

ST. AGNES SCHOOL
EDUCATION WITH HEART AND SOUL

St. Agnes School COVID-19 Policies and Procedures August 23rd, 2021

Created based on NYSDOH and CDC Guidance
August 2021

Contents

Overview

Social Distancing and Masks/Face Coverings

Stay Home When...

Arrival Procedures

Dismissal Procedures

PreK 3 Arrival and Dismissal

Classroom Policies and Procedures

Schedule Considerations

Special Area Classes

Lunch and Recess

Stay & Play

Mass

Management of Ill Students

If There Is a Positive Case...

Cleaning and Disinfection

Social and Emotional Health

Appendix A: Morning Checklist

Appendix B: Example of Agreement Statement and
Signature Document

Appendix C: Arrival Map

Appendix D: Dismissal Map

Overview

All of St. Agnes School's policies and procedures were created using guidelines and mandates set forth by the Department of Health and the New York State Education Department. Our students' and staff's health and safety is our first priority when planning for reopening. All stakeholders must be committed to the same goal. We ask that you read the following closely and sign the agreement at the end affirming your commitment to the health and safety of the entire St. Agnes School community.

Communication: Any updates to or reminders regarding these policies and procedures will be communicated via email. Any urgent notifications will be sent via phone or text through My Students Progress (MSP). It is imperative that Mrs. Fetzner have your preferred number for such communication.

Instruction: St. Agnes School is prepared for in-person learning every day. If a school closure is required, St. Agnes School Faculty will be prepared to shift to remote learning immediately. If a student is unable to attend school for a period of time, asynchronized digital and paper learning resources will be provided.

Transportation: Any and all procedures and policies designed by your child's transportation district must be followed. We expect St. Agnes School students to represent themselves well in all settings, and that includes following all rules and directions on the bus.

Cohort Model: Throughout this document, the term "cohort" is used often. St. Agnes School is adopting a cohort model to reduce the risk of exposure in case of a positive diagnosis. Students will spend their days with their class and their cohort only. There will be no other mingling in the hallways, Main Office, or Bathrooms. When recess is held outside, PK4-2nd will be outdoors together and then grades 3-6 will be outdoors together with no restrictions. Indoor recess will be conducted with masks within cohorts. The cohorts are as follows:

- PreK 3
- PreK 4, Kindergarten, 1st and 2nd Grade
- 3rd and 4th Grade
- 5th and 6th Grade

Stay Home When...

All members of the St. Agnes School community must work together to maintain the health and safety of our staff and students. Therefore, all students and staff members must stay home if presenting **any** symptoms of Coronavirus. According to the Centers for Disease Control (CDC), the following are listed as the most common symptoms of COVID-19 (list updated regularly):

- Fever or chills (100°F or greater) **It is highly recommended that families check students' temperatures each morning.**
 - NOTE: Do not send your child to school on medication to maintain or reduce a fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (outside the morning norm)
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting; and/or
- Diarrhea

Students should stay home if presenting **any** symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 that include:

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash; and/or,
- Bloodshot eyes

In order for a child to attend school, they cannot have:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- Have traveled internationally or from a state with widespread community transmission per the New York State Travel Advisory in the past 14 days.
 - NOTE: If travelling out of state, it is the family's responsibility to follow any New York State guidelines for quarantine based on current mandates.

***Any student who must be quarantined for any reason will be provided with asynchronized remote learning opportunities by Classroom and Special Area teachers.**

As always, please call or email the Main Office by 8:15 to alert the school if your child will be absent for any reason.

Social Distancing and Masks/Face Coverings

Students are expected to come to school with a CDC appropriate and clean mask or face covering every day

(<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>). Masks may be any color or design, as long as they are school-appropriate. Find masks that your child(ren) can comfortably wear and purchase enough for the week (please contact Mrs. Dowd if you need assistance). We also ask that you have a spare to keep at the school.

Students will wear masks whenever social distancing (also known as “physical distancing”) is not possible. When students and teachers can maintain a 6 foot distance, masks can be removed. Teachers will be providing opportunities for students to have mask breaks and opportunities to learn while social distancing.

Families may choose to provide break-away lanyards for their children to use and leave at school or we do have them available upon request here at school. These lanyards will attach to the child’s mask to prevent contamination when masks are removed. They are not a requirement rather an option for those interested.

We strongly encourage all families to begin practicing and normalizing mask wearing with your children prior to the start of school.

Arrival Procedures

Please see [Stay Home When...](#) to determine if your child should attend school.

If children develop a fever at school over 100°F or present other Covid symptoms, they will be required to be picked up immediately. Please do not send your child to school with a fever, even when reduced by medication.

Students who arrive by bus will disembark with their masks. Students will then receive hand sanitizer and Kindergarten - 4th grade students will be sent directly to their classrooms, while 5th - 6th grade students will be sent to their lockers.

Families who drop off students, will pull up to the designated area and wait for Mrs. Dowd or Staff to greet them. Children should be prepared to exit the car and enter the

building wearing a mask. They will be required to hand sanitize and then enter their building.

With the health and safety of our students and staff as our priority, we cannot currently allow family members to escort students into the building. Per New York State Department of Health guidelines, we must restrict the number of visitors and volunteers as much as possible.

Kindergarten - 6th Grade Dismissal

See Stay & Play for additional information.

Dismissal will begin with buses only. Students who ride the bus in grades 3rd - 6th grade will report directly from their classrooms to the bus. Students in grades Kindergarten - 2nd grade will be escorted from their classrooms to the bus. All buses will be dismissed one at a time to reduce hallway and doorway traffic.

After all buses have been dismissed, students will be escorted by cohort to the front of the building for parent pick-up. St. Agnes School asks that parents remain with their cars and allow staff members to bring children to you.

Lastly, Stay & Play students will be dismissed by cohort.

PreK - 4 Dismissal

See Stay & Play for additional information.

PreK Dismissal times are at 11:00 AM and 2:00 PM.

Students will be escorted to the front of the building for parent pick-up. St. Agnes School asks that parents remain with their cars to allow staff members to bring children to you or social distance on the designated sidewalk area (see map).

PreK 4 students attending Stay & Play will be escorted by a staff member.

PreK - 3 Arrival and Dismissal

See Arrival Procedures for information on screening.

PreK 3 is located at 108 Prospect St.

Upon arrival, PreK-3 guardians will walk their children to the right side of the building where there is the main entrance. Mrs. Culhane and staff members will greet them. The student will then enter the building. Families are expected to practice social distancing while waiting to be greeted.

At 11:30 Dismissal, PreK-3 guardians will arrive back at the right side entrance and social distance as they wait for their child to be brought out. Staff members will escort your child out.

Classroom Policies and Procedures

See [Social Distancing and Masks/Face Coverings](#) for additional information.

Classroom teachers have designed their classrooms to allow for a variety of seating arrangements. Some arrangements will allow for social distancing which will give children the opportunity to learn and work without a mask. These arrangements will also allow students to eat snack at a safe distance.

Students will spend time in their classrooms while wearing masks for their health and safety. Teachers will teach children, at their age-appropriate level, about the importance of mask-wearing, hand and respiratory hygiene, and social distancing. Teachers will also be conscious of students' socio-emotional needs during this time.

Hand sanitizer will be readily available to students in 3rd - 6th grade. Students in PreK-3 - 2nd grade will be provided hand sanitizer, as it should not be used without adult supervision. Teachers will regularly disinfect shared materials at the end of each school day, and will disinfect classroom surfaces (see [Cleaning and Disinfection](#) for more information). Students are encouraged to bring a water bottle to and from school every day since the water fountains are now "closed." Water bottles, student supplies, and other personal items should be labeled with the child's name.

Schedule Considerations

Adjustments have been made to the Lunch, Recess and Special Area schedule to allow for necessary social distancing and to prevent congestion in hallways. Transition times have been increased, class bathroom and locker/cubby trips have been scheduled to allow only one cohort or class at a time, and an additional lunch period has been added (see [Lunch and Recess](#) for more information).

Special Area Classes

Mondays: Art

Art will take place back in the designated art space in the cafeteria downstairs in the Big Building. Oftentimes, students will be able to socially distance during Art class.

Tuesdays and Thursdays: Physical Education

A variety of models will be applied, prioritizing opportunities to use outdoor space. Students will wear masks only when inside and social distancing is not possible (6 feet for heavy breathing activity).

Tuesday and Thursdays: Technology (1st - 6th Grade only)

Students will have technology skills integrated within their own classrooms this year using Chromebooks with masks for their safety. All equipment will be disinfected between use.

Wednesdays: Library

Students will wear masks in Library class to allow for free exploring of book choices. When possible, students will social distance during storytime.

Fridays: Music

Music class will be held both in the gym and in the library, not the stage, to allow for appropriate spacing to have masks down for singing and other activities planned. A variety of lessons will be applied that give the students opportunities to distance and try new things.

Lunch and Recess

St. Agnes School adjusted the Lunch and Recess schedule and will be using a cohort model to allow for students to have their allotted time in a safe and healthy environment. Before and after lunch, each student will wash their hands. The staff member on duty during Lunch will monitor while wearing a mask and gloves. Students will not be wearing masks, but will be seated 6 feet apart or separated by safety dividers. Following each period, the tables will be disinfected before next use. Under no circumstances should students share food or drink.

The Lunch and Recess Schedule is as follows:

11:00 - 11:25	PreK-4 and Kindergarten Lunch (in the cafeteria) 1st and 2nd Grade Lunch (in the gym) 3rd through 6th Grade Recess Outdoors (or split in cohorts indoors)
11:30 - 11:55	PreK 4, Kindergarten, 1st and 2nd Grade Recess Outdoors (or split in cohorts indoors) 3rd and 4th Grade Lunch (in the cafeteria) 5th and 6th Grade Lunch (in the gym)

*Following Recess, students will wash their hands.

Stay & Play

Students at Stay & Play will follow the same rules regarding social distancing and masks. During snack time, students will socially distance and will wash their hands before and after eating.

To pick up your child(ren) from Stay & Play, family members will report to the back door of the main building and follow Miss McLean's contact directions. More information is coming soon. This will connect you to the Stay & Play Coordinator or appropriate employee who will escort your child(ren) to you. **Please do not be alarmed if there is a delay! Students may be in the gym and need transition time.**

Please note that Page Turners will continue this year as one collaborative group. Children will practice social distancing and mask protocols. We will update parents if Mrs. Judge, the BOCES coordinator, notifies us of any changes in the Regional Page Turners League for the upcoming school year.

Mass

School Mass will resume at the start of the school year for K - 6th Grade students. Students will sit by class, with masks, on the "family side," separated from parishioners. Holy Communion protocol established by the Diocese will be followed. Students and staff socially distance themselves in line, they remove their mask for consumption only, there is no Precious Blood, and when returning to their seats, they continue to socially distance themselves in line.

Management of Ill Students

See [Stay Home When...](#) for additional information.

If a student should become ill with symptoms of COVID-19 at school, there are necessary and important steps that St. Agnes School will follow. Therefore, we urge you to refer to the [Stay Home When...](#) section to ensure that your child(ren) are not sent to school when ill.

If upon arrival or during the school day a student presents with a fever of over 100° F or symptoms related to COVID-19, they will need to be isolated (with direct supervision) and immediately picked up by a family member. The Principal's Office has now been converted to the isolation room where students will wait and be monitored until a family member arrives. If you are contacted to pick up your child, it is imperative that someone

arrives as quickly as possible for the safety of all parties. Upon your arrival (or another family member), a staff member will escort your child to the door with instructions from the Avon Central School Health Office on next steps.

The isolation room will be properly disinfected after each use and the staff monitoring the child will be wearing gloves, a mask, face shield and a gown if necessary.

Return to School After Illness:

St. Agnes School must follow CDC guidance for allowing a student to return to school after being sent home for exhibiting symptoms of COVID-19. If the child is NOT diagnosed with COVID-19, they can return to school with a healthcare provider written note stating they are clear to return to school. **Please remember that they must be fever free for 24 hours without the use of fever reducing medicines.**

If the student is diagnosed with COVID-19 or a healthcare provider determines that they have COVID-19 symptoms, the family must alert St. Agnes School immediately. Children who have been diagnosed with COVID-19 or COVID-19 symptoms cannot return to school without following all healthcare provider instructions and CDC guidance for quarantine. Written approval and testing from a healthcare provider for return to school must be provided prior to return.

If There Is a Positive Case...

If a student or staff member is diagnosed positive with COVID-19, the family or staff member must alert the school immediately. Please know that we will move forward with complete confidentiality.

Mrs. Dowd will work with Nicole Montesano (Avon Central Health Office) and the local Contact Tracing resources to quickly assess next steps. Any families or staff members that need to be informed of possible quarantine or testing will be contacted by phone (text or call) and given instructions. The Main Office will have all attendance records and class/cohort schedules to allow for exposure assessment.

If students must be quarantined, their teacher will shift instruction to remote learning. If a staff member is quarantined, a sub will be provided to continue that teacher's instruction.

Please note all of the precautions that St. Agnes is taking and continues to design are to prevent exposure. We ask that you keep us informed of any potential risks outside of school and make healthy choices.

Cleaning and Disinfection

See Management of Ill Students and Lunch and Recess for additional information.

Our Day Time Custodian (Miss Joellen) will focus on regular cleaning and disinfection (using EPA-approved disinfectants against COVID-19) throughout the school day. A cleaning schedule will be designed to ensure that “high-touch” surfaces are being regularly disinfected while students are not present (Ex: railings, faucets and sinks, toilets, door knobs, etc). The Custodian will also be responsible for disinfecting the isolation room after use, Lunch table cleaning, and proper disposal of materials. Students will never be responsible for disinfection or COVID-19 related cleaning. Our Evening Custodian (Mr. Bieck) will continue his usual responsibilities as well as additional “high-touch” surface disinfection if necessary.

Classroom and Special Area teachers will disinfect classroom surfaces, any necessary supplies, electronics and devices, and other in-classroom “high-touch” surfaces.

Social Emotional Health

The Dioceses of Rochester School Social Emotional Learning (SEL) Team leaders have adopted a new PK-6 curriculum called Caring Community. This new program will be rolled out to every DOR elementary school in September. This program will help our children to develop school-wide practices for classroom and Special Area teachers to use with students to support and develop social emotional skills. During the September 1st Superintendent’s Conference Day, teachers will attend professional development with the new Caring Community program and design classroom routines and practices based on these interventions that will support and develop student needs throughout the school year.

We encourage families to review mask wearing to children as well as reviewing hand and respiratory hygiene. By normalizing these practices, it can become typical behavior for children which will serve them well with school.

St. Agnes School is an extension of your family. So we ask that if you ever have any concerns, you reach out to your child’s teacher or Mrs. Dowd. We are here to work as partners as we open for the new school year and provide your children with an education with heart and soul.

Appendix A: Daily Check at Home

Morning Checklist

- ☐ Screen your child(ren) at home to make sure they are healthy enough for school:
 - ☐ Take his/her temperature to ensure there is no fever
 - ☐ Do not administer any fever reducing medication
 - ☐ Make sure your child does not have any symptoms of COVID-19:
 - ☐ Cough; Shortness of breath or difficulty breathing; Fatigue (beyond normal child expectations); Muscle or body aches; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; and/or; Diarrhea
 - ☐ Make sure your child does not have any symptoms of MIS-C:
 - ☐ Fever; Abdominal pain; Vomiting; Diarrhea; Neck pain; Rash; and/or, Bloodshot eyes
- ☐ If your child is not able to attend school, contact the Main Office via email or phone by 8:15.
- ☐ Make sure your child has a mask to wear on the bus and/or immediately upon arrival.
 - ☐ Make sure your child also still has or is bringing back a spare mask to school.
- ☐ Pack a water bottle.

Appendix B: Example Commitment

COVID-19 Policies and Procedures Family Commitment

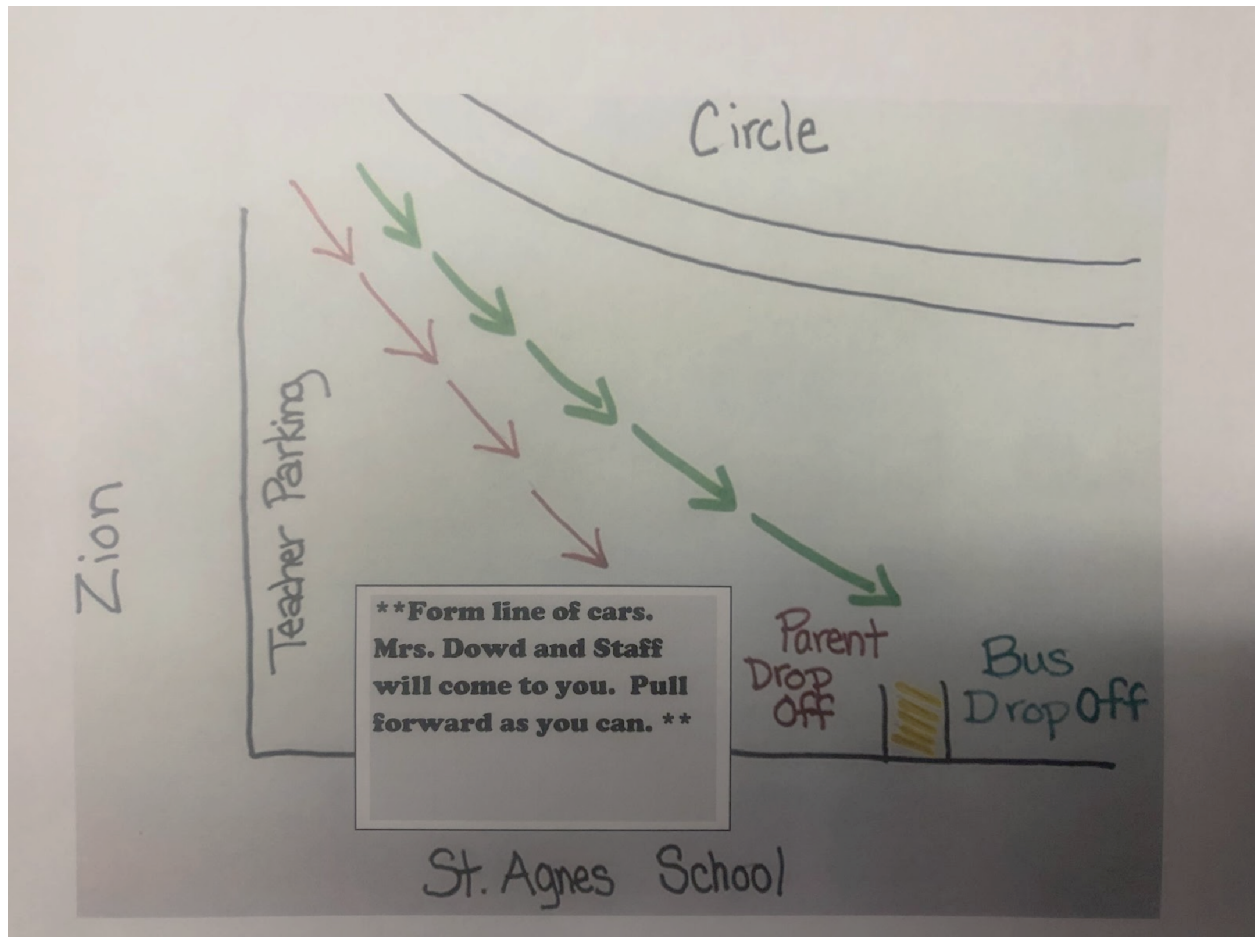
I, _____ after reading the St. Agnes School COVID-19 Policies and Procedures, commit to the following statements (please check all that apply):

- ☐ I agree to keep my child(ren) home if they have a fever or are exhibiting any symptoms of COVID-19/MIS-C
- ☐ I understand that St. Agnes School must send any child home that has a fever over 100°F or is experiencing symptoms of COVID-19/MIS-C.
- ☐ I agree that if I am contacted to pick up my child for the above reason, I (or a designated party) will do so in a timely manner.
- ☐ I understand that my child must wear a mask every day and will make sure that they have a clean mask each day they attend school and a spare mask at school.
- ☐ I agree that if my child tests positive for COVID-19 or is exposed to COVID-19, I will communicate with St. Agnes School immediately in order to protect all members of the school community. St. Agnes School commits to protect your family's privacy.

Signature: _____

Date: _____

Appendix C:
Arrival Map



Appendix D:
Dismissal Map

