

St. Boniface School

RE-OPENING PLAN 2020-2021

for
Students, Families and Staff



St. Boniface School

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MISSION STATEMENT

St. Boniface School
is a Faith Community
grounded in the Gospel message of Jesus Christ
and committed to the education of all of its children.

SAFETY PROTOCOL

The following plans have been developed after reviewing guidelines set forth by the Ohio Department of Education's *Reset and Restart Plan*, the Hamilton County Board of Health, the American Academy of Pediatrics, Cincinnati Children's Hospital, and in coordination with the Catholic School Administrators in our region. Recognizing that there are elements of this plan that of necessity must remain fluid, St. Boniface is making every effort to identify and respond to all of the issues that will ensure the greatest possible risk reduction for our student, families, and staff members.

We believe it is critical to point out that this is a plan aimed at "risk reduction". This plan is reducing the possibility or degree of COVID-19 transmission within our school population to the lowest level possible. This plan will include both preventative measures as well as responsive measures.

All staff personnel and parents are obligated to do the following:

- Notify the school if a student/family member/staff has been exposed and/or tested positive for COVID-19.
- Work with Hamilton County Public Health to do contact tracing and answer any questions related to COVID-19.
- Follow the guidance of Hamilton County Public Health in relation to quarantining (staff, students, classes, etc.)

Goal: To take all the necessary precautions in order to keep all of the students and staff safe.

Due to the ever changing information related to COVID-19, any and all updates to this plan will be shared with the St. Boniface community, once the information is made available to the school.

Update: August 3, 2020

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Introduction

The plan presented here represents a collective effort to provide the best and safest education to our students in the midst of a world-wide pandemic. As schools start to reopen, the health and safety of our students, staff, families, and volunteers is paramount. It is our hope that this represents a practical approach to planning to keep our students and staff healthy and safe. The other top priority is to have our students physically present in school as much as possible.

Inherent Risks

Even with all of our efforts, the risks of contracting the COVID-19 virus remains. By coming to school, there is an accepted risk that all take. The Archdiocese Of Cincinnati has asked that all families and staff sign a statement of risk that is assumed by coming to school during a pandemic. This risk statement can also be found in our Family-Student and Staff Handbooks. While risks remain, we do feel that the school environment is important for students' mental, social, academic, and faith development. Students and teachers need to be together as much as possible to resume learning and growth.

Face Covering Policy

All students, staff, and visitors will be required to wear masks while they are at St. Boniface. Masks must be in place upon entering the building. We ask that families supply masks for their children. If a student does not have a mask, one will be provided for them. Masks must be school appropriate. (no inappropriate words or pictures, etc.) and should be brought back freshly laundered each day. All students must continue to wear their mask while exiting the building. Bus riders are required by CPS to wear masks at all times while riding the bus.

Exceptions to wearing a mask:

1. If it is not advisable for health or developmental reasons. (a doctor's note will be needed)
2. Not required when staff is working alone in an assigned work area.

Plan Options

St. Boniface will offer two different plans for instruction to begin the 2020-2021 school year: FACE TO FACE and REMOTE (ONLINE) LEARNING. The following pages contain a summary of each plan, followed by more detailed plans to be used by our faculty and staff. We shared both with you so that you are familiar with all of the steps being taken this year.

IMPORTANT REMINDER: All parents should ensure that the SCHOOL OFFICE has current contact information for ALL PARENTS AND GUARDIANS, including current HOME AND CELL PHONE NUMBERS, MAILING ADDRESS and PARENT EMAIL ADDRESSES.

St. Boniface will continue to use the ONE CALL NOW system to make all parent notifications of any changes in our Response Level.

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Family Responsibilities

- Monitor student health every morning prior to sending students to school. Do not send students to school if they might be sick.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Ensure that each child comes to school with a mask.
- Wear a mask when entering and while in the school building.
- Read all updates from the school and teachers, including emails, regularly.
- Call the school if your child is ill and leave a detailed message which includes symptoms/reason why the child will not be in school.
- Notify the school if a child receives a positive COVID test result.
- When a child is home for an extended period of time, the parent will ensure that the student is keeping up with required school work, as health condition permits.
- Share any concerns with the Principal and/or Teachers.



Student Responsibilities

- Wear a mask at all times, unless permitted by the teacher to take a mask break (or a doctor's note).
- Maintain social distancing as much as possible.
- No sharing of food or drink.
- Follow any other guidelines and procedures put into place.
- Complete school work with fidelity whether in or out of the school building.



Teacher Responsibilities

- Wear a mask at all times, unless you are working alone in a designated area.
- Arrange desks to accommodate social distancing.
- Assist students in following guidelines and procedures put into place.
- Provide regular reminders and teaching about good hygiene practices.
- Maintain social distancing as much as possible.
- Limit the amount of shared materials in the classroom.
- Maintain rigorous grading and feedback practices while encouraging exceptional student engagement and performance.



School Responsibilities

- Provide the best educational experience for our students as possible.
- Take student temperatures each morning prior to students entering the building.
- Any student with a temperature 100.0 or higher will be sent home.
- Any student exhibiting symptoms during the school day will be isolated and sent home.
- Ensure all students, staff, and visitors are wearing masks and provide masks for those who do not supply their own.
- Provide time to wash and sanitize hands to prevent spread.
- Thoroughly clean and sanitize the school environment to limit spread on shared surfaces.
- Maintain social distancing as much as possible.

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Arrival Procedures

- Students arrive each day wearing a mask.
- Walkers will enter through the back doors by the playground.
- Bus riders will enter through the front entrance, near the bus drop off.
- Car riders will enter through the back doors by the playground.
- Prior to entering the building, walkers and car riders will have their temperature checked. Bus riders will be checked by the bus staff at pick up.
- If a student has a temperature 100.0 or higher, the child will be sent home.
- If a student's temperature is below 100.0 they should enter the building and **go directly to their homeroom**. Students should not socialize or stop along the way.
- Families are asked NOT to walk their children to their classrooms.

Dismissal Procedure

- Dismissal will be staggered to allow separation between each student.
- Walkers and students who attend McKie Center will be dismissed at 2:15 pm, and will exit the front entrance of the building.
- Car riders will be dismissed starting at 2:20 pm, and will exit through the back doors of the building. We will stagger grades to allow for proper distancing through the halls.
- Bus Riders will be dismissed as buses arrive. Bus riders must follow all Cincinnati Public School bus rules and procedures.
- Students are asked not to return to the building without permission from a staff member.

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St. Boniface Plans for Instruction

The Ohio Public Health Advisory Alert System is a color-coded system designed to supplement existing statewide orders through a data-driven framework to assess the degree of the virus' spread. St. Boniface School will conduct classes based on Hamilton County's current alert level.

FACE TO FACE INSTRUCTION

- If Ohio's "alert level" is a Level 1, 2, or 3, students will come to school, all five days, with safety precautions in place. See FACE TO FACE INSTRUCTION plans for specifics.

REMOTE LEARNING - 2 different possibilities

- Families not comfortable with Face to Face Instruction may choose full-time Remote (on-line) Learning, five days a week, on a quarter by quarter basis. See REMOTE LEARNING plans for specifics.
- If Ohio's "alert level" reaches a Level 4 (*see chart below), OR if Governor DeWine mandates Remote Learning for all, then all of St. Boniface School will follow the plan for Remote Learning. See REMOTE LEARNING plans for specifics.

INDICATES A COUNTY ALERT LEVEL

LEVEL 1 0-1 Indicators Triggered	LEVEL 2 2-3 Indicators Triggered	LEVEL 3 4-5 Indicators Triggered	LEVEL 4 6-7 Indicators Triggered
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.

As of 6/30/2020



Ohio

Department of Health

Ohio

Development Services Agency

coronavirus.ohio.gov

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FACE TO FACE INSTRUCTION

Families will fill out the “2020-2021 Learning Format Reservation Form” to indicate they would prefer the FACE TO FACE INSTRUCTION option.

Schedule

- Students will attend school five days a week.

Visitors and Volunteers

- Visitors and volunteers will be strictly limited.
- The use of volunteers will be handled on a case by case basis.
- Volunteers and visitors will have their temperature taken upon arrival.
- Volunteers and visitors will be required to wear a mask when entering the building. If they do not have a face covering, one will be provided for them.
- Visitors will be limited to the school office only.
- Families picking up sick children will do so from the front entrance of school.
- All meetings will be held via phone or video conference until further notice.

Liturgies and Large Gatherings

- School Liturgies will follow the protocols in place for our parish.
- Assemblies and other large gatherings will be limited/cancelled.
- Students will pick up lunch tray in the cafeteria and eat outside or in classroom, maintaining cohort groups, as directed by the adult in charge.
- Recess will be enjoyed by the students using designated areas for play and encouraging social distancing. Hand sanitizer will be used before and after recess. Mask usage will be determined by age and activity. Teachers will teach students procedures as age appropriate.
- All field trips are cancelled until further notice.

Cleaning and Disinfecting

- Daily responsibilities of maintenance:
 - Disinfect high touch points such as:
 - Door handles, door knobs, push plates
 - Handrails
 - Bathroom faucets and toilet flushers
 - Check soap, paper towels, and hand sanitizers to refill as needed
 - Sanitize bathrooms periodically.
- Daily responsibilities of teachers:
 - Disinfect student surfaces in the middle of the school day, or with the change of any classes.
 - Disinfect student surfaces after school.
- Trash bags should be replaced daily in all rooms.
- Drinking fountains will not be used. Water bottles will be given to the students at the beginning of the school day. They will be filled by the cafeteria staff. They will also be collected at the end of each day and sanitized.

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Social Distancing/Health

- Wearing masks will be required for all students, staff, and visitors.
- Each classroom will have disposable masks available if needed.
- Students go directly to homerooms upon arrival.
- Breakfast will take place in homerooms.
- Classroom seating will be arranged to ensure at least six feet of social distancing between all occupants of the room. Homerooms may be divided up in order to comply with proper social distancing guidelines.
- Classes may be conducted outside. Students should dress for the weather. When outside, tents, fans, and misting stations will be utilized to increase comfort.
- Additional furniture may need to be removed from classrooms to maximize social distancing.
- Classrooms will utilize open windows and fans to optimize air exchange. Students should dress in layers to facilitate comfort in all seasons.
- Hallway movement will be limited to keep with social distancing guidelines.
- Hallway movement should be organized so that students do not cross into traffic. When possible, stay to the right when traveling in hallways and stairwells.
- Homeroom teachers should frequently remind students about washing hands, using hand sanitizer, covering their mouths while sneezing or coughing, maintaining social distancing when possible, etc.
- Hand sanitizer will be available in each classroom as well as high traffic areas such as entrances.
- Signs and posters will be in place throughout the school reinforcing good hygiene practices.
- Students will not be permitted to bring in birthday treats or food to share.
- Students and staff should refrain from hugs, hand shakes, high fives, etc.

Temperature Screening

- Families should conduct a student wellness check including temperature prior to sending a student to school.
- All staff will be required to have a temperature check each morning.
- Walkers and car riders will have temperatures checked prior to entering the building. Bus riders will have temperatures checked by CPS staff before entering the school bus.
- Students coming to school late will have their temperature taken at front door or in vestibule. Timely arrival is very important at all times, but especially during the pandemic.
- Any student or staff member with a temperature of 100°F or above will be sent home.
- Students, teachers, and staff must be free of contagious symptoms (including a fever) for 24 hours, without medication, before returning to school (non-COVID related).

COVID-19 Diagnosis

- If a student or staff member is diagnosed with COVID-19, St. Boniface School will notify Hamilton County Public Health. Guidance will be provided to St. Boniface for next steps.
- It is anticipated that a diagnosis will result in a 14 day quarantine outside of school.

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School Nurse

- The nurse's office will be used for things like first aid, medication, routine needs, etc.
- The Conference Room will be used for students with a fever and/or exhibiting symptoms of COVID-19.
- During the school day, any student suspected of a fever and/or symptoms will be sent to the nurse's office with a special nurse pass.
- Families will pick up sick children from the front entrance of school. Buzz the office, let them know you are there to pick up a sick child, and a staff member will escort your child out to you.
- A checklist will be shared for COVID-19 symptoms and shared with parents and staff.

School Closure for Illness

- The school administration will close school when approximately 25% of the school population (staff and/or students) are absent. We would then follow the REMOTE LEARNING plan.

Restrooms

- Handwashing is mandatory for all students and staff.
- Only one class will be using the restroom at a time. A schedule will be developed for each set of bathrooms. Every attempt to have students use the restroom during the time slot should be taken.
- Restrooms will be cleaned after each group schedule, and at other times periodically throughout the day.

Classrooms

- Seating will be arranged with a minimum of 6 feet between all persons in the room. Classrooms will be cleared of all storage units and any unnecessary equipment to facilitate this arrangement.
- Some students will not be in their traditional homeroom for all or part of the day.
- Teachers will develop and teach procedures for when and how to move about the classroom that will maintain proper physical distancing between occupants of the room.
- Supplies will not be shared between students. Durable equipment that is shared between students will be thoroughly cleaned after each use.
- Classrooms will be equipped with cleaning supplies, extra masks, plexiglass dividers, and any other supplies necessary to facilitate safety and academic progress.
- Lockers or cubbies will be assigned to each student. Teachers will assign spaces and develop procedures for student movement to and from these spaces that maintains proper physical distancing.

Cafeteria

- Students will pick up lunch tray in the cafeteria and eat outside or in classroom, maintaining cohort groups, as directed by the adult in charge.
- Students are not permitted to share food.

Office

- The number of people in the main office area will be limited to 4 people at any one time.
- Students will not do announcements.
- Birthdays will be announced each morning, however students should not come to the office for their birthday prize. These will be delivered to the child's homeroom.
- At this time, we can not allow any birthday treats from home.
- Families picking up students for an early dismissal should call the school office upon arrival. The office staff will sign out students and escort them to the door.

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REMOTE LEARNING

For families who are not comfortable with face to face instruction, there is a St. Boniface remote learning option.

- Families will fill out the “2020-2021 Learning Format Reservation Form” to indicate they would prefer the REMOTE LEARNING option.
- Students will need a device and internet access to complete/attend remote learning at home. The device must have audio and video capabilities. Families must be comfortable with student using the audio and video capabilities during the school day. If devices or internet access are needed, arrangements can be made with the school.
- Students must have a relatively quiet space in which to participate in classwork and to work on assignments.
- Only St. Boniface students will be able to access remote learning.
- Families will be responsible for having their child(ren) attend remote learning.
- This remote learning option will be taught by St. Boniface teachers. It may not necessarily always be the homeroom teacher.
- The students will receive grades for their work completed in the remote learning model. If considering this format, please understand this WILL NOT be a participation grade. Work must be completed to a high standard, in compliance with posted due dates. Students must be in attendance, with video enabled, at assigned times.
- Students and parents should check Google Classroom and their email on a regular basis for live sessions and assignments.
- Signing up for the remote learning model comes with at least a full quarter commitment. Families who choose Remote Learning may not move their students to Face to Face Learning until the end of the current academic quarter. Near the end of the current quarter, a new Learning Format Registration form will be sent to families for the next grading period.
- Students may not pursue full-time remote learning once the new quarter begins, if they previously stated they wanted face to face in the classroom.

If Hamilton County is designated as Level 4 / Purple in the State of Ohio, or if Governor DeWine mandates Remote Learning for all students, then the following plan will occur:

- The St. Boniface teachers will complete the instruction for all the Kindergarten-8th grade students.
- Students will need a device and internet access to remote learn at home. If devices or internet access are needed, arrangements can be made with the school.
- The instruction will occur through various online programs. Communication between teachers/students and teachers/parents will occur through platforms such as Google Classroom, Google Meet, email, etc.
- Attendance will be taken, and all children must participate in their grade level’s daily lesson.
- Students and parents should check Google Classroom and their email on a regular basis for live sessions and assignments.
- All school events will be canceled.
- Access to the building may be limited to staff. Pick up and drop off of supplies will be coordinated for parents if needed.

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As of 6/30/2020



Department
of Health



Development
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coronavirus.ohio.gov

LEVEL 4/STAY AT HOME ORDERS

The governor typically announces new alert levels on Thursday. If he were to announce an increase in our alert level, to a level 4, or a required shut down, the closing would take effect on the Monday following the Thursday announcement. If the state designates Hamilton County as level 4 / purple, teachers and students will attend in person classes on Friday and prepare for at least two weeks of distance learning. All needed supplies, including chromebooks will go home on Friday. On Monday, all students will begin Remote Learning off-site.

Each Thursday, the principal will monitor the publication of the Ohio Public Health Advisory System map. When Hamilton County returns to level 1, 2, or 3, St. Boniface School will return to Face to Face instruction on the following Monday.

St. Boniface School will communicate these changes via One-Call, email, and social media outlets. Please listen to all messages from school and monitor email and text messages throughout the year.