



## **20-21 Fall In-person Opening**

updated 9/22/2020

Dear Families,

Every parent and faculty/staff member has concerns about what school will look like for us as we open in person. The health and safety of our students, families, and faculty/staff are the driving force behind our plans. We will follow the safe school opening guidelines from the Health Department, the Office of Catholic Schools, and the Governor's office.

It will take commitment from everyone to support and follow the policies and procedures we set up in order to maintain a healthy environment. Due to COVID-19 concerns, we will be extra vigilant in asking parents to keep kids home when ill. Regular cold and flu season will continue as usual, but we ask that you make sure children are fully recovered before sending them back to school. The more we keep everyone healthy, the less likely we will have to close school due to a COVID-19 case.

The following pages include our updated Health and Safety Practices for students, faculty/staff, and parents/visitors and for our environment. We will continue to reassess our plan while keeping in mind the health of community, school families, and faculty and staff. We will follow the Health Department guidelines.

King County is currently in the moderate COVID-19 range so we can begin to plan to open in-person thoughtfully and carefully. Once our start plan dates are finalized by faculty/staff and School Commission, we will send our schedule to you.



## 20-21 Fall In-person Opening

Updated 9.22.20

### Health and Safety Practices- Students, Faculty/Staff, Parents/Visitors

Students, faculty/staff, and parents/visitors must follow the health and safety guidelines below.

#### Before You Begin Your Day

Daily self-screen by taking their temperature and assessing symptoms. Parents you are responsible for screening your child before sending him/her to school each day.

- If your temperature is above 100.4° Fahrenheit (38° Celsius), **stay home**.
- If you have any of the following symptoms (not attributable to another condition), **stay home**:
  - Cough
  - Shortness of breath
  - Chills
  - Repeated shaking with chills
  - Runny nose/nasal congestion
  - Muscle or body aches
  - Nausea/vomiting/diarrhea
  - Sore throat
  - Unusual fatigue
  - New loss of taste or smell
- Been in contact with someone who has confirmed or suspected COVID-19 in the last 14 days.



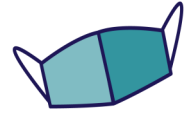
#### Once At School

**Students** will have temperatures taken at carpool. If a student has a fever, he/she will need to go home with the driver. Students without fevers will enter the building and go directly to their homerooms.

**Faculty/staff and parents/visitors** will have temperatures taken and assess COVID symptoms at entry.

## Wear Your Mask

**Students** must wear a mask. We encourage you to make or purchase additional cloth masks, as a clean mask should be worn each day. If your child is unable to wear a mask and needs to wear a face shield, please consult with the principal before sending your child to school. Face shields should extend below the chin, to the ears, and have no gap at the forehead. Face shields must be cleaned daily.



### Uniform Guidelines for Masks

Masks with designs or words must be appropriate for our school.

All **faculty/staff and parents/visitors** must wear masks. We encourage you to make or purchase additional cloth masks, as a clean mask should be worn each day.

Masks are an effective tool to protect against the spread of the virus, especially by asymptomatic people. Faculty/staff and parents/visitors should contact the principal if they or their student is having difficulty wearing a face mask/shield.

**Everyone** is required to wear a mask (students may wear a face shield) at all times when they are or may be in the presence of other individuals. This includes common workspaces, hallways, stairwells, classrooms, lunch room, outdoor spaces, and restrooms. The exceptions are when you are in your office or classroom without other students or adults present and when you are eating a snack or lunch.

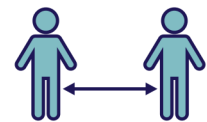
## Hand Hygiene

- Wash your hands often with soap and water for 20 seconds.
- Wash/sanitize your hands when you arrive at school, before meals or snacks, after recess, after going to the restroom, after nose blowing or sneezing, and before you go home.
- Try to avoid touching your face or mask/face shield.



## Physical Distancing

- Practice physical/social distancing (about 2 arms' length) as much as possible. Pay attention to physical distancing markings and signs.



## Clean Your Teacher/Staff/Volunteer Work Area

- Wipe down commonly used surfaces in personal and shared spaces: keypads, coffee makers, printers, anything with a handle, phones, etc.
- At a minimum, clean at the beginning of your workday/work time.

Janitors will increase the frequency of routine disinfection of high-to-touch surfaces.





## School Environment

Updated 9.22.20

Faculty/staff, students, parents, and visitors are expected to follow health and safety guidelines related to COVID-19.

## Access to Buildings

We will continue to limit parents/visitors to our building as recommended by the Health Department.

## Cleaning and Disinfecting Classrooms/Buildings

The janitorial/maintenance staff, in addition to their daily cleaning and sanitizing of rooms, will also increase their disinfecting of restrooms and play area equipment.

As part of our cleaning and disinfecting plan, hand sanitizing stations will be installed at the main entrances of all buildings.

Faculty/staff are encouraged to help reduce any potential spread of the virus by routinely sanitizing their individual classroom desks and common area.

## Communication

Email will be used for all major communications and announcements from teachers and the office.

Text alerts will be used to notify parents of special announcements.

Teachers have office hours daily to connect with students and parents by email or phone.

## COVID-19/Safety Signage

St. Vincent's has signage to guide students and parents/visitors as they enter, travel through, occupy, and exit the school. Common areas in buildings such as main entry doors, office, gym, and lunch room will have signage with reminders of safe hygiene practices and other important information.

## Drop Off and Pick Up Routine

Drop off: Families will drop off as usual in the front driveway. Families with last names A-M will drop off between 8:00-8:15 and families with last names N-Z will drop off between 8:15 and 8:25. Students will have temperatures taken at carpool. Students without fevers will enter the building through the front door and go directly to their classrooms. Students with fevers will go home with driver.

Pick up: Students will walk (social distancing) with their classes to the carpool area when school is dismissed. Students will remain with their classes until car arrives. Parents, please observe social distancing while waiting for students.

## Extended Care

Extended Care will also follow the safety guidelines. I love that students want to stay in Extended Care to play with their friends, but this year we need to be sure that families who have no other options can be accommodated more safely. If you can pick up your child after school, please do so. Please register ahead of time as space will be limited.

## Lunch

We will not be offering a hot lunch program this year. Students will need to bring a lunch and drink from home when they come to school. We cannot have lunches dropped off at this time. Students will sit with their homeroom groupings during lunch. Kindergarten and first grade will eat in the lunch room a little earlier this year at 11:15. This way we can keep them in their classes but also spread them out to eat lunch. Second, third, and fourth grades will eat at 11:45 and the intermediate will eat at 12:15 in their classrooms.

## **Office**

Our office will be equipped with signage requesting parents/visitors to practice physical/social distancing. Masks are required prior to entering the building. Temperatures will be taken and COVID-19 symptoms assessed.

## **Physical/Social Distancing**

We will be social distancing in the classrooms to the best of our ability. We may move the 7/8th grade classes out of the portables into the gym so we can provide more space between students. We will use portable dividers to separate the two homerooms, which will also allow the classes to regroup students as needed or to creatively team teach. We may move the first grade class to the science room to allow sufficient space for this homeroom. By moving the extra furniture out of the second, third, fourth, and fifth/sixth grade homerooms, we can provide more space between students.

We will observe social distancing when traveling from place to place and in the hallways

## **Recess**

Grade levels will be assigned play areas on the playground for recess. Teachers may take students outside, socially distancing, for mask breaks as needed.

## **Restrooms**

Students are encouraged to practice physical/social distance in restrooms. Teachers will be mindful of the number of students inside a restroom and limit occupancy to encourage physical/social distancing.

Students will be encouraged to wash hands thoroughly after each use to reduce the potential transmission of the Corona virus.

## **Walking in the Hallways and to and from Rooms/Buildings**

When walking in the hallways, stairways, or to and from the building, stay to the right side of the hallway/walkway. We will practice physical/social distancing from students walking in line or in the opposite direction.

## **Water Bottles**

All students will need to bring a water bottle to school because the drinking fountains will not be available. A water bottle filling station is being installed in the main hallway.

## **What if a student develops signs of COVID-19?**

If a student develops signs of COVID-19, the student will be kept separated from others. Parents will be notified and the student sent home as soon as possible. Parents should follow Department of Health and doctor's guidance.

## **When may a student return to school after having suspected signs of COVID-19 or confirmed COVID-19?**

A student who had signs of suspected or confirmed COVID-19 can return to school when:

at least 10 days have passed since signs first showed up.

**And**

at least 24 hours have passed since fever resolved (without the use of medications)

**And**

other symptoms have improved.

## **What happens if a student or teacher develops COVID-19?**

The school will follow the guidance of the health department as to whether we would need to close for additional cleaning and for how long we might need to close.

# **Academics: Curriculum and Instruction**

## **Catholic Identity**

Each day as well as each class throughout the day begins with prayer. Students attend religion classes which include prayer and time to reflect upon Catholic teachings and traditions. Catholic identity is incorporated in all content areas as appropriate. Virtual Masses will be planned with our pastor until we are able to attend in person.

## **Curriculum and Instruction**

Our plan is to open full time for in-person instruction, Monday-Friday. As we adjust to the opening, we may consider other options such as Monday-Thursday with asynchronous learning on Fridays or a hybrid method. Teachers will plan instruction to meet our children where they are as we progress through the curriculum.

If a family is not comfortable sending their child back to school, the child may continue with remote learning. This remote learning will be less interactive than when we are 100% remote since the main focus of the teacher will be the students in the classroom. Students learning remotely will be responsible for finding assignments and following along with the class through Zoom. Once the Swivl cameras arrive, students may be able to see the classroom instruction better. We will continue to review remote learning and may make adjustments in the future.

Regular homework and grading policies continue.

## **Physical Education**

We will have PE classes outdoors, rain or shine. This means that you will not need to send PE shoes to school to start the year.

## **Social Emotional Learning**

Our teachers are aware that teaching social emotion learning is as important as teaching academics. Teachers are designating time in our schedule to focus on social emotional needs of our students.

## **Specialists' Classes**

Library, technology, music, and intermediate teachers will go to the classrooms instead of having students move to the specialists' rooms.

## **Technology**

Students and Parents sign an Acceptable Use of Technology Form. Teachers have provided links and guidance on use of all programs to students and parents. The school loaned out our Chromebooks to families in need. Parents may contact the office or our Technology Specialist, Mr. Rice, if they have technology issues.

Most common platforms:

Graders 5-8: Google G Suite

Preschool-Grade 4: Seesaw

Learning will be both synchronous (live instruction whether in-person or online) and asynchronous (instruction set up and student engages with learning at their own pace).