



RETURN-TO-SCHOOL PLAN: COVID-19 PROTOCOLS

OUR LADY OF THE SNOWS SCHOOL

Draft Review, v1.0

July 2, 2020

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

With the governor declaring a move to Phase 2, here is our return to school plan:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
 - Cohorts: In the spirit of "reducing the denominator," students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - Hygiene: Within cohorts, we will emphasize strong hygienic practice.
 - Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing distance learning.
2. **Presence:** Keeping school open daily (Monday-Thursday). We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and in all core academic standards.

This document will be updated regularly. The school principal will share the updated document on the school website and distribute the updated version to parents via the school information system.

PHASES AND REVISIONS

Information and direction about the phases and timeline will be sent to all constituents before implementation. Please see below for a summary of the phases and timelines.

Timeline

Phase	Timing	Items
Planning	May/June	<ul style="list-style-type: none"> Supplies, equipment Prepare detailed work schedule for phases Prepare building for reopen with a thorough cleaning
Preparation	July	<ul style="list-style-type: none"> Implement social distancing protocol and open facilities with limited access/use
Implementation	Aug 24, 2020	<ul style="list-style-type: none"> Expand full operation based on recommendations and data from applicable local and state agencies Open school Determine what restrictions/guidelines stay in place

Revisions

Updates to this protocol and other current information will be posted to the community internally through RenWeb, our Student Information System, and publicly on our school's website.

GENERAL PROTOCOLS

Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors will practice staying the CDC recommended distance from others and eliminating contact with others whenever possible.

- Traffic Flow – Taped markings on the floor will mark the walking direction throughout the campus to maintain the social distancing requirements.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be avoided.

Student Cohorts

- All gatherings of large groups, including whole school masses and assemblies, are prohibited. Our masses and assemblies will be on-line and streamed into the classrooms. After mass, Eucharistic Ministers will come to classrooms for communion distribution with face coverings. Only those able to receive will come forward; there will be no blessings.
- Students will remain with their classmates at all times, including eating lunch in the classroom and having recess in an assigned area of the playground.
- All teachers and students are not to visit another classroom outside of their team or grade level.
- At the start of each day, the students and staff will have their temperatures taken.
- Any student or staff showing signs of illness will have their temperature taken, and students with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home.
- Students will be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.
- Students will have a designated space solely for their use in their classrooms and the extended care space.
- Students will not share spaces, supplies, or work in groups (distancing will remain throughout the day).
- Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.

Staff Protocols

Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, employees are required to conduct a self-screening of COVID-19 symptoms and pass a temperature screening on campus entry (a temperature no greater than 100.4 degrees Fahrenheit will be allowable). Staff with notable symptoms while at home will be expected to report them to their supervisor and remain home.

Staff Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE will be needed to prevent certain exposures. PPE includes:

Face Coverings: Face masks or coverings are an essential part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. All staff will wear face coverings in classrooms and hallways all day.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing needs to be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose or use the inside of your elbow when you cough or sneeze

Staff Illness

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they will be instructed to go home or to the nearest health center
- Employees returning to work from an approved medical leave should contact their principal. You will be asked to submit a healthcare provider's note before returning to work
- If any employee believes that they've been exposed to COVID-19 or a household member has been exposed, they must stay home or go to the nearest health center for evaluation

If diagnosed with COVID-19, an employee may return to work when all 3 criteria are met:

1. Resident county health department confirms release to return safely to work in a written note to be provided to the principal
2. At least 3 days (72 hours) passed since recovery (no fever without the use of fever-reducing medications)
3. Improved respiratory symptoms

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office Capacity– Site will be monitoring the number of persons in the offices.

Conference Rooms– Certain conference rooms will be closed until further notice. All meetings are required to use Zoom as a virtual option, even for employees in the same office or school.

Copy Room – There will be limited access to the copy room. Employees must wipe down the equipment after every use. Signage indicating restrictions will be posted as each phase is implemented.

Visitor Restrictions

We will not allow normal visitation to our campuses until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopening. Once school is back in session on campus, visitation will still be limited while COVID-19 risk persists as determined by county health department. The safety of our staff and students is our primary concern.

Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff. Any visitor to the building will be required to sign-in in case contact tracing becomes necessary.

Food Delivery

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to the school.

Travel Restrictions

Our Lady of the Snows School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Diocese of Reno. No field trips will be allowed.

SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 8:15 AM - 8:30 AM

Protocol: Students will exit their cars and be allowed to social distance with their masks in front of the school until the bell rings at 8:30. Parents will not be allowed in the building. If it is necessary for a parent to enter the campus, parents must wear a mask and must observe social distancing protocols. No group gatherings will be allowed – parents must drop off and leave campus. Teachers will go outside to meet their class at a designated spot. Teachers will take all students' temperatures before they enter the building. Teachers will then escort students to class in a staggered fashion to reduce traffic in the hallways.

Lunch Food Service

Schedule: NA – Students will eat in their classrooms

Protocol: Students will eat lunch at their assigned seats in their classrooms. The hot lunch program, staffed internally, will deliver meals to classrooms while wearing a mask and gloves. Students will put their trash in their classes hall trash can.

Recesses and Physical Education

Staffing: Teachers and Aides

Protocol: Students will recess in separate areas of the campus (upper playground, lower playground, field). Play structures will not be in use. Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE.

After School Pick-Up

Time: 2:50 PM - 3:10 PM

Staffing: Teachers and Aides

Protocol: Parents will not be admitted into the building. Each class will have a designated area outside where they can social distance for pick up. When entering the campus, parents must wear a mask and must observe social distancing protocols. No group gatherings will be allowed – parents must pick up and leave campus.

Extended Care

Hours of Operation: Morning Shift 7:15 AM – 8:30 AM; Afternoon Shift 3:00 PM - 5:30 PM

Staffing: Boys and Girls Club

Protocol: Extension will be held in the cafeteria with assigned student seats. Each student will have their own supplies. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the cafeteria entrance; they will not be admitted into the area.

APPENDIX A: FAQ

What if a student arrives late?

Students will enter the main office.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times, and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis.

What is the plan for inclement weather recess and physical education?

The cafeteria will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will be used by one class at a time.

APPENDIX B: CLEANING & SUPPLIES

FACILITIES CLEANING: The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	After each recess
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

School Procured Additional Supplies

Item	Quantity	Notes
Clorox Wipes	As needed	For teachers/students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Bulk Hand Sanitizer		For refill stations
Individual Pumps	1/class	Foaming hand pump
Cleaning Solution		Alcohol-based
Restroom Soap Dispensers		Automated
IR Thermometer	1/ class	Two in school office and 1 in each classroom

Supplies Provided by Families/Students

Item	Quantity	Notes
Clorox Wipes	2	To be replenished as needed
Individual Hand Sanitizer	3	8 oz bottles: to be replenished as needed
Face Masks	4-5	To be rotated home to be washed regularly
Teacher Supply Lists		To be kept in individual plastic tubs for student use

APPENDIX C: FACILITY ADJUSTMENTS

- The cafeteria has been converted to a space to ensure social distancing in extended care.
- Auto sense faucets are already installed in all restrooms.
 - Classroom rugs, group tables, and superfluous furniture has been removed and individual desks or tables installed with six-foot gapping between student stations.
 - Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
 - Spots outside classrooms and restrooms are designated six feet apart for student lineup.
 - Social distancing and best practices signage posted around campus and distributed to families.

APPENDIX D: SIGNAGE & FORMS

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county health department they will be instructed to go home or to the nearest health center.

Then complete this form:

Date Employee was sent home:

Recorded Temperature:

Are visible signs of respiratory illness present? Yes No

Date the employee returned to work: _____

Our Lady of the Snows School Campus Analysis

Part 1: Estimated 2020-2021 Enrollment (Can be adapted for High School)

Grade	Capacity	
PS		
TK		
K		
1		
2		
3		
4		
5		
6		
7		
8		
Total		

Part 2: Campus Summary

- Important clarifications:
 - Please include all indoor and outdoor spaces in this analysis (e.g., indoor - classrooms, faculty room, front office, restrooms, hall, etc.; outdoor – yard(s), fields, lunch tables, etc.).
 - Add as many rows as needed to accommodate your number of spaces.
 - It may be beneficial to discuss the possibility of additional spaces with your pastor.
 - Social Distancing (SD) protocols currently require a 6 ft distance between each person. When determining classroom set-up, ensure adequate space between each student as well as routes for walking around the classroom while maintaining a 6-ft distance. Be sure to take into account furniture that will be in the classroom and may limit space.
 - SD within restrooms is determined by the number of sinks. If sinks are closer than 6 ft apart, a partition may need to be installed to allow all sinks to be used.

All Indoor Spaces	Dimensions and Total Sq. Ft.	Current Student Capacity	6-ft SD Capacity	Min. Capacity (12+adults unless SD requires less)	Equipment / Physical Barrier Additions	Notes
K – Reeves	24 x 34 818		21		Sanitizer at door, plastic bins for each student's supplies	
K – Buxton	24 x 34 818		20		"	
1/2 - Carter	24 x 34 815		25		"	
1/2 - Crouser	24 x 34 814		24		"	
1/2 - Peregrin	24 x 34 818		24		"	
3/4 - Ferguson	24 x 34 814		23		"	
3/4 - Pugh	24 x 34 814		23		"	
3/4 – Rielly	24 x 34 815		23		"	
5 - Crowley	32 x 28 906		19		"	
5 - Faulstich	30.5 x 30 916		18		"	
6 – Romero	35 x 26 910		17		"	
6 - Buzick	27 x 34 926		18		"	
7/8 HR – PC Snows	54 x 54 2,916		25		"	
7/8 HR – PC Chapel	60 x 69 4,140		26		"	
7/8 HR – Science Lab Cartinella	49 x 30 1,452		25		"	
Sick Room	14 x 9.5 133				"	
Speech Room	27.5 x 15.5 406		5		"	4 + teacher
Multi-Purpose Room	48 x 52 2,510					Boys & Girls Club before/after school care
Front Office	11 x 18 198					1 – 2 people at a time
[Total # Spaces]		[Total]	[Total]	[Total]		

All Outdoor Spaces	Current Capacity	6-ft SD Capacity	6-ft SD with Cohort Separation	Equipment Removal	Equipment / Physical Barrier Additions	Notes
[Total # Spaces]	[Total]	[Total]	[Total]			

Part 3: Campus Map

- Attach a Campus Map that includes the following:
 - Indoor Room Capacities
 - Outdoor Space Capacities
 - Potential Campus entrances/exits
 - Flow plan through hallways and outside spaces
- Attach a front office floor plan indicating the flow of traffic through the office
- Please note – As each school develops its plan, it will be necessary to create a diagram with the specific layout for every indoor and outdoor space. As you determine capacity and furniture usage, it may be beneficial to begin drafting these layouts.

Part 4: Sanitation Supplies

- To inform your purchases this summer, estimate the amount of sanitation supplies that will be needed to open the school.

Item	Notes	Amount
Hand Sanitizer	1+/room at all times (pump or standing station) Outside each building entrance (standing station) Outside each restroom (standing station) For open office spaces, 1 per desk is recommended	
Disinfecting Wipes	1+/room at all times – determine type/frequency of use when estimating total amount	
Disinfecting Sprays	1+/room at all times – determine type/frequency of use when estimating total amount	
Room Sanitation	All rooms must be fully sanitized at the end of each day and between any groups. Ian Abell recommends using the Clorox Total 360 System. Refer to his email for the number of systems and cleaning product needed per room. If you are looking into a different device, you must receive approval from Ian.	
Disposable Masks	Available for staff/students who forget to bring one Available for parents/visitors to the front office who do not have one	
Gloves	Front office for receiving items/mail Custodian(s) Sick room/location Determine purpose for additional usage to estimate other needs – such as to protect hands when using disinfecting wipes or distributing/collecting resources	
Clear Face Shields	May be beneficial for teachers/adults interacting with students, particularly in primary grades where facial expressions and mouth movement are critical to social-emotional development and phonological awareness	
Plexiglass Shields	Reception areas if 6-ft SD cannot be maintained Between sinks in restrooms if 6-ft SD cannot be maintained (other types of partitions are also possible) Determine if necessary/beneficial within classroom spaces	
Air Filters	Do filters meet criteria for local recommended requirements, i.e. MERV 13 for HVAC systems. Monitor for more frequent replacement	