



Saint Peter's  
CATHOLIC SCHOOL

# Reopening Plan for Fall 2020





## **REOPENING HIGHLIGHTS**

### **Basics:**

- School will start on August 18 with in-person classes.
- A distance learning option will be available for families who request it.
- Drop-off will be from 7:30 to 8:00; pick-up from 2:45 to about 3:15.

### **Screening:**

- Teachers and staff will have their temperature checked every morning.
- Every student's temperature will be checked daily before they exit their cars.

### **Hygiene:**

- Students will be taught proper handwashing and hygiene protocols.
- Hand-washing will be built into the daily schedule.
- Hand sanitizer will be readily available to all students.
- Students will only bring essential items from home, such as bookbag and lunchbox.
- The school will be regularly cleaned and disinfected following government guidelines.

### **Social Distancing:**

- Classes sizes are limited to 36 square feet per student.
- Classrooms will be configured so that each student has six feet of social distancing on all sides.
- Students, staff, and visitors may not gather in communal areas in the school, such as the entry or restrooms.
- Lunch will be held in each classroom.
- Recess time will be staggered so that classes do not overlap.
- Classes will remain separated during pick-up time to maintain social distancing.

### **Face Coverings:**

- Students will wear a mask or face covering when social distancing is not possible, such as moving from one classroom to another.
- Students will wear a mask or face covering when attending school Mass on Thursday mornings, seated with proper social distance.

**For more information or to arrange a school tour, please contact our school office at (843) 522-2163.**

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## **SAINT PETER'S CATHOLIC SCHOOL REOPENING GUIDELINES AND PROTOCOLS**

Dear Saint Peter's Catholic School Families,

We are very happy, enthusiastic, and looking forward to the reopening of our school next month!

Due to the challenges presented by COVID-19, our commitment to the safety of our students, faculty, and staff, and the Diocese of Charleston's requirement for the reopening of our school, Saint Peter's Catholic School (SPCS) has created a School Reopening Plan.

This Reopening Plan is the result of careful research and collaboration. We accessed both the Center for Disease Control (CDC), and the South Carolina Department of Health (SDHEC) guidelines and protocols. We collaborated with the Diocese of Charleston Catholic Schools Office, colleagues and principals from other Catholic schools, our own local team comprised of Saint Peter's Catholic School administrators and teachers, as well as garnering input from health care and other professionals.

Our School Reopening Plan contains the guidelines, protocols, and procedures that parents, students, teachers, staff, administrators, and all community stakeholders will be required to observe and respect. We are confident that we will be opening Saint Peter's Catholic School with the utmost in safety protocols well in place. Our faculty, staff, and administration will be trained in all aspects of our plan before our school re-opens.

This plan is fluid and will be updated when and if necessary, especially as information from the Diocese of Charleston, the State of South Carolina, the Center for Disease Control, and/or other health organizations, government officials, and community experts become available to us.

I realize that this is a long and extensive document, but it is very comprehensive. Please do not hesitate to reach out to myself or Jessica Green, if you have any questions or concerns.

The following is a summation of the School Reopening Plan especially for our Saint Peter's Catholic School families:

- First and foremost, SPCS administration will work with parents who have children at higher risk for illness to determine necessary precautions or accommodations that may be needed. Accommodation plans will be created and communicated to appropriate faculty/staff. **Please let us know if you have any health concerns for your child.**
- SPCS will have a Distance Learning Option in place for students whose families who do not feel comfortable sending their child into the physical classroom.
  - SPCS has completed a Distance Learning Plan and will train teachers on this plan.
  - SPCS will be training staff on Google Classroom, in accordance with our Distance Learning Plan.
  - SPCS will consider using Zoom in the classroom when students are absent.

### **School Reopening Plan Training and Information**

- SPCS will provide training for all staff members prior to school opening.
- SPCS will hold orientation for staff and students on the first day of school.
- SPCS will share all school policies, plans, and protocols with faculty/staff, parents and students, substitute teachers, as well as the School Advisory Council, and Pastor, through training, newsletters, Zoom/virtual meetings, e-mails, and personally when necessary.
- Faculty and staff will be included in planning and will participate in mandatory training prior to opening the school; before and during teacher work week. SPCS will monitor and evaluate, review, and refine in order to improve practices and protocols.
- Students will be trained during the first week of school. Teachers will model, practice, and reinforce all social distancing protocols, proper handwashing, and hygiene.

### **Facilities, Health and Safety, and Daily Operations**

**Signage:** Signage that has been provided by the CDC and SCDHEC, will be placed around the school. Both exterior and interior signage will communicate how to stop the spread, describe symptoms of COVID-19, and good hygiene.

Students, staff, and visitors **may not gather in communal areas** in the school, (i.e. entry, restrooms).

***As few items from home as possible should be brought to school daily.*** Students only need their bookbag, lunchbox, facemask, and jacket, if necessary. These items must be cleaned at home regularly.

## **Arrival and Dismissal Procedures**

### **Temperature Check/Health Screening:**

- Safely, and in accordance with any applicable privacy laws or regulations, SPCS will check staff and student temperatures every morning upon arrival. All faculty, staff, and students will have their temperatures taken with infra-red thermometers.
- A general health screening, (i.e. does the child or adult appear to be ill? Are symptoms currently being displayed?), will be conducted for all persons about to enter the school building.
- Student temperatures will be checked ***before they exit their cars.***
- Students and faculty with a temperature of 100.4°F will not be admitted into the school building and must go home.
- Teams will be established to check temperatures, ask screening questions, and see that students enter the school building, where they will go directly to their classroom.
- All students are required to enter the building adjacent to the Media Center.

**Tardy students:** Students must be walked in, by a parent or guardian, to the entrance of the school. They may not be dropped off and walk up the sidewalk alone. If more than one family is late to SPCS, they must remain outside until the family currently in the entry exits.

- All students and faculty will have a 2<sup>nd</sup> temperature check during the school day, during our lunch period.
  - Mrs. Feltner and Mrs. Green will assist in checking temperatures daily.
  - Each classroom will have a thermometer and teachers will check temperatures before lunch.
  - There will be 4 thermometers available in the front office.
  - Student temperatures will be logged on a data sheet, along with the daily screening questions and answers.

**Faculty and Staff:** All staff will enter the building's main entrance for temperature-taking and signing in. Faculty and staff will have their temperatures read prior to 7:30 a.m. by a member of the front office or appointed representative.

### **Arrival Time:**

**Parents please note:** SPCS will open its doors at 7:30 a.m. and the Tardy Bell will ring at 8:00 a.m.

**\*We will not be offering Before-care this year.**

**Temperature Rule: *No one will be admitted into the building with a temperature of 100.4 or higher.*** Students and staff with a temperature of 100.4 or higher will be sent home for the day. Students and staff may not return to school until the appropriate measures have taken place including, but are not limited to, receiving a negative COVID-19 test result, doctor's note, or self-quarantining for a period of time.

**Temperature During Day:** If a student or staff member has a temperature of 100.4 or above during the day, the same rule applies as above.

- Along with daily temperature screenings, SPCS faculty and staff will monitor students and staff for COVID related symptoms and follow proper precautions.
- Students or staff displaying symptoms during the school day will be sent to the school nursing station, located in the front section of the school office.
- SPCS will require documentation from the health department or health provider for student/staff re-entry, if there is a history of exposure.
- SPCS will require parents and staff to sign a document notifying the school about possible exposures or positive tests for COVID-19.
- SPCS will order all necessary Personal Protective Equipment (PPE) to work with staff and students that are showing signs or symptoms of COVID-19.
- SPCS will monitor students displaying symptoms and place in a separate area, away from others, until a parent arrives for pick up.
- **SPCS will ask families to refrain from carpooling for the 1<sup>st</sup> semester.** Notify the office if carpooling is unavoidable.

### **Communication:**

SPCS will develop and utilize communication strategies through RenWeb, the school newsletter, Catholic Schools Office letter, and school website for waivers and other documents that are necessary for school staff and families.

SPCS Principal, Ann Feltner, will prepare talking points and communicate with parents about returning students to school, and will be the one to approve or deny the return.

SPCS will:

- Develop policies that require sick employees and students to stay home if ill, without fear of reprisal.
- Offer virtual learning options for those who need it.
- Not have perfect attendance awards.
- Communicate with families before returning to school, if students have been exposed or tested positive for COVID-19.
- Communicate to families the meaning of **isolation** and **quarantine**.

- Require **isolation** for those diagnosed with COVID-19 by a physician or test.
- Require **quarantine** for those exposed to someone diagnosed with COVID-19.
- Require a note from the health department or health provider upon re-entry for any student or staff member that has been diagnosed, or was in contact with, COVID-19.

#### SPCS will

- Ensure that the Principal takes the lead in communication and monitoring developments with local authorities, for employees and families regarding cases, exposures and any updates to policies or procedures.
- Contact the health department and the CSO, for reporting and guidance in messaging.
- Determine necessary actions by developing a process in the event of exposure.

**Denying Entry:** SPCS reserves the right to deny entry to staff, students, and/or visitors at any time, but especially to those who have any contagious disease, including COVID-19, or are liable to transmit it after exposure.

**John Paul II (JP II) Students:** Students of JP II who have a sibling that attends JP II, and rides the JP II bus, may not exit the car at SPCS, but must be accompanied by the parent to the JP II bus for their admissions requirements.

**Denied Bus Entry:** If a JP II student is denied entry onto the JP II bus and the parent has departed campus, the student may not be permitted into SPCS unless explicit permission is given from the administration (i.e. student's life is in danger, threatening weather, etc.). SPCS will do whatever possible to contact the student's parents to be picked up. The student will remain outside of SPCS, under the front portico.

#### **Dismissal:**

- Initially, the SPCS pick-up procedure will begin at 2:45 pm, and we anticipate it ending at approximately 3:15 pm.
- Students in Pre-K 3, Pre-K 4 and K-5 will be permitted to sit on the portico outside the Media Center, socially distanced. All other students will remain in their assigned space/classroom and be dismissed from that location.
- SPCS students, grades 1 through 6 will wait in classrooms; dismissal times will be staggered by classroom to avoid crowding in hallways.

#### **Handwashing and Hand Sanitizer**

SPCS will:

- Provide time and opportunity in daily schedules for students and staff to wash their hands frequently with soap and warm water.
- Instruct students to say the *Hail Mary* while washing hands, (20 seconds).
- Provide adequate supplies of hand sanitizer and soap to every classroom, restroom, and to be located at entries, exits, and hallways.
- Remind students to not touch their eyes, nose, and mouth with unwashed hands.
- Communicate with parents about proper hygiene practices that must be reviewed with their children, before the start of school.
- Provide adequate soap and paper towels in all restrooms, and at all sinks.
- Ensure teachers and staff will monitor supplies throughout the day.
- Tissues will be available and accessible in all classrooms and at all sinks.
- Ensure our janitorial team will empty trash every afternoon, replacing bags.
- Communicate that hand sanitizer should be used ***when handwashing is not possible.***

### **Masks and Face Coverings**

SPCS will:

- Require that students also wear an appropriate face mask when social distancing is not possible, as well as during lab/group work, hallway transitions, changing classes, drop-off, pick-up, and other areas as needed.
  - Due to the probability of further distractions, masks may not contain words, characters, or prints. They must be solid colors that work with our school uniforms and colors; red, blue, black, or white. Parents may also choose to provide disposable masks daily for their child(ren).
- Have extra disposable masks on hand, in the event a student or staff member forgets to bring one to school, or masks are lost or damaged.
- Set realistic expectations as to how long masks can be worn.
- Encourage students to NOT touch face masks.
- Schedule more outdoor breaks.
- Communicate that cloth face coverings must be washed regularly at home.

### **Cleaning, Disinfection, and Ventilation**

SPCS will:

- Review and ensure that all areas of the school facility are regularly cleaned and disinfected according to the CDC's Guidelines for cleaning and disinfecting.
- Monitor and ensure that the school stocks appropriate and sufficient cleaning products.



- Train staff on proper cleaning and disinfecting.
- Keep a log and checklists for cleaning practices and procedures.
- Ensure that each classroom will be cleaned every day, at the end of the day.
- Ensure that the janitorial company disinfects the entire school each week.
- Close off any areas that were used by a sick person and increase circulation by opening doors and windows.
- Wait 24 hours, or as long as possible, to disinfect all areas used by the sick person.
- Vacuum when students and staff are not present.
- Turn off fans in the rooms where the sick person had contact.
- Reopen areas once they have been properly disinfected.
- Continue routine cleaning and disinfecting practices.
- Be sure to keep our HVAC system maintained, and filters regularly upgraded, to help with proper ventilation.

## **Social Distancing**

SPCS will be able to maintain social distancing:

- Our classrooms measure approximately 700+ sq. ft. This is optimal space to allow 36 sq. ft. per student, in order maintain appropriate social distancing, for a maximum of 19 students per classroom.
- Social Distancing of 6 ft. is in effect until further notice and markings on the floor may be implemented to help provide a visual for students, staff, and visitors.

SPCS will:

- Limit our class sizes to 19 or less and attend school every day in the physical classroom.
- Configure the classroom and place desks so that students have 6 ft. of social distancing space on all sides.
- Assign individual cubbies and lockers to students, using every other cubby or locker. Students may not gather at lockers or cubbies. Individual students will be sent one at a time or students whose lockers or cubbies are at least six feet apart will be permitted to attend to their locker or cubby.
- Assign other spaces, or split classes, to accommodate social distancing if necessary.
- Each teacher/staff member will design a classroom learning environment that increases the space between desks/tables/chairs/students by 6 feet and implement classroom rules that adhere to this guideline.
- SPCS will remove any classroom furniture beyond what is needed to accommodate the maximum number of students assigned to a class/classroom.

- Ensure that morning and afternoon prayers will take place in the classroom each day, over the sound system, instead of in the school hallway.
- Limit transition times.
- Create class schedules for bathroom breaks, recess, and other transitional components during the school day, to minimize contact with other students.
- Close hallway water fountains; students must bring water bottles to school each day. A water station will be provided within each classroom.
- Students, faculty, and staff members must wear a face covering during transition times in hallways.
- When possible, have teachers move to classes, instead of students.
- Mark all floors to establish 6 ft. of social distancing.
- Mark floors to have a one-way direction path in order to distinguish 2-way traffic.
- Ask parent to bring their own supply holders for each student.
- Discourage the sharing of materials.
- Frequently disinfect items that must be shared.
- Not schedule any in-person assemblies of any type, that would require groups of 10 or more, in the first semester of school.
- Plan alternative virtual opportunities; i.e. Virtual Christmas program.

### **Lunch and Recess**

SPCS will:

- Ensure all students will eat in their classroom with proper social distancing, in their assigned space, and/or outside (weather permitting).
- Require students to bring lunch from home each day; we will suspend the Lunch Program for the 1<sup>st</sup> semester, and re-visit for the 2<sup>nd</sup> semester.
- Follow the cleaning guidelines from the CDC when lunch is finished.

SPCS will:

- Develop a staggered outdoor recess schedule that does not overlap classes.
- Provide individual bag of recess equipment for each classroom. After each recess, equipment must be disinfected.
- Plan social distancing recess and PE activities for students.

### **Field Trips/Emergency Drills**

- SPCS will not plan any field trips during the first semester of school. We will re-evaluate for the second semester.
- SPCS will conduct emergency drills as mandated and will require masks and social distancing procedures when they are conducted.

### **School Mass**

- SPCS students and staff will continue to attend school Mass on Thursday mornings, following all social distancing protocols.
- Students will be required to wear a mask while in the Church.

### **Conferences**

- Schedule Zoom meetings for conferences with parents.
- Ensure that emergency meetings that must take place in person, will follow social distancing guidelines.
- Ensure that severe discipline issues will follow social distancing protocols.

### **Fundraisers and Celebrations**

- SPCS will not hold any in-person fundraisers during the first semester of school.
- SPCS will conduct virtual fundraisers; such as discount cards and Charleston Wrap.
- SPCS will reconfigure and plan for other types of celebrations for grade level activities such as All Saints' Day, Thanksgiving, and Christmas parties.

### **School Visitors**

SPCS will:

- Not allow visitors, other than essential personnel, into the school building.
  - Essential personnel include substitutes, student teachers, and others who provide regularly scheduled duties critical to the daily operation of the school.
- Ensure all who enter must follow the same guidelines and protocols as stated for anyone who enters the building.
- Notify all families and staff of revised guidelines at the beginning of the school year.
- Require masks or shields to be worn in the front office and have hand sanitizer available.
- Sanitize surfaces after each visitor leaves the office.
- Allow essential business only in the office.
- Disinfect after items are dropped off in the office.

### **Aftercare Program**

**We will be providing further information in regard to our Aftercare program policy and procedures within the next several weeks.**

To date SPCS will:

- Follow social distancing guidelines in the Aftercare Program.
- Ensure that attendance will be limited to the allowable space per student.

- **We will no longer have an Aftercare drop-in or drop-off program.**  
Aftercare will be reserved specifically for parents who are working and are unable to pick their child up at 3:00.
- Stagger arrival to Aftercare to avoid congregating.
- Conduct temperature checks when reporting to Aftercare.
- Encourage families to bring snacks from home in single serve containers.
- Follow the guidelines for cleaning the Aftercare area.
- Increase the use of the outdoor space that is provided for Aftercare.
- Ensure that toys and supplies will be cleaned and disinfected after use.
- Require that individuals wear face coverings when entering the Media Center to pick up their child(ren).

### **Sports/Extracurriculars/Service Projects**

- Saint Peter's Catholic School will follow the guidelines from SCISA for Cross-Country in the Fall.
- SPCS extracurricular clubs and activities such as Garden Club, Recycle Club, and Cherub Choir may meet during or immediately after school, at the school, if appropriate social distancing protocols are followed.
- Club leaders will submit a plan for social distancing protocols to be followed and must be approved by the principal.
- The approved plan will be shared with parents prior to sending out information for each club.
- SPCS will not participate in any in-person community service projects for the first semester of school.
- SPCS will explore alternative means to conduct community service projects.

**SAINT PETER’S CATHOLIC SCHOOL REOPENING GUIDELINES AND PROTOCOLS SIGNATURE PAGE**

**RETURN TO THE SCHOOL OFFICE BY FRIDAY, July 31, 2020**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT/STUDENT HANDBOOK (ALL GRADES)**

We have read and understand the **SAINT PETER’S CATHOLIC SCHOOL REOPENING GUIDELINES AND PROTOCOLS:**

Parent/Guardian Signature \_\_\_\_\_