



ST. FRANCIS
EARLY LEARNING ACADEMY

LCSS HEALTH AND SAFETY PLANNING FOR RE-ENTRY
ST. FRANCIS EARLY LEARNING ACADEMY

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Cleaning and Sanitation

Enhanced cleaning and sanitation standards will be implemented across all LCSS facilities. At St. Francis, the following areas/items will be disinfected after each use:

- Commonly used equipment such as copiers
- Books and learning peripherals
- Shared materials and supplies
- Playground equipment
- Tables/chairs

The following areas/items will be disinfected regularly throughout the day, but no less than twice per day:

- Door hardware
- Front Office
- Entry and Exit
- Classrooms
- Bathrooms
- Bottle filling stations
- Common areas

The following areas/items will be deep cleaned and disinfected once each night:

- Classrooms
- Bathrooms
- Cubbies
- Common Areas
- Office Area
- Gross motor room

Cohorts

LCSS students will be part of smaller groups in each building, called cohorts, to reduce the number of people they interact with daily. St. Francis will have seven cohorts. Each session will be its own cohort, as follows:

- Cohort 1: Morning, half day, 10 students
 - Teachers: Mrs. DeBoy and Mrs. Parker

- Cohort 2: Afternoon, half day, 20 students
 - Teachers: Mrs. Deboy and Mrs. Baldwin
- Cohort 3: M/W/F, full day, six students
 - Teacher: Mrs. Lashbrook
- Cohort 4: T/Th morning, half day, 18 students
 - Teachers: Mrs. Lashbrook and Mrs. Seaberg
- Cohort 5: 3-year-olds, full day, 18 students
 - Teachers: Mrs. Potter and Mrs. Hammons
- Cohort 6: 4-year-olds, full day, 19 students
 - Teachers: Mrs. Gillam and Mrs. Friehl
- Cohort 7: M/W/F, half day, 17 students

Containment Room

Students showing symptoms of COVID-19 will be placed in a supervised containment room until a parent picks them up from school. Classroom G has been designated as the containment room at St. Francis. This room will be disinfected after each use.

Drop-Off and Pick-Up

St. Francis school doors will be open each day at 7:30 a.m., except for students signed up for the extended day program.

Cars will enter the drive off of 17th Street, drop students off at the doors and exit through the back of the parking lot. Parents who wish to park may park in the back lot and drop off at the front door of the school. Students will stay in cohorts in the gross motor room until they can go to their classrooms at 7:50 a.m.

Mrs. Tuholski or Mrs. Jero will supervise morning drop-off. Additional staffing will be provided in the first week of classes to ensure children become accustomed to the new routine.

Students will be dismissed from class at 3 p.m. and proceed to the main doors. Mrs. Deboy's class will line up at the south side of the building; Mrs. Lashbrook's class will gather on the east side of the school; and Mrs. Gillams' class will gather in the grass south of the building. The Monday/Wednesday/Friday and Tuesday/Thursday half-day classes will gather on the east side of the school.

Cars will enter the drive off of 17th Street and exit through the back of the parking lot. Parents will put the names of their children on a white paper sign that will be mailed to each family prior to the first day of school. The sign should be placed in the driver's side corner of the car's windshield prior to pick-up each day. Parents should wait in their cars. Those who wish to park may do so in the back overflow parking lot on the south side of the school. Parents who wait outside of their cars must wear masks.

Lunch

Lunchtime is 11:05-11:35 a.m. for the morning and full-day cohorts. Teachers from each cohort will act as lunchtime supervisors.

Students bringing food from home will retrieve their lunch and eat at their desks. Preordered hot lunches will be delivered to each classroom.

Recess

Students will be given an opportunity to for recess within the following parameters:

- Locations:
 - Gross motor room
 - Outdoors
- Times will be determined by teachers so that there is no overlap recess time among cohorts.
- Supervisors: Cohort teachers
- Masks will be worn to and from the recess area but will not be required during recess. Supervisors may wear masks during recess.
- Students will be encouraged to not congregate in groups within close proximity to each other for extended periods of time (more than 10 minutes)

Social Distancing/Masks

Everyone entering the building will be asked to practice social distancing. School constituents must keep a safe space between themselves and others who are not part of their personal household.

Masks must be worn when social distancing is not possible and when students are outside of their cohorts for an extended period of time. Each staff member and student at St. Francis will be required to have two clean cloth masks each day on their person at all times, which they will be required to wear:

- Walking in hallways

- Entering the main office
- During small-group work
- During entrance and dismissal
- Other times as deemed necessary by faculty, staff or administrators

Exemptions to Wearing Face Coverings:

In the following scenarios faculty, staff and students are exempt from wearing a face coverings but are strongly encouraged to do so if practicable and without undue risk, or alternatively, are strongly encouraged to wear a face shield:

- students who are over the age of two (2) years and under the age of eight (8) years;
- any faculty, staff or student with a medical condition, mental health condition or disability which prevents wearing a face covering;
- while consuming food or drink;
- while exercising or engaging in sports activity and the individual can maintain six feet of social distancing;
- while giving a speech to an audience if the person can maintain six feet of social distancing;
- while receiving communion at Mass.

Visitors and Volunteers

Only scheduled volunteers should be in the building. No visitors will be permitted in the first six weeks of school except to make deliveries or pick up a sick child. St. Francis staff will reevaluate this visitation policy after the first six weeks. All visitors and volunteers must wear masks while in the building.

Personal Responsibilities of All Faculty, Staff, Parents and Students

Daily Assessment

Faculty, staff and students must self-assess each day before coming to school. The self-assessment involves checking for and reporting the following symptoms:

1. A fever of 100° F or greater
2. Other signs of illness such as:
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Repeated shaking with chills
 - o Muscle pain
 - o Headache
 - o Sore throat
 - o New loss of taste or smell
 - o Fatigue
 - o Diarrhea
3. Close contact (within 6 feet for more than 15 minutes) with anyone who has been confirmed to have COVID-19 within the last two weeks

If any of these symptoms are present, DO NOT come to or send your student to school. Instead, contact your health care provider and quarantine your child/yourself. Strongly consider COVID-19 testing.

Hand Washing and Sanitation

All faculty, staff and students will be required to thoroughly wash their hands per CDC guidelines throughout the day. In addition, hand sanitizer stations will be placed at the following locations:

- Main School entrance
- Every classroom
- All Purpose Room
- Faculty/Staff Lunchroom
- Gross motor room
- Office desks

LCSS Pledge

Faculty, staff and students will then read, agree to and sign the [LCSS Pledge of Good Stewardship](#) before the school year begins. This should be sent home with your student on the first day of school.

Reporting Procedure for Positive COVID-19 Tests

All faculty, staff and students will report to either the executive director of St. Francis (students/parents) or their supervisor (teachers/staff) if there is a confirmed case of COVID-19 in their household. The executive director will

report positive cases to the LCSS health and safety coordinator, who will coordinate details with the local health department and the Indiana Department of Education.

All members of an infected household should self-isolate, to include refraining from entering any LCSS facility, for a period of at least two weeks, or a period otherwise determined by medical professionals and the health department.

Please refer to the [Indiana State Department of Health of Guidelines](#) to determine when you or your child can return to school.