

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



OUR LADY OF GOOD COUNSEL SCHOOL

23 WEST PROSPECT AVENUE MOORESTOWN, NJ 08057

856-235-7885 SCHOOL@OLGC.ME

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 the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

SOURCES:

CDC - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_2089931942037

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.net>

GUIDING PRINCIPLES

In order to ensure the continued well-being of our school community the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

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

Phase	Timing	Items
Planning	July	- Supplies, equipment - Prepare detailed work schedule for phases - Prepare building and transportation for reopening with thorough cleaning
Phase 1	August	Implement social distancing protocol and open facilities with limited access/use
Phase 2	August	Expand use of school-based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	- Open school - Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies - Determine what restrictions/guidelines stay in place
Phase 4	On-going	Update Return Plan as needed according to NJ DOH guidance

VISITOR RESTRICTIONS

Our Lady of Good Counsel School will not allow normal visitation to our campuses. Only Our Lady of Good Counsel School staff are allowed on campus during preparation for reopening.

Contact the school office if an appointment is deemed essential or if materials are to be delivered at a specific drop-off area.

Once school begins in September, visitors and volunteers will not be permitted to enter the school building until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures.

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

If a student's temperature is above 100.0 they are not permitted to enter the school and will be sent home. As protocol, they must be fever-free without Tylenol for 24 hours to return.

Any student presenting with symptoms of a cough, cold or flu-like symptoms during the day will be sent home immediately. They cannot return until symptom-free and a possible physician note saying they can return.

COVID-19 symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information would be kept confidential by the school and school nurse.

In the event of medical exemption from the executive order mandated by the state regarding masks, please email nurse@olgc.me and school@olgc.me for this waiver.

Employees:

School staff are required to wear face coverings unless doing so would inhibit the individual's health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students grades PK3 through 8 will wear masks per CDC and State guidelines.
- Students are required to wear face coverings in class unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Student health checks will be conducted safely and respectfully and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy will take into account students with disabilities and accommodations that may be needed in the screening process for those students.

Protocol for Symptomatic Staff and Students

Schools must adopt procedures for symptomatic staff and students. Procedures must include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms.
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

January 12, 2022 COVID Exclusion Update:

COVID Positive Individuals:

- Must isolate for five (5) full days.
- Day zero is the date of a positive test or onset of symptoms.
- May return to school on Day Six (6) if fever-free and symptoms are resolving.
- Upon return to school, a well-fitting mask must be worn at all times from Day Six through ten (6-10), including outdoors and during physical activity. Adequate distancing will continue during lunch and snack times.

Close Contacts: Unvaccinated, exposed students need to quarantine for five (5) full days. If symptom-free, quarantined students may return to school on Day Six (6).

- Students who have no COVID-19 symptoms may test out of quarantine with a negative PCR test.

Individuals who do not need to quarantine: Those who were in close contact with someone with COVID-19 do not need to quarantine if they are:

- Adults 18 or older who have received all recommended vaccine doses, including boosters.
- Children ages 5-17 who completed the primary series of the COVID-19 vaccine.

- Persons who had confirmed COVID-19 within the last 90 days.

In an effort to expedite our contact tracing requirements, if you have not already, please **voluntarily email a copy of your child's vaccination card to: nurse@olgc.me**. This information is confidential.

In the Red Phase of high COVID transmission, it is recommended that participation in extracurricular activities be limited to those students who are fully vaccinated.

Common-Sense Tips:

- Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- If you develop symptoms, isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.
- Take precautions until day 10
- After exposure, wear a well-fitted mask for ten (10) full days any time you are around others inside your home or in public. (Masking remains in place in school.) Do not go to places where you are unable to wear a mask.
- Avoid travel
- Avoid being around people who are at high risk.

If any close contact experiences symptoms (regardless of vaccination status), they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing, and inform their health care provider of their vaccination status at the time of presentation to care.

If an employee or student becomes ill on campus, he/she will immediately report to the **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, they will be given a mask (if they do not have theirs) and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and take to the physician's office for evaluation.
- The nurse will contact the local health authority if a parent/staff confirms COVID-19.
- The nurse and others attending the suspected infected person will wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (3 ft. away).
- The nurse and principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

COVID Positive Notification Procedure:

When an individual tests positive for COVID-19, OLGC will immediately notify local health officials, staff, and families of a possible or confirmed case while maintaining confidentiality.

Facilities will provide the following information when consulting public health:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, a child in care, household contact) as well as their address, phone number, and e-mail.
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Provide the name, address, e-mail address, and phone number of the individual.
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID:

Readmittance procedures for students and employees to school after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the department of health.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 3 feet away from others and eliminating contact with others.

- OLGC will allow social distancing within most classrooms to the maximum extent practicable. Students are seated 3 feet apart and considering the flow of student traffic around the room. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 3-foot total distance between any two students. Masks are mandatory.
- Rooms/desks that do not allow a 3ft distance will have a plexiglass divider to prevent airflow and spread.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 3 feet.
- When the weather allows, windows will be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visits will be avoided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Face Coverings: Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

School staff are required to wear face coverings unless doing so would inhibit the individual's health. Students are required to wear face coverings unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

Students are to wear masks in the classrooms, social distancing of 3 feet between desks in classrooms is feasible, in addition to plexiglass dividers for some rooms over 20 students.

Gloves: (STAFF/NURSE) 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 should still 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 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

CLASSROOM AND COMMON SPACES

School staff will use signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There will be a 3-foot separation of desks and children. Desks to face in the same direction.
- Rooms/desks that do not allow a 3ft distance will have a plexiglass divider to prevent airflow and spread.
- For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby, and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Larger rooms (i.e. auditorium, cafeteria, gym) may be used as classrooms to allow for social distancing.
- Outdoor classrooms where possible and when seasonally appropriate.
- Teachers will take students out daily for recess.
- Hand sanitizer in every classroom, in accordance with CDC guidelines.
- Each class is encouraged to have 20 students or less to keep a 3ft distance. The few classes that are over 20 have had room accommodations of plexiglass dividers or room relocations to larger spaces to adhere to 3ft policies.
- Each student is responsible for bringing in their own water bottle-school fountains are not permitted.
- Grades K-8 will have 2 Homeroom class teachers, with the exception of 8th grade.

School Entrances, hallways, and common spaces:

- Physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 3 feet apart in lines and at other times, **masks must be worn when circulating throughout the building.**

- Minimize interaction of students between drop-off and entrance to school facilities.
- Establish separate entrances and exits to school facilities where possible.
- Create “one-way routes” in hallways where possible.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Provide hand sanitizer at school entrances.
- Signage around school buildings to provide hygiene advice and reminders.
- Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
- Limit the number of students in the hallway at the same time by staggering release from classrooms.

Other Considerations:

- Limit the use of supplies and equipment to one group of children at a time and clean, and disinfect between use.
- Minimize sharing of high-touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of handwashing throughout the day, during transition times.
- Our school will utilize 3 ft spacing for social distancing (masks will be required to be worn at those times.)

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our school will be 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 cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

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	Several times a day
Buses **If applicable	<i>Bus seats, handles/railing, belts, window controls</i>	<i>At the end of each use/day</i>
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and bathrooms.
- Children ages 5 and younger should be supervised when using hand sanitizer.
- For existing handwashing stations, soap, water, and alcohol-based hand sanitizers (at least 60% alcohol) will be prepared.
- Students should wash their hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.

For Early Childhood programs, when possible:

- Children three feet apart during nap time, when eating, and doing other activities.
- No close group learning activities like reading circles.
- Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom
 - before snacks and lunch
 - after using the restrooms or helping a child use the restroom
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch, particularly if hands are sticky, greasy, or soiled
 - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to handwashing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

SIGNAGE

Signage will be placed throughout the offices and school.



FOOD DELIVERY

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

BUS DRIVERS/BUS PROTOCOLS

Schools will follow the protocols outlined by the local district providing busing.

RESTROOM USAGE DURING THE SCHOOL DAY

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms. Assigned time for classes to use the restroom. Assign classrooms to specific bathrooms.

RECESS, PHYSICAL EDUCATION, LOCKERS, AND LOCKER ROOMS

- Recess will be staggered. Three (3) feet of open space will be created between them.
- Cones, flags, tape, or other signs to create boundaries between groups.
- Wash hands immediately after outdoor playtime.
- Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment), and do not allow sharing of equipment. If equipment must be shared, clean, and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.

TRAVEL

N/A at this time per the CDC. Subject to change.

VISITORS ON CAMPUS

Until further notice, there will be no visitors allowed on campus.

OLGC will accept packages or other items (student forgets lunch) at the school entrance. A drop-off box outside of the school entrance will be placed for packages. Please email school@olgc.me AND the class teacher of the item and time of drop off.

CAFETERIA AND MEAL PERIODS

Students will have lunch in the cafeteria. Princeton Food Management will be able to field any questions regarding food handling, preparation, and distribution at cafeteria@olgc.me

COMMUNICATION WITH FAMILIES

To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often.
2. Visit the school website
3. Visit teacher websites
4. Follow our social media platforms
5. School Alert System
6. Read the Tuesday WEEKLY UPDATE (please email school@olgc.me to register your email/s)

ACADEMICS AND HOME-BASED LEARNING

Presently, the State of New Jersey is returning to a traditional face-to-face classroom instruction in September 2021. We are prepared to provide a remote school setting if deemed by the state.

OLGC's goal is to design flexible instructional plans that work best in both traditional face-to-face and if needed remote environments.

- Teachers are creating plans to facilitate more meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- Instructional experiences include modeling, guided instruction, collaborative work, and independent work.
- Teachers are preparing instruction to meet student needs and engagement.
- ESU (Educational Services Unit) will plan for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Plans for benchmark screening and intervention delivery during face-to-face and remote learning.

GRADING AND ATTENDANCE POLICY

To receive credit for the courses for this school year students are expected to complete the assignments. The grading policy is located in the school handbook.

Attendance: Must attend all classes at the scheduled time.

REMOTE LEARNING

In the event that the school has to close in 2021-2022, we will follow the guidelines below for receiving and returning student work.

OLGC will continue to use Google Classroom for grades 3-8 and Facebook, SeeSaw or other options for K-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

Sending packets home for students is not permitted. OLGC will provide daily online/remote virtual instruction for all students. Regarding textbooks, this will be determined as needed.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Technology and online/remote resources will continue for some extra-curricular activities without additional person-to-person contact.
- Restricted use of school facilities to school-sponsored extracurricular activities and groups.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.

Our aftercare program will be available. The program will adhere to social distancing and cleaning guidelines. Once the building is vacated no one may return until school reopens the next day.

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings. Service-learning opportunities will remain a priority in our schools.