

Saint James School

Special Health & Wellness Procedures for 2020-2021



Main Entrance/Main Office

NEW Procedures for Parents/Visitors: Saint James School has always valued a collaborative effort between school and home. For everyone's safety, and to reduce the high traffic volume typically seen in our school's main office, the following procedures are being implemented for this school year:

- Anyone needing to stop by the school to drop off paperwork, forgotten lunch boxes, folders, textbooks, etc. must call the SJS main office to notify the school in advance.
- A drop-off bin will be placed at the top of the main entrance stairway for parents/visitors to leave items that need to be passed along to students.
- If a student needs to be picked up early from school, please send a note to the child's homeroom teacher that morning. When picking up, please call from your car and your child will be escorted or sent out to you.
- If a scheduled visit in the school is necessary, visitors must wear face masks and social distance while in the building and on school grounds.
- Office personnel will limit the number of staff/visitors in the main office to 1-2 families/staff at a time.

Classroom Layout

- In each classroom, area rugs, beanbag chairs, and extraneous furniture has been removed in order to allow for maximum distancing between student desks. Desks will be set up to all face the same direction. Each classroom has been equipped with one small-group table with plexiglass dividers that can be utilized for individual or small-group teaching opportunities.
- In occupied classrooms doors will remain open, but in the locked position. When not occupied, classroom doors will be closed and locked as per standard school protocol.
- Each child's supplies will be separated in individually labeled containers, cubbies, or areas and teachers will minimize the sharing of high-touch materials to the fullest extent possible.
- Overhead ceiling fans will not be used in the classrooms. A window exhaust fan has been purchased for use in each classroom.

Classroom Protocol

- Students will hang coats/backpacks on their chair back instead of utilizing coat rooms or lockers.
- Students should maintain social distance of 6 feet whenever possible.
- Students will wash their hands/use hand sanitizer at the following times:
 - Upon entering and exiting the classroom
 - After having close contact with others
 - After using shared surfaces or tools
 - Before and after using the restroom
 - After blowing nose, coughing, sneezing
 - Before and after eating and preparing food
 - Before and after recess

Bathroom Protocol

- Sensor-activated faucets, toilets, and urinals have been installed in all student bathrooms to eliminate high-touch surfaces in these areas. Touchless paper towel dispensers are installed in all bathrooms for sanitary drying of hands after washing. Bathrooms are equipped with floor decals to indicate social distance at the sinks, stalls, and urinals.
- Where appropriate, outer bathroom doors may remain open to increase ventilation. In the event of an emergency, the nearest staff member will close the door in accordance with school protocol.
- The number of students occupying the bathroom will be limited to two students at a time. To aid in the administration of this, each classroom will have scheduled times.
- All classrooms will follow the [CDC Handwashing Guidelines](#) and regularly review them with students.
- All bathroom surfaces will be fully disinfected twice a day with CDC-recommended disinfectant.

Masks

All staff and in-person learners must wear a cloth mask during the school day and on the school bus. Please ensure that your student has a second/back-up mask in his/her backpack at all times. Extra disposable masks will be available if needed. Parents should ensure students have practiced wearing their mask and know how to put it on/remove it without help. One lanyard will be provided to each in-person learner to attach to their mask during mask breaks so they don't have to put in on their desk, etc.

Student face coverings must meet the following conditions:

- Fit snugly around the nose and cheek area to avoid gaps.
- The fabric should be thick enough not to see the sun/light through.
- No exhalation valves or vents in masks as they allow unfiltered air to flow out.
- No bandanas or neck gaiters
- Masks may include school-appropriate pictures but no slogans or sayings

Classroom Mask Breaks

One break-away lanyard, which should be attached to each student's mask prior to the start of school, will be provided to all in-person learners prior to the first day of classroom instruction. Lanyards will allow for masks to remain sanitary and within students' reach at all times. Students should come to school with their lanyard every day. Classroom teachers will thoughtfully provide mask breaks for students throughout the day. These times will include, but not be limited to:

- When students are outside and are spaced at least 6 feet apart
- When students are inside, properly physically distanced, and engaged in silent reading or other quiet activities
- During snack and lunch

Hallways & Stairwells

- Signage will be displayed in hallways and stairwells providing reminders for social distancing and new traffic patterns (staying right).
- All students/staff should keep moving at a safe distance when in hallways and stairwells.

Water Bottles

Students may bring a reusable water bottle to school each day (containing water only) to drink during snack time or throughout the day as permitted by their teacher. Water fountains are turned off this year, however touchless water bottle refilling stations have been installed on each floor of the main school building as well as in the gymnasium and cafeteria.

Lunch & Snacks

- Students in all grades have the option to bring whole or cut up fruit and vegetables or cheese sticks to school in a zip-lock bag/container to be eaten mid-morning.
- Students will eat snack and lunch in their classroom, supervised by classroom teachers. Lunchtime aides will deliver food ordered from the cafeteria to the classrooms for grades 1-8.
- All snack and lunch items should be in containers that can be opened easily by the student.
- While we will still recognize and celebrate student birthdays, no birthday treats or goody bags will be allowed this year.

School Bus

- Students must wear a face mask at all times while on the bus.
- Students will board the bus and begin sitting from the back to front.
- In the mornings, a Saint James School staff member will oversee students as they exit one bus at a time (from the front to back). After exiting the bus, students will be guided to the specific school entrance for their class/grade where they will have their temperature checked and use sanitizer prior to proceeding to the classroom.
- In the afternoons, Saint James School staff members will assist with loading of buses from back to front.
- Additional requirements may be imposed by the town of Manchester.

Morning Drop-Off

- For students not using the school bus or the before-care program, morning arrival will be between 7:30am and 7:50am. Only students will be allowed to enter the building at this time. To maximize physical distancing, students will enter through one of four entryways assigned by grade and proceed directly to their classrooms: Front door - Mrs. Phelan's 3rd Grade Class & Both 4th Grade Classes; Breezeway - Grades 1, 2, & 6; North Door Main Blacktop - Grades 7 & 8; South Door Main Blacktop – Mrs. Moran's 3rd Grade, Kindergarten & Grade 5.
- Prior to entering the building, touchless temperature checks will be conducted each morning on staff and students. All staff and students will utilize hand sanitizer upon entering the building.
- Saint James School staff members will be on-hand at the start of school to escort our youngest learners and new students to their classrooms.

Afternoon Dismissal

- For students not using the bus or aftercare program, students will be dismissed daily outdoors in the pre-kindergarten parking lot at 2:00pm.
- Grades will be called and released in a staggered fashion over a 10-minute period, as to avoid students mixing in the hallways and stairwells.

Extended Day Program

- Grade-level cohorts will be maintained for students using the Extended Day Program.
- All school-day procedures outlined above will be adhered to throughout the Extended Day Program.
- Parents must wear a mask while in the school building to drop-off or pick-up students up from the Extended Day Program. Parents must also use sanitizer when entering the building.

Cleaning of High-Touch Areas

- All bathroom surfaces will be fully disinfected with CDC-recommended disinfectant twice a day.
- Frequent cleaning will also take place for high-touch areas throughout the school such as door knobs, handles, rails, copiers, appliances, and desks.
- In addition to sanitizer, each classroom has been equipped with an ample supply of antibacterial wipes and gloves.
- Classrooms will be fully disinfected at the end of each school day by our professional contractor.

Playground/Recess

Students will enjoy one or two recess periods each day, according to grade and weather permitting. During these recess times:

- Recess will take place in a variety of areas - designated by grade - to maintain cohorts.
- Students will be spread out during recess to maintain physical distancing.
- Masks do not have to be worn during outdoor recess.
- Hand washing/sanitizing will take place before and after recess.
- Recess activities have been redesigned to support social distancing and avoid sharing of items.

Attendance

Every parent/guardian, student, and staff member is playing a critical role this year in helping Saint James School maintain a healthy and safe learning environment. Therefore, the following guidelines must be followed every day:

- Assess your child's health daily before leaving for school. This should include taking his/her temperature. It is required for your child to remain at home if he/she exhibits any symptoms of illness.
- Students and staff are required to remain at home if:
 - They test positive for COVID-19 or has been exposed/ in contact with someone who has tested positive. **If this happens the parent/guardian needs to inform the Saint James School nurse immediately.**
 - If a student or staff member has traveled to any of the current [CT DPH COVID-19 hotspots](#), he/she will need to quarantine for 14 days prior to returning to school.

- They experience other illnesses that are not related to COVID-19. These include, but are not limited to, sore throat, fever, cold/flu symptoms, gastrointestinal symptoms, strep throat, and any new and/or untreated rash or skin conditions in need of antibiotic treatment. **A note from the child's (or staff member's) primary care doctor is required to confirm these conditions are not related to COVID-19 before returning to school.**
- If any student, whether remote or in-person needs to be absent on a given day, a parent/guardian must call the school and report the absence **by 8:00 a.m.** The school nurse will document absences and student symptoms on a specific illness tracking form. All absence calls must be made to the school nurse's phone extension (#3). Please DO NOT leave absence calls on the main office voicemail and DO NOT send absences via email.
- The nurse will monitor attendance on a daily basis and report potential or verified COVID-19 to School Administration, the Manchester Coordinator of School Health Services, and the Manchester Board of Education's COVID liaison. The Manchester Health Department will be consulted and contact tracing will begin. School administration will notify the Archdiocese of Hartford Vicar of Education.
- **If a student is staying home due to a quarantine or other health-related issue, but otherwise able to attend class, the student will be able to sign into their classes and participate in remote learning and therefore not be marked absent.**

Isolation Room

- As per state requirements, Saint James School has identified and set up an isolation room to be used at the discretion of the school nurse when a student is exhibiting high-risk illness symptoms. This room is located at the end of the hallway on the main floor and has its own bathroom and a window for ventilation.
- If a student is brought to the isolation room, the school nurse will stay with the student at all times until released to the parent. An immediate pick up of the child is required.
- If more than one student is exhibiting high-risk symptoms, students will be seated 6 feet apart.
- While the nurse is in the room, she will be equipped with full PPE.

Containment Plan & Return to School Guidelines:

High-Risk Symptoms

Students (and staff) cannot come to school if any of these [High-Risk Symptoms](#) associated with COVID-19 and other infectious diseases exist. In addition, immediate dismissal will occur if any of these symptoms present themselves while at school. Should symptoms present while at school, the student (or staff member) will be placed in a designated isolation room until they are picked up. Following the dismissal(s), the room will be cleaned according to [CDC cleaning guidelines](#).

High-risk symptoms include:

1. Fever (above 100.0 F or per clinical judgement with OR without fatigue/body aches/chills)
2. New unexplained loss of taste or smell
3. Respiratory symptoms (lung congestion, shortness of breath)

Please contact your child's health care provider for further evaluation should there be any signs of these high-risk symptoms. A primary Health Care Provider's note will be required prior to returning to school.

Return to School Following High-Risk Symptoms

- The student (or staff member) cannot return to school for at least 10 days following the onset of when high-risk symptoms first appeared **AND** has not had a fever for 24 hours (**without the use of medication**) **AND** improvement in respiratory symptoms has occurred.
- The student (or staff member) can return before the 10 day requirement if they have a negative COVID-19 test, assuming they have not subsequently developed any new symptoms **AND** have not experienced fever within the last 24 hours.
- On the first day back to school after being dismissed with (or being home with) COVID-19 concerns, the student (or staff member) will check in with the School Nurse upon arrival for a temperature and symptom check.

Other Symptoms Associated with Illness

Students exhibiting any symptoms of illness, including those listed below, should not come to school. Dismissal may occur for students (or staff) exhibiting at least 3 or more symptoms/complaints or at the Nurse's discretion, including but not limited to:

- Runny nose
- Sore Throat
- Body aches
- Fever
- Headache
- Cough without congestion
- Gastrointestinal symptoms (diarrhea or vomiting)

Return to School

- The student (or staff member) is able to return to school without a doctor's note once these symptoms improve unless there is development of any high-risk symptoms as noted on the prior page. If this occurs, the high-risk Return to School Plan must be followed.
- After the first 24 hours of various antibiotic treatments (ex: strep throat) etc.

Protocol for Responding for a Confirmed COVID-19 Case in the School

1. If a student, staff, volunteer, or visitor who has been present in school with a confirmed diagnosis of COVID-19, or was present in school within 48 hours of first exhibiting COVID-19 symptoms leading to a positive diagnosis, the Principal will contact the Adjunct to the Vicar of Education at OEEC and the School Nurse will contact the Manchester Public School (MPS) COVID-19 Health and Safety Compliance Liaison and Coordinator of School Health. This communication will be made while maintaining confidentiality and privacy expectations.

If a student or staff member has been in close contact with *anyone* who has been in close contact with someone who has tested positive for COVID-19. The [CDC quarantine guidelines](#) are to be followed.

2. The MPS COVID-19 Health and Safety Compliance Liaison shall notify the Department of Public Health to immediately assess the risk of further transmission in the school.
3. Decisions will be made concerning:
 - a. Contact tracing;
 - b. Quarantining a cohort(s) for 2-5 days;
 - c. Quarantining of school;

- d. Continuity of education and/or reopening of school.
4. The decision to quarantine a cohort or whole school for 2-5 days will be made by the head authority in the school in consultation with the School Nurse and local health officials. The OEEC will be notified of the recommendation before the decision is communicated to the school community.
5. A short-term closure of a cohort or school will allow time for the classroom and/or school to be fully disinfected as well as time to work with the Health Department to gain a better understanding of the COVID-19 situation impacting the school and develop a response plan.
6. A school closure will be recommended based on the number of school COVID positive cases in proportion to the cases identified as positive in the school's local geographic area.
7. In the case of a confirmed case of COVID-19 at a particular school, the school will notify school staff and parents only that there is a positive case, maintaining confidentiality of the student's name. The school Principal must maintain communication with parents regarding the status of the plan to return to school.

Helpful Links:

- Can my child go to school today? [Click HERE](#) for a COVID checklist
- The most recent CDC guidelines regarding COVID-19 related illness can be found [HERE](#)
- CDC Guidance on [When You Can Be Around Others After You Had or Likely Had COVID-19](#)
- Refer to CDC's [COVID Webpage](#) for the latest information