



*Every Mission is Possible with Faith  
2020-2021 School Year*

*St. Peter Chanel School  
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Parents,

I hope you are all doing well. As summer has begun and because the state has entered into Phase 2 of reopening, the student re-entry plan for returning to campus this upcoming school year is outlined in this packet. At this time, SPC has 3 potential plans for reopening, but we intend to start the school year following Plan B in August.

**Plan A:** Normal school year with no social distancing requirements. All students on campus.

**Plan B:** Face-to-face/hybrid with social distancing requirements. All students on campus.

**Plan C:** Distance learning (school buildings are ordered closed and no one allowed on campus)

Our intentions for following re-entry Plan B are contingent on the social distancing protocol remaining in place for the foreseeable future. Once this guideline is lifted by the State and/or Federal Government, we will transition into re-entry Plan A.

It is important to understand that these plans may need adjustment as the summer months pass and new guidelines and information about COVID-19 are released. The goal of these plans is to make sure students, faculty, and staff remain healthy and safe. Some of these procedures may seem extreme but the plan is to assume the worst so that restrictions can be lifted as the number of COVID-19 cases decrease and there is reduced spreading of the virus. We are still in uncharted waters when reopening schools. An employee edition of this packet, which includes guidelines for both employees and students, is also being issued. Parents wishing to view this packet may contact the office and request to do so.

It is my hope that the State of Louisiana will be in Phase 3 by August. However, the State has not given much information about what Phase 3 guidelines may look like for schools. The Diocese of Baton Rouge has adopted a plan developed by the Andrew M. Greeley Center for Catholic Education at Loyola University of Chicago. St. Peter Chanel School is using the guidelines provided in this plan as well as those from Phase 1 and 2 for the State of Louisiana. The Diocese has also partnered with Our Lady of the Lake Health Leaders for a walkthrough for each school campus to evaluate and recommend additional safety procedures or equipment. We intend for this walkthrough to take place soon on the SPC campus. If new guidelines from

Governor Edwards, the Department of Education, the Department of Health, etc. are released, then adjustments to this plan will be made as needed.

St. Peter Chanel's plan for student re-entry may be different than plans issued by the St. James Parish Public School System. Additionally, there has been no release of information concerning bus transportation at this time. We request that parents start to make plans for the possibility of limited or no bus availability. As soon as we receive any information on this matter, we will communicate it to you.

It is wonderful to see your children participating in summer activities and interacting with one another outside. As the students move back into the classroom in August, extra precautions will need to be taken. It will be important for students, faculty, and staff to maintain minimal contact with others outside of SPC until we know that it is safe to be around larger groups inside buildings. Although the school campus will be disinfected and sanitized daily, we ask that as few items as possible, such as supplies or personal belongings from home, come into the school. We want to emphasize that the goal is to minimize cross-contamination from outside items as much as possible.

Please read the re-entry plan thoroughly and contact me with any questions or concerns you may have by emailing me at [ppoche@stpchanel.org](mailto:ppoche@stpchanel.org). See you in August.

Sincerely,

*Paula A. Poche', Principal*



# **RETURN-TO-SCHOOL PLAN B-for Students**

*IN RESPONSE TO COVID-19*

## **INTRODUCTION**

This plan was designed to aid in navigating the reestablishment of our school where employees, students, and families feel safe. It was also constructed to reduce the impact of COVID-19 conditions upon returning to the campus. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Andrew M. Greeley Center for Catholic Education, Our Lady of the Lake Hospital, and St. James Parish Hospital. Regular updates will be made to this plan based on information provided by all of the agencies listed above.

## **GUIDING PRINCIPLES**

In order to ensure the continued well-being of all, the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. ACADEMIC STANDARDS
4. EXTRAURRICULAR ACTIVITIES/SPORTS

## PHASES AND TIMELINES

Information and direction about the phases and timeline

Phase	Timing	Items
Planning	April/May	<ul style="list-style-type: none"> <li>Supplies, equipment</li> <li>Prepare a detailed work schedule for phases</li> <li>Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	May	<ul style="list-style-type: none"> <li>Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	June	<ul style="list-style-type: none"> <li>Expand use of the school based on recommendations and data from the CDC, TEA, Governor Edwards, the Diocese of Baton Rouge and applicable state and local agencies</li> </ul>
Phase 3	TBD	<ul style="list-style-type: none"> <li>Open school</li> <li>Expand to full operation based on recommendations</li> <li>Determine what restrictions/guidelines must stay in place</li> </ul>

## PLANS

<b>A</b>	Normal school schedule	<ul style="list-style-type: none"> <li>Regular # of students in homeroom</li> <li>No social distancing needed</li> <li>Continuous handwashing throughout the day</li> <li>Added cleaning of the school with disinfectant</li> </ul>
<b>B</b>	Face to face Hybrid Model	<ul style="list-style-type: none"> <li>Implement social distancing protocol</li> <li>Smaller number of students in classrooms</li> <li>Aide or activity teacher assigned to a grade level</li> <li>Students remain with their group and move as a group throughout the week</li> <li>Procedures for               <ul style="list-style-type: none"> <li>Entering/exiting the building</li> <li>Restrooms</li> <li>Recess</li> <li>Classroom</li> <li>Lunch</li> <li>Extended Daycare</li> </ul> </li> </ul>
<b>C</b>	Distance learning	<ul style="list-style-type: none"> <li>It is ordered that schools are closed and distance learning will have to take place</li> </ul>

# I. Employee and Student Safety Measures

## STUDENT SAFETY

### VISITOR RESTRICTIONS

St. Peter Chanel School will NOT allow normal visitation to our campuses until a determined date is given by the above agencies including the Diocese of Baton Rouge. Only St. Peter Chanel staff are allowed on campus during preparation for reopening.

### TRAVEL RESTRICTIONS

#### ***Student(s)***

During August and September, students are asked to be careful around others outside of the school day in order to limit the spread of germs.

### SCREENING AND PROTOCOLS

#### ***Student(s)***

To help prevent the spread of COVID-19, flu, or other illnesses, we will be required to monitor student temperatures before exiting vehicles and entering the school building. The teacher on duty will take the child's temperature with the school thermometer. Temperatures will be recorded daily. Any student who has a temperature greater than or equal to the temperature specified by the CDC will not be allowed to exit the vehicle or attend school on that day.

### SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. St. Peter Chanel employees, students, parents, and visitors should practice staying approximately 6 ft away from and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office/halls in order to maintain the social distancing requirement of 6 ft
- Other Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, students may need face coverings in order to prevent certain exposures. PPE can include:

**Face covering:** Face masks or gaiters can be used as face coverings. These items are considered “source control”. They are an important part of student and employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

It will be determined by provided guidelines if face coverings must be worn, who must wear them, and at what times they must be worn.

At this time, it is asked that all parents purchase at least 2 face coverings by August so that students have a clean mask or gaiter for each day. Washing of the mask or gaiter must be done daily so that students come to school with a clean face-covering daily.

**Neck Gaiter-** It is suggested that parents purchase at least two kid-size gaiters. These can be found on Amazon and some come with a pocket on the inside for a light filter (filter not required). Students can wear these around their neck, like a scarf, and pull up if and when needed during the day. These gaiters will not be taken off students' necks during the day. Any color gaiter is allowed; however, it should be solid color or colors with a simple design and must be appropriate for the students' age level and a school setting. (If SPC faculty feel that a students' gaiter is inappropriate, the student will receive a disposable mask from the office.) No facial prints, flags, sports teams, etc. designs will be permitted. A simple pattern is the best option. We ask that the school uniform plaid is not used for face coverings (some uniform stores are offering with purchase). The student's name is to be written on the outside with a black marker or can be embroidered. (See attached picture for example available on Amazon). The gaiter is the preferred face-covering because it remains on the students' body at all times.

**Mask-** If a mask is preferred, please have a ribbon attached where the mask can hang from your child's neck. If they need to cover their nose and mouth, they can put it on easily. In order to ensure safety and not mixing up masks, it important for student's names to be written or embroidered on the mask. When not worn on the face, the mask should hang around the child's neck. A breakaway ribbon with Velcro closure should be attached to the mask.

**Handwashing:** Touching the face with contaminated hands poses a significant risk of infection. Handwashing will be scheduled several times during the day. The school will install automatic faucets, toilet flushers, and soap dispensers in bathrooms where they can be retrofitted.

*Please note that social distancing will still be practiced even with the use of masks and gaiters.*

In addition to using PPE, employees and students will be reminded to:

- Wash their 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 the eyes, nose, and mouth
- Cover the mouth and nose with a tissue or use the inside of the elbow when coughing or sneezing

### **Medical (NON-COVID SITUATIONS)**

Students who are absent for any of the above symptoms or other illnesses must still provide a doctor's note to return to classes.

### **STUDENT SHARED SPACE/CLASSROOM**

St. Peter Chanel School will use the following procedures to ensure Social Distancing. All teachers and students are asked not to visit another classroom outside of their grade level. Employees are encouraged to disinfect their own personal workspace (teacher's desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Once the social distancing guideline is lifted, SPC will move into Plan A.

### **CLASSROOM**

- Space student desks 6 ft apart within classrooms. Classrooms may have an empty desk in between two students as a barrier. Each student will be assigned their own desk whenever possible. If students have to share a desk, it will be sanitized before another student can touch it.
- If a smaller number of students can only be in a classroom due to the 6 feet social distancing rule, then an activity teacher or aide will be assigned to the grade level (see details below). This will be considered as an adjusted schedule. There will be no activity classes.
- Students will be split into 2 or 3 groups per grade level. Only one group will be allowed in the classroom starting in August. Groups will remain in the classroom for 2 or 3 days, depending on students' age level. Groups will rotate within the grade level alternating between the teacher and the aide/activity teacher assigned to them. Therefore, some students may be with the aide or activity teacher for 2 days and some with the teacher then they will rotate. Activity teacher classrooms and makeshift classrooms, which will be set up in the gym according to social distancing protocol, will be utilized to allow for classroom rotations. Activity teachers/aides will still provide learning based on what the teacher has planned for the students.

## **RESTROOM**

- Teachers will send only one student at a time within their group. Other grade level groups will not go until the previous group is out. Each stall will be designated for a grade level with one being used as a communal stall in case of emergency and no stall is available. Students will be reminded to use the bathroom, wash their hands, and return to the classroom. No playing.

## **LUNCH**

- Younger students (Daycare-1<sup>st</sup> grade) will use the cafeteria for lunch with social distancing on tables. This will take longer to accommodate. Therefore, 2<sup>nd</sup>-8<sup>th</sup> grade classes will have their lunch delivered and eaten in their classroom.

## **RECESS**

- The playground will be split into 3 areas so that 3 groups can be on the playground but remain with their group. A schedule will be made so that all students get a chance to be on the playground during the week. Other grass areas around the school, in between buildings, and the churchyard will be used for recess time if needed. The teacher will remain with the group during recess.
- Each night all school spaces will be sanitized with a safe disinfectant used to fog all areas. No one will be allowed into the school building after 7 PM and until 6:30 AM the following morning, with the exception of cafeteria workers.

## **DISMISSAL**

- Students will remain in their classrooms and will be called to exit their buildings as cars arrive. It is important to have the name sign in the front windshield with the students' grade level visible at all times on campus. The carpool line will take longer but please be patient. There may be a need for adjustments. (At this time there has not been any info released about bus transportation). Please plan for the possibility of all students needing to be carpool.

## **EXTENDED DAYCARE (PK3-8 gr)**

- Extended daycare will NOT begin until **September**. Before we can begin, we have to survey parents to see how many will need extended daycare, especially if there is no bus service. If anyone can pick up your child instead of riding the bus, it is recommended. We also ask that only parents who have to work and have absolutely no one to pick up their child state they will need extended daycare. It will be important that we can continue to not intermingle teachers with students from various grade levels. Therefore, we will have to figure out a plan

with space as well as see if we have enough faculty/staff that can work in extended daycare at the particular age levels.

## FACILITIES CLEANING

The safety of our students and staff is our first priority. Upon reopening, our school will 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 cleaning steps outlined below are being taken to disinfect workplace surfaces, chairs, tables, etc. to protect students and employees and reduce the risk of spreading infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier Machines, Shared Computer Monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, Light Switches, Sinks, Restrooms	At least 4 times a day
<b>Common Areas</b>	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of each use/day; between groups
<b>School</b>	All Rooms	Will be fogged each night with a safe disinfectant

## DISINFECTION MEASURES PROTOCOL

General measures will be followed daily. Nighttime sanitizing will be done with a safe fogger solution.

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

## SIGNAGE

Signage will be placed throughout the offices and school for reminders in cleaning protocols.



## FOOD DELIVERY

At this time no outside food or treats can be brought into the school. This includes any type of birthday treat until further notice. Teachers will be responsible for purchasing all snacks or treats.

## LOCKER ROOMS

Locker rooms are closed.

## VISITORS ON CAMPUS

There will be no outside visitors (except health inspectors if needed) in any school building except for the office. All visitors must come to the office. The safety of our staff and students remains the school's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, the school will conduct a visitor screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

## CAFETERIA AND LUNCH PERIODS

A schedule will be created where students in Daycare through 1<sup>st</sup> grade can eat in the cafeteria, seated under social distancing protocol while eating. Grades 2-8 will have meals delivered to their classrooms. Proper cleaning of their desktop will take place before and after meals.

## CLASSROOM ARRANGEMENTS

Arrangement of desks will be completed with 6 ft social distancing requirements. Common areas will not be used unless only one student uses the area during the day. Teachers have been instructed if they use centers, that they will have to make sure there is only one student per center and that anything touched has to go into a disinfecting tub and will be sanitized at the end of the day.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS**

Administration, faculty, and staff will make certain to have activities that will ensure that all students can still participate in social activities within their groups as well as receive the required amount of physical activity during the day. Teachers have been instructed that students are to move about the class during lessons with safe distancing in order to not have to stay seated in a desk all day. All faculty and staff will monitor students for social and emotional well-being and contact parents if necessary to discuss how to work together for the betterment of the child.

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email and dojo daily
2. Visit our school website
3. Follow our social media platforms

## **II. HEALTH GUIDELINES**

### **HEALTH PROTOCOL**

- If a student becomes ill at school or is exhibiting symptoms of COVID19 at school, they may be asked to go home or to the nearest health center.
- Students must have a doctor's letter stating that they are not contagious before they may return to class.

If a student has been diagnosed with COVID-19, they may return to school when all 3 of the following criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  2. Have improved in respiratory symptoms (cough, shortness of breath, etc); and
  3. At least 7 days have passed since symptoms first occurred
- If a student has symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that they have COVID-19 and may not return to school until the three criteria listed above have been met.

### **GUIDANCE, IF EXPOSED**

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or your child have been in contact with someone who has been exposed to the virus, our first concern is for your health and safety and those around you.

If you believe you have been exposed to the virus, please do the following:

1. Quarantine yourself and your child in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
  - a. Your healthcare provider (In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.)
  - b. St. Peter Chanel Administration
  - c. SPC Office Manager
3. Our office manager will work with Diocese to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

## COVID19 CASE FORM

If a student becomes ill on campus, he/she will immediately report to the school's waiting room (Principal's office), parents will be contacted immediately and the case form will be completed.

Once the student arrives at the waiting room, we will immediately provide them with a mask and gloves. This is to help protect others in school and prevent the spread of the potential virus.

- The office manager must complete the **Suspected COVID19 Case Form** and will call the parent to notify the local health authority and seek advice regarding transportation and location.
- The office manager and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The administrator/office manager will call the parent of the student to be picked up and go home.
- The administrator and office manager 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 student should not be provided.*
- The administrator/office manager will advise parents of classmates that they may have been in contact with a suspected employee or student and to carry out self-screening every morning, and based on the results, the school will contact the Diocesan HR department.

The isolation area and suspected student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### III. Academics

#### Curriculum Planning/ Scheduling/ High-Quality Instruction

**Instructional Gaps:** Teachers have used their curriculum maps to plan out the start of the new academic year in order to make sure we pinpoint gaps in the standards. Since students have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer, especially in K-2<sup>nd</sup> since they are foundational grade levels.

**Scope and Sequence:** Since we will not be starting out as a normal school year, our scope and sequence will look a lot different. We will integrate previous grade-level skills and standards with our instruction.

- a. Teachers have been working on these areas since the school closure in March.
- b. Planning has taken place in order to meet standards that were not learned during the Spring semester (2020)
- c. Concentration on core subjects: Religion, ELA, Math in Grades K-5<sup>th</sup>, and all subjects in Grades 6<sup>th</sup>-8<sup>th</sup>.
- d. Grades K-5<sup>th</sup> Social Living (Science/Social Studies) will be hands-on activities with the activity teacher or aide assigned to the grade level.
- e. Individual grade level schedules will be created at in-service in August.
- f. Instruction will take place with the teacher, activity teacher, or aide assigned so that students continue the learning process. Homework may be minimal.

### IV. Extracurricular Activities/Sports

#### School Activities

School activities such as 8<sup>th</sup>-grade Haunted House, Veterans Day Program, etc. are not scheduled at this time. It will be determined when social distancing guidelines are lifted which programs can be scheduled. The exception will be Kindergarten Promotion for the 2019-20 class which is scheduled for August 13<sup>th</sup>. 8<sup>th</sup>-grade Graduation will be scheduled for the last week of July. The number of invites will be sent to parents closer to the date.

#### Sports

Due to the need for makeshift classrooms in the gym, there is the possibility that sports may be canceled for the fall season (i.e., volleyball and basketball). It will be determined at the time if SPC will field a team in August/September.

## PLAN C: DISTANCE LEARNING

Plan C will be sent out if it is “illegal” to be on campus. The plan will then be sent to parents.

### Example of a Gaiter:



17 PCS Neck Gaiter with Carbon Filters Seamless Headband Face Bandanas Balaclavas for Dust Outdoors Fishing Sports Running Women Men (Kids-Red)

by SXB  
★★★★★ 19 ratings

Amazon's Choice for "neck gaiters for kids summer"

Price: \$23.69 ✓prime & FREE Returns

Color: Kids-Red



- Extra-value Packages:2 pcs Neck Gaiters and 15 pcs carbon filter. 5 Layer Filter can isolated all harmful substances and protect your skin and health. Enough to replaceable with new replacement.
- ONE SIZE FITS MOST:the adult size is 9.84"(Width)\*17.7"(Length) ,the child size is 7"(Width)\*9.84"(Length).Our bandanas feature a super stretchy fabric that accommodates most head sizes.Made of moisture-wicking polyester microfiber fabric, it is breathable, lightweight and feel comfortable.
- MULTIFUNCTIONAL DESIGN: many ways to wear it -neckerchief, headband, wristband, headwear, hair-band,neck gaiter, magic scarf, seamless bandana, beanie bandana, mouth bandana etc.Good for fishing, cycling, hiking,

**Resources:**

Andrew M. Greely Center for Catholic Education- Loyola University in Chicago

Diocese of Baton Rouge

Our Lady of the Lake Hospital

Center for Disease Control Guidance

State of Louisiana Governor – Phase I and II Guidelines

St. James Parish Hospital, Terrie Hymel, RN

Department of Health Guidance

Principal Principals Facebook group