

## Appendix A

### Safe Return to School Guidelines and Practices

#### Diocesan Acknowledgement Risk Form

- Parents shall read and sign the *Diocesan Acknowledgement Risk* form, as a condition of enrollment at St. Benedict School. The same form shall be read and signed by any student choosing to participate in school-sponsored athletics, band, or school related activity as a condition of participation.

- 

#### Assessing for Symptoms

- All adults must have their temperature checked when entering the building.
- All adults must wear a face covering when entering and remaining in the building.
- Adults must answer complete a “Self-Monitoring Screening Log” prior to entering the school.
- Parents should conduct daily health checks on their student prior to arriving for school each day, including temperature checks. A “Self-Monitoring Screening Log” should be maintained at home for each student. The school will not collect screening logs.
- **Any student or staff member with a temperature above 100° F must stay home and not report until they are fever free for 72 hours (that is three full days of no fever without the use of fever reducing medicine).**
- Students and staff with any one or more of the following symptoms should not report to school for the day:
  - Chills
  - Cough (non-allergy related)
  - Recent shortness of breath or difficulty breathing
  - Unusual fatigue, muscle or body aches (not related to recent physical activity)
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Congestion or runny nose (non-allergy related)
  - Nausea or vomiting
  - Diarrhea
- Any student, staff member or volunteer showing Covid-19 symptoms or has a temperature above 100° F during the school day must be immediately separated and monitored by a staff member wearing PPE. They should not stay in nurse’s station ~ *Isolation area: Principal’s Office; parents will be called and must make arrangements to have their child picked up immediately.*
- Guernsey County Health Department will be contacted in the case of a suspected or confirmed COVID-19 case in the school building.
- Students or staff members who have suspected or confirmed COVID-19 cannot return to school until they meet CDC criteria for return to school.

#### Face Coverings

Ohio’s health and safety guidance for K-12 schools states that “Face coverings are critical to preventing the spread of the virus from person-to-person.”

**All Visitors** (including parents/guardians) for grades Pre-K through 12 shall be required to wear a facemask upon entering the school building. If the visitor does not have a facemask, the school will provide one.

**Pre-School: Specific guidance** has been provided by the Ohio Department of Education in partnership with the Department of Jobs and Family Services.

- As a general rule, and unless/until **mandated** differently by State or Local Boards of health, **Pre-School students** shall not be required to wear a face covering of any kind while in school. Parents may be given the option to have their pre-school child wear a face covering as long as consideration is given for the age and developmental level of the child and the physical situation the child is in at that moment. Catholic schools shall not honor this request of the Pre-School parent if the student has trouble breathing or is unable to remove the face covering without assistance.
- For all **Pre-School staff**, the *Transitional Pandemic Requirements* for Licensed Pre-Schools **requires** that all administrators, staff members and employees wear a face covering while indoors, unless not medically appropriate. Face coverings, including cloth masks **or** plastic face shields, shall cover the individual's nose and mouth. Because face coverings can hinder both communication and the learning process for students of such a young developmental age, the use of plastic a face shields are preferred, however Principals and Program Directors should carefully consider all options; especially if a staff member or student is in the higher risk category for COVID-19.

### **Grades K-8**

- In accordance with the ODH order dated August 14, 2020, all students, faculty, staff, and volunteers shall wear facial coverings at all times when:
- In any indoor location including, but not limited to, classrooms, gymnasiums, offices, locker rooms, hallways, cafeteria, and/or lockers;
- Outdoors on school property and unable to **consistently** maintain a distance of six feet or more from individuals who are not members of their household;
- Waiting for a school bus outdoors and unable to maintain a distance of six feet or more from individuals who are not members of their household; or
- Riding a school bus. For purposes of this Order, a facial covering (mask) is any material that covers an individual's nose, mouth and chin.

**Exemptions to the K-12 mask order:** The requirement to wear a facial covering does not apply when:

- The individual has a medical condition including respiratory conditions that restricts breathing, mental health conditions, or a disability that contraindicates the wearing of a facial covering (a physician's written script shall be required);
- The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary;
- The individual is actively participating in outdoor recess and/or physical activity where students are able to maintain a distance of six feet or more or athletic practice, scrimmage, or competition that is permitted under a separate Department of Health Order;
- The individual is seated and actively consuming food or beverage;
- Where students and staff can maintain distancing of at least six feet and removal of the facial covering is necessary for instructional purposes, including instruction in foreign language, English language for **non-native speakers**, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument, or a science lab where wearing a mask presents a safety hazard;

- Students are able to maintain a distance of six feet or more, a desk shield is in place and a mask break is deemed necessary by the educator supervising the educational setting;
- The individual is alone in an enclosed space, such as an office; or
- When an established sincerely held religious requirement exists that does not permit a facial covering.
- When students are having trouble breathing or other **immediate** health/safety reasons.

### **Social Distancing**

- School staff will distance students six feet apart whenever possible in classrooms and all common areas.
- Each student will be provided with a clear desk shield.
- Floor markers will be placed in six feet increments on classroom and common area floors.
- Only two children can use the restroom at a time, unless there is an emergency.
- Materials in the classroom will not be shared in the classroom whenever possible. Materials that are shared will be wiped down after use.
- Students will have limited switching of classes for instruction; instead teachers will rotate between classrooms.
- Students will be given assigned seating and teachers will maintain a written classroom seating chart.
- PE classes will be held outside except in inclement weather. When PE is held in the gym, activities that encompass social distancing will be utilized.
- Students will be socially distanced in the Social Hall for lunch.
- Students will be required to wear masks during recess.
- Playground equipment will be sprayed down with disinfectant periodically.
- Students will continue to be dropped off in the back parking lot in the morning and may begin arriving at 7:20 AM. Students will report to the gymnasium after they have had their temperature taken.
- Dismissal: Students will wait in the back parking lot of the school as parents drive through the car line. Parents or designated adult must remain in their vehicle until their child is brought to them. Parents may not walk up to retrieve their child.

### **Washing and Sanitizing Hands**

- Hand sanitizer will be placed at each entrance and exit in all buildings; in all classrooms; in high traffic areas.
- Posters will be placed throughout all buildings emphasizing the importance of proper hand washing and sanitizing.
- Students and staff will practice frequent hand washing for at least 20 seconds when hands are dirty, before and after eating, before and after recess, and using the restroom.
- Disinfectant wipes will be available in each classroom and common area for frequent cleansing of surfaces.
- Custodial staff will sanitize restrooms and common areas every two hours throughout the school day.
- A deep sanitizing cleanse will be done over the weekend by the maintenance staff of all school areas.

### **Visitors**

- Visitors to the building should be limited. All visitors/parents will be treated the same as employees when entering the building: temperature check, mask, and health assessment check.

- Students who arrive after the tardy bell: Parents should drive up to the 7<sup>th</sup> St. entrance of the school, walk their student(s) to the door, ring the buzzer, wait for an employee to open the door, then sign your student in. Adults should not enter the building.
- Students leaving before the scheduled dismissal time: Parents should drive up to the 7<sup>th</sup> St. entrance of the school, walk their student(s) to the door, ring the buzzer, wait for an employee to open the door, then sign your student out. Adults should not enter the building.
- Those purchasing Scrip during the school day will be asked complete the form outside and remain outside while their order is being fulfilled. Scrip will not be available for purchase from 7:30 – 8:00 AM or 11:00 AM-12:00 PM. It is encouraged that Scrip forms be completed at home and sent in with a check to the school in brown envelopes. Forms can be found online or by calling the school office.

### Common Areas

- Common areas such as hallways should be avoided as much as possible.
- All common area floors will be marked with social distancing markers.
- Drinking fountains will not be available for use. **Students will need to bring their own water bottle daily from home, clearly marked with their name.**
- ***Each child will need a plastic tote with a lid (Approx. 23" length, 12" height) to place beside their desk to keep all personal belongings and some school materials in during the school day.***
- Lockers: Students in grades 6-8 will be assigned lockers, however all textbooks and materials will be kept in classrooms so visits to lockers will be minimal.

### Mass

- Mass for the school community will be held on Thursday's at 9:45 AM. Grades 4-8 will attend the first week, then Grades K-3 will attend the next week. The groups will continue to rotate weeks until social distancing restrictions have been lifted.
- There will be no Mass partners until social distancing requirements have been lifted.

### After Care

- After Care will be available from 3:00-5:15 PM Monday-Friday for school age children only. (Preschool children will not be able to participate in After Care.)
- After Care will be held in the Social Hall.
- Students will be placed six feet apart and unfortunately, there will be no "common play". Students will be encouraged to work on homework or read during this time. The school will provide coloring books and crayons and show movies.
- The After Care Staff will sanitize the area after the students have gone home.