Equipment and Cleaning Protocols

Use of physical distancing measures is designed to create layers of redundancy, recognizing that students are unlikely to maintain full compliance at all times. They are designed to minimize the risk of transmission as much as possible while allowing for ease of use.

Use of Personal Protective Equipment and Hand Washing

- All students and teachers should wear face masks or shields when in common areas or moving between classes. N95 masks are not required. Masks can be homemade or disposable.
- Teachers and students must wash their hands when/if they move from classrooms. Special teachers must wash their hands as they move between classes.
- Teachers need to schedule a time for students to wash their hands every 2-3 hours.

- Entering the classroom in the morning.
- Before and after snack.
- Before and after lunch.
- Before and after recess.
- All students will be spaced at a minimum of 3 feet apart with privacy dividers on the side of desks. This will allow students to remove their masks. In classes where more than 3 feet is available, more spacing will be given.
- Gloves, gowns, hair coverings, and shoe coverings are not required.

Cleaning Protocols

- Saint Ann School will be cleaned at an increased tempo.
- 17 Needlepoint Bi-Polar Ionization Systems have been installed on our A/C units to serve as an air purification system.
- Frequently touched surfaces will be cleaned with a diluted bleach solution throughout the day.
- Teachers will wipe desks off with Lysol wipes either at the end or beginning of each day.
- All common areas will be cleaned once after school and once during the school day. This includes the library, school office, and bathrooms. Classrooms will be cleaned at the beginning and end of each day.
- Playground equipment will be cleaned at the start of each day with a disinfectant spray.
- Staff will wear gloves and a mask when performing cleaning procedures.

Section H: Protocols for Serving Medically Vulnerable Students and Teachers

Understandably, a key concern is whether certain populations of students, teachers, and other employees may be at increased risk of infection by attending school. These at a higher risk are:

- People over 65 years of age.
- People of all ages with underlying medical conditions.

Those students with underlying medical conditions may pursue remote learning if reasonable accommodations can be made at the school. The school will work with parents and teachers on a case by case basis with medical authorizations or recommendations.