

**St. Anne Catholic School
Grants Pass, Oregon - Josephine County**

Operational Blueprint for School Reentry 2020 - 2021

The Return to School guidance issued for the school year 2020-2021 developed by the Oregon Department of Education (ODE) in conjunction with Oregon Health Authority requires that schools implement measures to limit the spread of COVID-19 within the school setting. The Department of Catholic Schools (DCS) also mandates appropriate protocols be established for our school.

The Committee has been working diligently to develop procedures that align with the guidance from ODE, DCS and input from St. Anne stakeholders. Our goal is to create emotionally safe, supportive and engaging school environments that promote optimal learning.

The Return to School Committee of St. Anne Catholic School, Grants Pass, has received a considerable amount of anecdotal information from stakeholders desiring a return to in-person school instruction. Based on the metrics published by the Oregon Department of Education (ODE) in the *Ready Schools, Safe Learners: Community Covid-19 Metrics* document dated July 28, 2020 and updated on July 29, 2020, St. Anne Catholic School will open on September 8, 2020, serving children in the Early Childhood Education Program (ECE) through grade 5, in person, five (5) full days, 8:00am - 3:00pm, and will offer an After-School program for the hours of 3:00pm - 5:30pm.

Per required metrics, preschool through 3rd grade is able to attend school full time under the K-3 exception for on-site learning. As directed in the ODE document, should the school year begin with the Josephine County case/test positivity rate metrics at the standard prohibiting in-person instruction for grades 4 and 5, those two grades will receive Comprehensive Distance Learning from the beginning of the school year. At such time as the case/test positivity rate metrics meet the standard to allow in-person instruction for grades 4 and 5, those grades will transition to in-person instruction.

School/District/Program Information

St. Anne Catholic School - Grants Pass Oregon - Josephine County - Archdiocese of Portland Colleen Kotrba, K-5 Principal/ECE Executive Director, ckotrba@stannegp.com

Return to School Committee:

- Fr. William Holtzinger, Pastor
- Stephen Voehl, Parish Business Manager
- Shawna Prestianni - Parishioner - School Office Manager
- Susan Hermes - Parishioner - School Advisory Council
- Eileen Amarantus - Parishioner - School Advisory Council
- Dr. Sharon Forde - Parishioner - Parent - Internal Medicine Specialist
- Dr. Judy Black - Parishioner - Parent - Pediatrician
- Juliet Fisher - Parishioner - PTO Member
- Kathy Johnson - Parishioner - Teacher
- Cathleen Price - Parishioner - Teacher
- Kim Bath - Teacher

SECTION 1: PUBLIC HEALTH PROTOCOLS

SECTION 2: FACILITIES AND SCHOOL OPERATIONS

SECTION 3: RESPONSE TO OUTBREAK

The principal will implement and enforce physical distancing requirements. Dr. Sharon Forde and Dr. Judy Black will continue to provide support and resources to inform the school plans. The Josephine County Health Authority will be notified of any confirmed COVID-19 case by the principal or office manager (as determined by the principal). The principal will notify families of any confirmed COVID-19 case.

Cohorts, physical distancing, masks, and handwashing

- Cohort room capacities have been established based on 35 square feet per student.
- Each classroom will be considered a cohort (this includes the after-school program as a cohort).
 - Each cohort will remain stable.
 - Each cohort will eat snacks/lunch at designated times in separate areas.
 - Each area will be cleaned and sanitized between cohort use.
 - Three playground/recess areas have been established and assigned to specific cohorts.
 - Each playground/recess area will be used by one cohort at a time and

disinfected after each use as feasible, or at minimum, daily.

- Physical distancing requirements, as feasible, will be maintained by all St. Anne staff, families, essential volunteers, itinerant personnel, substitutes, maintenance personnel, and visitors.
- Each teacher will create a room design to encourage physical distancing as developmentally appropriate.
- St. Anne staff, families, students (5 years of age and up), essential volunteers, itinerant personnel, substitutes, maintenance personnel, and visitors will be required to wear face coverings indoors and outdoors when physical distancing is not feasible.
- The daily instructional schedule will be adapted to provide for “mask breaks” and/or to conduct lessons outdoors.
- St. Anne staff, students, essential volunteers, itinerant personnel, substitutes, maintenance personnel, and visitors will wash hands with soap and water for 20 seconds upon arrival, before and after eating, after toileting, after touching face covering, eyes or nose, before and after using shared materials, and after outdoor experiences. An alcohol-based hand sanitizer with 60-95% alcohol may be used **IF** soap and water is not available and hands are visibly clean.

Daily Screening - Drop-off and Pick-up procedures **Everyone** entering the school premises will submit daily to a temperature reading and a COVID-19 symptoms survey. The objective here is to help reduce risk of exposure and prevent the spread of COVID-19 within the school and wider community. The screening log developed by the ODE will be used.

- St. Anne staff, students, essential volunteers, itinerant personnel, substitutes, maintenance personnel, and visitors will be screened using a symptoms and potential exposure survey before they enter the school facility. A method for maintaining daily logs for each student and/or cohort is in development. The FACTS system will be used for this purpose. The logs will be stored for a minimum of four (4) weeks.
 - The required components of the log include:
 - Child’s name
 - Drop-off and pick-up time
 - Parent/guardian name with emergency contact
- Names and phone numbers of all staff members who interact with a stable cohort or individual student
- The symptoms survey will include the following items:
 - Cough

- Fever (temp 100.4 or higher)
- Shortness of breath
- Chills/Shaking
- Headache
- Muscle ache
- Sore throat
- Runny nose
- Loss of taste or smell
- Diarrhea
- Potential exposures screening questions: Have you...
 - travelled internationally in the last 14 days (including cruise ship travel),
 - had known close contact (defined as within 6 feet of a COVID-19 case for 15 minutes or longer) with a person who is lab-confirmed to have COVID-19 or is undergoing testing for COVID-19,
 - or have any immediate family members who have been instructed to quarantine or self-isolate?

Two main entrances for drop-off and pick-up

- Walkway between school and church - ECE
 - Drop-off **and** pick-up - enter from the school front parking lot through the walkway between school and church - ECE teachers will screen each child upon arrival.
 - ECE students remaining for the after-school program will remain with the ECE teacher until all other students are dismissed. The after-school students will walk with the ECE teacher to the church awning area to meet and check in with the teacher.
- Alley - Kindergarten (including Just 5) through grade 5
 - **Drop-off** - vehicles will enter through the alley - two or three staff members will screen students.
 - Each screener will use a screening log which will identify students by cohort (grade/class).
 - A separate log will be used for staff, student cohorts, essential volunteers, itinerant personnel, substitutes, maintenance, and visitors (although visitors will be discouraged).
 - Anyone displaying symptoms of concern or potential exposures (including family members), will not be allowed to enter and will be directed to go home and/or to contact their health care provider.
 - If one child in a family is ill, all persons from that family should

return home until COVID-19 is ruled out.

- **Pick up** - Cohorts will gather in designated outdoor spots. Parents/guardians will drive to the designated cohort spot to pick up the student. Students remaining for the after-school program will walk with their teacher to the church awning area to meet and check in with the teacher.

Screening Overview

- Parents/guardians will receive the printed list of symptoms and screening questions prior to school reopening so that they are familiar with them and have a chance to ask questions/clarify any potential doubts. If deemed necessary, a medical certificate may be requested in some circumstances, e.g. for students with symptoms due to chronic conditions such as allergies/asthma.
- Parent/guardian will attest to the absence of symptoms for each student that they are dropping off.
- Screening information will be kept confidential.
- St. Anne staff, students, essential volunteers, itinerant personnel, substitutes, maintenance personnel, and visitors with concerning symptoms or potential exposures will be asked to return home (with parent/guardian as appropriate).
- If one child in a family is ill, all persons from that family should return home until COVID-19 is ruled out.
- An individual with a chronic cough that has worsened from baseline or is not well controlled with medications may be asked to return home.
- St. Anne staff, students, essential volunteers, itinerant personnel, substitutes, maintenance personnel, and visitors will be asked to remain home if they are unwell or if anyone in their homes have potential COVID-19 symptoms.

Symptoms during the school day

- A designated isolation area will be prepared
- If a St. Anne staff member, student, essential volunteer, itinerant personnel, substitute, maintenance personnel, or visitor develops primary symptoms of concern during the school day, e.g. cough, fever, shortness of breath, headache, abdominal pain, vomiting and diarrhea, bloodshot eyes, extreme fatigue, lethargy, the following procedure will be followed:
 - remain in place
 - call the front office
 - take the temperature of the St. Anne staff member, student, essential

volunteer, itinerant personnel, substitute, maintenance personnel, or visitor

- record the temperature, identify other symptoms on the illness form, take the form and report to the office for further evaluation
- the school office will determine the next steps
 - If parent/guardian is called to pick up the student, in the interim, the student will be isolated in the designated area with appropriate monitoring until pick-up.
 - If a student under age 5 is symptomatic and able to wear a face mask, consider providing.
 - If the student appears to have trouble breathing, has bluish discoloration of lips or face, chest pain, confusion, difficulty staying awake, immediate medical attention (including transport to hospital via EMS in consultation with parent/guardian if possible) should be provided.

Anyone displaying or reporting **primary symptoms of concern** (as identified above) must remain at home a minimum of 72 hours after fever is gone (***without use of fever reducing medicine***) and other symptoms are improving.

Training Stakeholders will have access to a series of YouTube videos that will communicate the Return-to-School procedures. These videos will be posted to the school YouTube channel with links through the school website and the FACTS system. The series of videos in development are:

- Drop-off and pick-up (including late drop-off and early pick-up)
- Handwashing
- Face Coverings
- Lunch
- Playground/recess Campus traffic flow

St. Anne staff, essential volunteers, itinerant personnel, substitutes, maintenance personnel, and visitors will participate in Return-to-School procedures training. St. Anne teaching staff will meet during the two weeks before the school start date to:

- Become familiar with infection control measures
- Review Return-to-School procedures
- Develop cohort specific classroom, recess, restroom, lunch/snack procedures
- Develop seating charts for classroom (if feasible) and snack/lunch tables

- Brainstorm instructional strategies considering social distancing parameters
- Develop best practices for comprehensive distance learning for all grades in the event of a school shut-down with an emphasis on grades 4 and 5
- Develop procedures for inventory and distribution of materials

Cohort Management Families will be notified to label all personal items. Teachers will meet each student at the classroom entrance.

- Bookbags, lunch boxes, and coats will be stored outside the classroom.
- Folders and water bottles, if labeled, will be brought into the classroom and placed in the designated space.
- Each student will wash their hands for 20 seconds and proceed to their respective work space.
- Hand sanitizer, tissues, and trash receptacles will be readily available in each classroom.
- Teachers will demonstrate, model, and reinforce healthy habits - hand washing, cough etiquette, mask donning/removal/storage, refraining from touching nose, eyes, mouth, restroom procedures.
- Ventilation will be increased by opening doors and windows.
- Frequently touched items/surfaces will be cleaned, sanitized, and disinfected between uses.
- Teachers will clean and disinfect high touch surfaces daily - a checklist will be provided.
- Recess equipment along with sanitation/first aid items will be stored in a cohort specific wagon to be maintained by the cohort.
- Snack/lunch tables used by each cohort will be cleaned and disinfected after each use.

**All Campus facilities will be cleaned and disinfected daily
to prevent transmission from surfaces.**

Shared Spaces

- **Parish Center** - use to be determined and will be in compliance with ODE guidelines
- **Staff room**
 - School related teacher/staff tasks may be completed when face coverings are worn and physical distancing maintained. Shared equipment and surfaces will be cleaned and disinfected after each use.

- Breaks and lunch may be completed when face coverings are worn upon entering and exiting, tables are arranged to maintain physical distancing, and seating is established in a face forward pattern. Enhanced ventilation is strongly recommended. Surfaces will be cleaned and disinfected after each use.
- Meetings/training may be held when in compliance with room capacity standard, tables are arranged to maintain physical distancing, and face coverings are worn. Surfaces will be cleaned and disinfected after each use.
- **Student spaces**
 - Playground - each cohort is assigned a designated outdoor play area and schedule. As feasible and/or at minimum daily, the permanently anchored large equipment will be disinfected.
 - Snack/lunch/picnic tables - each cohort is assigned designated tables and schedules.
 - Teachers will develop a seating plan for each cohort.
 - Tables will be disinfected after each use.
 - The number of students using a bathroom at the same time will be determined by the number of sinks. Each bathroom will be cleaned and sanitized at minimum daily.

Mission and Catholic Identity

- The weekly celebration of the St. Anne Student Mass will continue with the following parameters:
 - cohort seating
 - face coverings required - cloth face coverings recommended
 - physical distancing
- Daily religion education will occur within cohorts.
- Sacramental preparation will continue following all ODE guidelines.
- Priests and seminarians will continue visits with students adhering to ODE guidelines.
- The pastoral assistant and faith formation coordinator will determine, with the guidance of the principal and pastor, student involvement in the planning and implementation of religious events.

Response to Outbreak

The Josephine County Health Authority 541-474-5325 will be notified of any confirmed COVID-19 case(s) among students or staff and any cluster case(s) among students or

staff by the principal, Colleen Kotrba, or office manager, Shawna Prestianni. The principal will notify families of any confirmed COVID-19 case.

The Return to School with COVID-19 protocol will be given to parents/guardians. This includes the need for them to notify the school immediately upon identification of COVID-19 in a student.

Screening of students and staff for entry into the school daily is outlined in the protocol above.

Communication protocol will happen as follows:

- Staff member who observes any suspicious symptoms will immediately send the student to the school office.
- The school office manager, Shawna, will further evaluate the student following the established protocol.
- If it is found that the student has a fever and/or any other symptoms possibly associated with COVID-19, the parent/guardian will be called and all members of the family attending school will be taken home.
- The principal, Colleen, will be notified of any student sent home with symptoms.
- If any student or staff member becomes positive with COVID-19, the principal or office manager will contact the Josephine County Health Authority.
- Daily logs and records of all entering the school will be maintained according to the protocol described above.

Protocol to restrict any potentially sick persons from physical contact with others includes the following:

- Adequate supply of face coverings, including location.
- Designated space to isolate student or staff members who develop COVID-19 symptoms.
- Isolate students and staff who report or develop symptoms, with staff supervision and symptom monitoring by a school nurse or other school-based health care provider, until they are able to go home.
- While waiting to go home, people displaying symptoms should wear a face covering, as should supervising staff.
- If students are nauseous, struggling breathing, or in distress, they should not wear any face covering while waiting to go home.
- Designated space for students to receive non-COVID-19 health services that is separate from COVID-19 isolation space.

Environmental management and physical distancing protection protocol is all outlined above.

Recovery and Reentry

For any students unable to attend in-person instruction, the administration and teachers will have a 10-month Comprehensive Distance Learning Plan that will support all learners. As allowed, limited in-person instruction will be completed on site for assessment and in order to support students experiencing disability.

Prior to reentry, surfaces will be cleaned, sanitized, and disinfected (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds.

The principal will communicate with families about options and efforts to support returning to On-Site instruction and the school will follow the LPHA guidance to begin bringing students back into On-Site instruction.

Financial Considerations A list of potential needs was generated at the request of the principal. Projections for specific needs are being addressed as we near school opening (face shields, HVAC filters, air purifiers...).