



COVID Guidelines

2020-2021

Overview

Holy Cross Academy puts the health and safety of children, families, and staff first. This includes the physical, emotional, and social safety. It is our goal to provide a sense of family, love, community, and safety to all children, families and staff in our Academy. We hope families will use this guide to gather more information on procedures, safety, health policies and structure changes for the 2020-21 school year.

We continue to stay apprised of the latest information regarding the COVID-19 virus through the Archdiocese, St Louis County Health Department, Center for Disease Control (CDC) and local medical professionals. We are working with the Archdiocese nurse consultants, pediatricians in the area, and the school nurse to help make plans for school re-opening and guidance as new protocols are recommended. **As new information is provided, the guidelines and procedures in this manual may change.** Changes will be sent to families by email and by paper communication when children are at school.

General Guidelines:

- Implement a plan for daily screening for illness or exposure to the novel coronavirus
- Minimize interaction - grade level cohorts
- Keep students physically distanced in a classroom or wear masks when unable to do so
- Avoid large gatherings - no all Academy assemblies or Masses unless virtual
- Plans for hybrid or virtual learning will be developed on an as needed basis

Screening Staff

- Implement a health screening for all staff reporting to work.
 - Administer a daily self-assessment before or when reporting to work, including a temperature check at home. Questions on the self-assessment will ask if the staff member has had otherwise unexplained onset of fever, cough, chills, shortness of breath, muscle pain, sore throat or loss of taste or smell (symptoms will be revised with the latest known information from the CDC). If a staff member answers “yes” to any of the screening questions, he/she should not report to work.
 - Implement random temperature checks to reinforce the practice of self-screening.
- Staff will be informed not to report to school if they have COVID-19 symptoms, a positive test, or exposure.

Screening Students

- Implement a health screening for all students reporting to school.
 - Visually inspect students for signs and symptoms of illness as they enter the school and/or classroom.
 - Randomly take temperatures of students as they enter the building and require parents to complete screening questions for their own children before sending them to school. Each campus will notify parents on when and how to complete this form.

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- Parents and students are informed not to report to school if they have COVID-19 symptoms, a positive test, or exposure.

When Someone is Sick (identified with symptoms) - See chart at the end of this document for exclusion guidance.

- Remove the individual immediately. If it's a staff member, send that person home immediately. If it is a student, isolate the student until arrangements can be made for the child to be picked up by a parent or guardian. Isolate the student in a designated room.
- The person (if staff) or parents/guardian (if student) should be advised to contact a healthcare provider if they exhibit symptoms or answered YES to any screening questions. The healthcare provider will be able to determine whether the symptoms are a result of COVID-19 infection or if there are other health issues.
- Contact your local health agency. They will assist when it is acceptable for the person to return to work or school. Currently, the minimum is 14 days when a person is COVID-positive.
- Follow the guidelines of the local health department regarding contact tracing, classroom or school closure, notification of community, sanitizing protocols, etc.

Masks-Staff

- Staff members are required to wear a mask or face shield when 6 feet of social distance cannot be maintained.
- Other adults, such as repairmen, bus monitors, who are on the bus or in the school, are required to wear a mask at all times.
- Instruct staff in the proper manner in which a face mask should be worn. Efforts should be made to destigmatize the wearing of face masks to protect those students who need to wear one.

Masks-Students

- Students and masks:
 - ECEC and primary students should wear face masks if there are circumstances that put them in close areas such as a hallway during a passing period.
 - Intermediate and middle school students should wear masks at all times. Exceptions will be made in areas where the students can safely spread apart more than 6 feet in well-ventilated areas.
- Require students who are in a high risk group to wear a face mask at all times.
- Instruct students in the proper manner in which a mask should be worn.

Social Distancing

- Establish social distancing protocols for various activities during the school day - classroom, cafeteria, gym, playground, etc. Examples:

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- In the classroom desks spaced a minimum of 3-6 feet apart and face the same direction.
 - If flexible seating is used in classroom, clear guards may be used (small groups at tables)
 - If younger students are working in small groups, are engaged in close proximity activities, or 6 feet is not possible for more than 15 minutes, masks should be worn.
 - Items in classroom will be routinely clean, sanitized, and disinfected
 - Toys and games, shared computer keyboards & mice, nap pads, desks, chairs, hooks, lockers
 - Toys and manipulatives will be cleaned using protocols and classroom checklists
 - K-8 school supplies and books will be used individually - NO community supplies. If a teacher has community supplies, they will be distributed for individual use only.
 - Hand washing/sanitizing will continuously be done during the day. Every time someone enters the building, they are required to wash hands. If entering the classroom, everyone must use hand sanitizer.
- Hallways, stairwells, and sidewalks will be marked to provide one-way or 6 feet separation directions and spacing.
 - Visual aids for social distancing will be used in the buildings to help children and faculty/staff
 - Masks are to be used in community areas in building
- Recess and Physical Education:
 - Students should engage in these activities with their grade levels to reduce the number of contacts.
 - Staggering playground times both for morning and afternoon
 - Cleaning protocols will be in place after each grade level exits. Only equipment that can be cleaned and disinfected between grade level use should be utilized. Physical distancing will be monitored when students are on the playground or in the gym.
- Cafeteria
 - All students will be seated socially distanced at lunch.
 - Students must wash their hands before and after lunch.
 - Students may purchase a school hot lunch as all needed utensils will be placed on the tray. Cafeteria supervisors will dispense condiments.
 - Students may also bring a sack lunch but each child must carry it to lunch on his/her own. (No lunch baskets)
 - Send food in containers the children can open in their brought lunches to minimize touching.
 - Absolutely no sharing of food or supplies between students at any time.
 - Cleaning protocols will be in place after each grade level exits.
 - ECEC children may eat in their classrooms, outside in the grass or in classroom groups if the cafeteria is used. Children should bring food that doesn't require the microwave. All children will need to have a Peanut and Treenut Free lunch. NO Peanut Butter or Nutella or other nut products.
- Specials Classes
 - ECEC-Children will participate in special classes within their home room, outside for gym or in a specific location. If the class is in a shared space, the room will be cleaned and sanitized between classrooms.

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- Primary - Students will participate in special classes in the classrooms designated for those classes. The schedule has given the teacher 10 minutes between classes to disinfect the classroom and desks. Students will use their own supplies during class. Music class will not use wind instruments.
 - Intermediate - Students will participate in special classes in the classrooms designated for those classes. Surfaces will be disinfected between classes. Students will use their own supplies during class. Music class will not use wind instruments.
 - Middle - Students will participate in special classes for art and music in the classrooms designed for those classes. Physical education is still reviewing options and Spanish will be held in the Spanish teacher's classroom. All middle school students will attend specials as a grade level cohort. Surface will be disinfected and students will use their own supplies.
- There will be a contained area for parents when checking students in/out during the school day. If others are waiting to check their student in, they should wait outside (in their vehicle if necessary) so there is a limited number of individuals in the contained area. Whenever possible, the parent should call the office and a staff member will walk the student outside to the parent.
 - Nonessential visitors will not be allowed into the school. Individuals are not allowed to visit classrooms and should remain in a contained area if visiting the school is necessary. Only one person should be in the contained area. If others are waiting they should wait outside (in their vehicle if necessary) so there is a limited number of individuals in the contained area.
 - Administer a temperature check and health screening questions if a vendor is allowed into the school building. Masks should be required for these individuals.
 - Accurate records will be kept of anyone who has been inside a school in case an outbreak occurs to assist with contact tracing efforts.
 - Reduce the number of students in classes by splitting classes at times throughout the day with the help of teacher aides.
 - Establish a schedule for varying departure times to minimize the number of students exiting the school at the same time.
 - ECEC: dismissal locations will vary depending on times 11:45, 3:00, ASP Parents will be asked to show child's individual pick up card(to be provided)
 - Primary: Dismiss staggering when parents come into the parking lot.
 - Intermediate: Dismiss at three exits, depending on first letter of last name. Directions will be emailed to parents.
 - Middle: Students will be dismissed through different exits according to their grade level.

Transportation

- Screening of COVID-19 symptoms at home prior to getting on the bus.
- Encourage hand hygiene upon boarding the bus. Hand sanitizer will be available and the bus monitor can assist.
- Assign seats to reduce transmission and assist with contact tracing if necessary. Allow only one student per seat (unless from the same family).

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- Load the rear of the bus first. Dismiss from the front of the bus first.
- Establish cleaning protocols for sanitizing each bus in between schools.
- All students should wear masks while being transported on the bus.
- Bus drivers must wear masks or face shields.

Gloves-Staff (gloves not necessary for students)

- Provide gloves for healthcare workers, such as the school nurse, who will be working with sick or suspected sick individuals. A fresh pair of gloves should be worn when working with each new individual. An individual should use hand sanitizer before putting on gloves and then once again after removing gloves.
- Require custodians to wear gloves when cleaning.
- Require for faculty/staff during lunch duty and cleaning

Hand Washing - Staff and Students

- Require hand washing upon entering the building, before eating, after eating, before any group activities and before boarding buses.
- Recommend hand washing any time the face/mouth are touched (which may prove difficult with younger children)
- Provide hand sanitizer in classrooms and throughout the school.
- Hand washing with soap and water for at least 20 seconds is preferred; however, hand sanitizer may be used when access to traveling down the halls to main bathrooms isn't possible or unavailable.

Water Fountains - Staff and Students (note: the CDC has not issued specific guidance around water fountains)

- Only allow water fountains for filling water bottles. Close off water fountains that do not have bottle fillers. Students can also bring full water bottles to school.
- Avoid groups congregating around bottle fillers (where available) waiting for access.

Staff Restrooms

- Administer at least one deep cleaning a day and clean/wipe down high touch surfaces throughout the day. High touch surfaces can transmit the disease but it's not a high instance. Maintain a cleaning log to assist with contact tracing if necessary.

School Supplies

- No shared objects between students such as devices, school supplies, lockers, equipment, etc.
- Where communal supplies have been requested, teachers will distribute them to individual students as needed.

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- ECEC children will share toys and supplies due to the social and play nature of an early childhood setting, additional cleaning protocols have been put in place with staff members in each classroom.

Student Lockers & Storage

- In rooms where lockers have previously been shared, limit to one student per locker and provide alternative storage for students not using lockers (bins, chairback units, etc.)
- Middle school students will have lockers spaced apart. Students will access lockers on a staggered basis.

Student Restroom/Usage

- Limit the number of students in the restroom.
- Administer at least one deep cleaning a day and clean/wipe down high touch surfaces throughout the day. High touch surfaces can transmit the disease but it's not a high instance.
- Maintain a cleaning log so if there is an outbreak in a classroom, it will help with contact tracing to know when the bathrooms were cleaned during scheduled class bathroom breaks.
- Implement scheduled restroom breaks so each grade/class can go at a specific time and avoid mixing students from different classes.
- Make spaces outside the restrooms to provide visual cues to ensure social distancing while waiting.

Public Areas

- Administer at least one deep cleaning a day and clean/wipe down high touch surfaces throughout the day, including but not limited to:
 - Banisters
 - Main office surfaces
 - Doorknobs
 - Light switches
 - Door jams

Church - Mass Attendance

- Implement in-person Masses by school or grade level only
- Live stream All Academy Masses
- Follow cleaning protocols established at each church

Cleaning and Disinfecting

- Require the use of disposable gloves when cleaning and disinfecting.



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- Clean surfaces using soap and water, then use disinfectant.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on the level of use (i.e. if a different group of students will be entering a room, surfaces will be disinfected first).
 - High touch surfaces and objects (such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) in public places should be cleaned and disinfected regularly.
- Disinfect using EPA-registered household disinfectant, properly diluted bleach solutions or alcohol solutions with at least 70% alcohol.

Travel - Staff and Students

- Please check with the administration prior to traveling and upon returning. Parents who travel and may have been exposed to a confirmed case may be asked to keep children home to limit possible exposure to others at Holy Cross Academy. The Academy may request a doctor's note prior to a child returning.

Additional Information

- For students with symptoms or exposure and out of school, elearning will be available to keep the student engaged in school.
- For students at high risk, an individualized e-learning plan will be implemented per learning consultants and classroom teachers.



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Exclusion Guidance

Decision Tree for Symptomatic People in Schools
(Adopted from the Department of Health - City of St. Louis)

Send home or deny entry to students or staff with symptoms of illness or who had exposure to someone with symptoms. For symptoms consistent with COVID-19, reference exclusion criteria below to determine when individuals may return to school.

Symptoms consistent with COVID-19 include: new onset or worsening cough OR shortness of breath OR **at least two** of the following symptoms: fever (100 or higher); chills; muscle pain; headache; sore throat; new loss of taste or smell.

Has the person been clinically evaluated? - Received laboratory test for COVID-19: (Household members should isolate at home while awaiting laboratory test results)

- **IF POSITIVE:** The Department of Health will provide instructions to the person and household contacts about when it is safe to return to school/work.
- **IF NEGATIVE:** Stay home until fever has resolved, other symptoms have improved, AND two negative tests are received in a row, at least 72 hours apart.

Has the person been clinically evaluated? - COVID-19 diagnosis without lab test

- Stay home at least 14 days from symptom onset or for 3 days with no fever & improvement of other symptoms - **whichever is longer.**
- Siblings and household members also stay home for 14 days.

Has the person been clinically evaluated? - Alternate diagnosis or laboratory confirmed condition (e.g., flu, strep throat, norovirus, hand/foot/mouth)

- Follow provider directions, treatment, and return guidance.
- Follow the [Missouri Control of Communicable Diseases Guide](#)

For a person not clinically evaluated who is monitoring symptoms at home - If experiencing symptoms of COVID-19 (see list above):

- Stay home at least 14 days from symptom onset or for 3 days with no fever & improvement of other symptoms -



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whichever is longer.

- Siblings and household members also stay home for 14 days.

For a person not clinically evaluated who is monitoring symptoms at home: Other symptoms not consistent with COVID-19 (e.g., vomiting, rash only)

- Follow the [Missouri Control of Communicable Diseases Guide](#)

Please keep in mind that this is a fluid situation and this document may change. Also, please make sure your child's immunizations are up to date or your child will not be allowed to enter school.