

LCSS Health and Safety Plan for Re-Entry St. Boniface School August 11, 2020

1. Personal Responsibilities of All Constituents

Each constituent, faculty, staff, parents, students will be responsible for completing the following:

- Review of the training courses.
- Completion of LCSS Pledge of Good Stewardship
LCSS Pledge of Good Stewardship also sent home first day of school.
- Daily Self Check
- Self-Hygiene
- Social Distancing: All constituents in the building will practice social distancing. When distancing is not possible, then masks or face shields are required.

2. Wearing Protective Masks

- Masks must cover nose and mouth when social distancing is not possible
 - Masks may not be distracting to others
 - Masks may not detract from our Catholic Values
 - Each child should bring in two masks
 - Lanyards to hold the mask will be labeled and given to each child
- Masks - Each staff member and all students at St. Boniface are required to have two clean cloth masks each day. Everyone is required to wear masks when social distancing is not possible or the students are outside of their cohorts for an extended period of time, They will wear masks during the following times and places:
 - When social distancing is not possible
 - Walking in Hallway
 - Going to the Office
 - Small group work
 - Arrival and Dismissal
 - Other times as deemed necessary by faculty, staff or administrator

- Classroom Settings
 - Where a classroom or place of instruction can be configured so that students and instructors can maintain six feet of social distancing with one another, then face covering or face shields do not need to be worn during in-person education instruction.
 - Where a classroom or place on instruction cannot be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, face coverings or face shields must be worn during in-person educational instruction, however, where an instructor can maintain six feet of social distancing from students, the instructor may remove a face covering or face shield.
- Recess
 - Face coverings and face shields may be removed during recess periods provided social distancing can be maintained.

3. Cleaning and Sanitation

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
- Physical Education equipment
- Desks and chairs used by different cohorts

The following areas will be sanitized after each 35 minute class:

- Computer Room Mrs. Minnich - technology Monday & Friday
- Gym Mrs. Elming - Phys. Ed Tuesday & Wednesday
- Band Room. Mr. Isaacs - small group band Tues. & Wednesday
- Guidance Ms. Charles - each homeroom on Tuesday
- Music Mrs. Miller - music in the gym on Thursday
- Art Mrs. Spann - art in 101 room on Thursday

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

- Door hardware
- Front Office
- Staircase railings
- Entry and Exit
- Homerooms
- Bathrooms
- Bottle filling stations
- Common areas

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

- Classrooms
- Bathrooms
- Common Areas
- Office Area
- Gymnasium
- Specials' Rooms
- Faculty/staff lunchroom
- Computer room
- Art room
- Library

4. Hand Sanitation

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

- Main School Door by courtyard
- East Gym Door facing garage
- School office counter
- School office mailbox counter
- Every homeroom
- Hallway table on 3rd floor
- Computer Room
- Library
- Music Room
- Art Room
- Faculty/Staff Lunchroom
- Stage

5. Cohorts: Making the Classroom Safe

Cohorts: St. Boniface will have three cohorts according to grade level

- Cohort 1: Grade 4, 41 Students
Teachers: Mrs. Novak and Sr. Mary Bosco Teacher Aide: Sr. Mary John Davis
- Cohort 2: Grade 5, 33 Students
Teachers: Mrs. Lowe and Mrs. Roetker Teacher Aide: Mrs. Mary Diener
- Cohort 3: Grade 6, 39 Students
Teachers: Mrs. Gerkey and Mrs. Fabian Teacher Aide: Sr. Fiat Staley

Homeroom: Students in homerooms will remain at their desks. Homeroom teachers will move between classrooms. Homeroom teachers exchange for: Math/Science and English/Social Studies. Each homeroom teacher teaches Religion, Spelling, Handwriting.

Specials: Specials (Music, Phys.Ed., Art, Computer, Guidance) will be 35 minutes. This allows extra time between classes to sanitize the desks and chairs. Each cohort will enter and exit classrooms using assigned stairways to avoid contact with other cohorts.

6. Morning Arrival of Students

The arrival and start of each school day will be as follows:

- Arrival Time:
 - 7:30 a.m. School Gym Doors Open
 - 7:50 a.m. Bell Rings: Classroom Doors Open
 - 8:00 a.m. Bell Rings: Classes Begin
- Arrival Entrance: Alley by rectory off Ninth Street. Students should be masked when exiting the cars and remain masked and proceed to the St. Boniface gymnasium. Parents are to remain in their cars. Children will need to proceed to the entrance assigned to their cohort:
 - Grade 4 Students enter main entrance and go to their classroom
 - Grade 5 and 6 Students enter through Gym East Door and sit on bleachers until 7:50.
 - Faculty and Staff: Enter through North Street Door

- Arrival seating: Students who arrive before 7:50 a.m. will sit in the gymnasium on the bleachers. The bleacher seats are marked with colored tape so that students are socially distanced from other students. Students must wear masks while waiting. .
- Arrival Supervisor Outside: Mr. Dan Bivens, and maintenance men
- Arrival Supervisor Inside: Sr. Mary John, Sr Fiat, Sr. Lenore

7. Afternoon Dismissal of Students

The details of dismissal of each school day will be as follows:

- Dismissal Time:
 - 2:30 p.m. every Monday
 - 3:00 p.m. Tuesday through Friday
- Waiting Area for Parents:
 - Parents park in the large parking lot on the south side of the gym
 - No parking or pickup will be allowed on North Street.
 - Each family is given their last name in plastic the first day of school
 - Family name must be placed in front driver's corner of the parent's car during pickup.
 - Parents wait in their cars.
 - St. Boniface maintenance staff will be in the parking lot with radios to read the family name and notify the indoor supervisors when parents arrive.
 - Indoor supervisors call the child's name over the P.A. System.
- Student Supervision
 - Students wait in their homeroom with their homeroom teacher until their family name is called for pick up.
 - After 3:15 p.m. students come to the gym to wait for late parents.
 - Masks must be worn by students until they are in their car.
- Dismissal Supervisor Outside: Mr. Dan Bivens and maintenance men
- Dismissal Supervisor Inside: Sr. Lenore and Mrs. Hilary Baker
- Dismissal Supervisor in Classroom: Homeroom teachers

8. Visitors and Volunteers

All visitors and volunteers must wear masks while in the building. 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. Boniface staff will reevaluate this visitation policy after the first six weeks.

9. Library

The St. Boniface Library will be used for small group work. Library books will be requested by students. Students are not allowed to pull library books directly from shelves.

10. Recess

Students will play outside according to cohorts.

- Cohort 1 Grade 4, 41 Students
 - Recess Time: 11:30 to 12:00
 - Location: Large Playground between gymnasium & Ferry St.
 - Signal: 12:00 Church Bells

- Cohort 2 Grade 5, 33 Students
 - Recess Time: 11:35 to 12:05
 - Location: Small Playground between rectory & Ferry St.
 - Signal: 12:05 Garage Buzzer

- Cohort 3 Grade 6, 39 Students
 - Recess Time: 11:35 to 12:05
 - Location: Barricaded North Street in front of school
 - Signal: 12:05 Garage Buzzer & Hand Bell
- Supervisors: Mr. Ryan O’Gara, Sr. Mary John, Sr. Mary Fiat, Dr. Matthew Stephens,
- Masks: Supervisors will wear masks during recess.
- Masks: Face covering and face shields may be removed by the students during recess periods provided social distancing can be maintained.
- Social Distancing: Students will be encouraged to not congregate in groups within close proximity to each other for extended periods of time (more than 10 minutes).

11. Transitioning from Recess to Lunch

Milk is served on cart in hallway outside music room

- Cohort 1 Grade 4, 41 Students
 - Recess Time: 11:30 to 12:00
 - Location: Large Playground between gymnasium & Ferry St.
 - Signal: 12:00 Church Bells
 - Teachers: Students line up on playground, come in main door
 - Lunches: One teacher brings hot lunch students to kitchen
Other teacher brings home lunch students to classroom
Pray in homeroom
 - Restroom: After lunch

- Cohort 2 Grade 5, 33 Students
 - Recess Time: 11:35 to 12:05
 - Location: Small Playground between rectory & Ferry St.
 - Signal: 12:05 Garage Buzzer
 - Teachers: Students line up on playground and **pray**
Students come in main door
 - Lunches: One teacher brings hot lunch students to kitchen
Other teacher brings home lunch students to classroom
 - Restroom: Use two kitchen sinks

- Cohort 3 Grade 6, 39 Students
 - Recess Time: 11:35 to 12:05
 - Location: Barricaded North Street in front of school
 - Signal: 12:05 Garage Buzzer & Hand Bell
 - Teachers: Students line up in front of school and **pray**
Students come in North Street door
 - Restroom: Students use restroom while 5th graders get lunch
 - Lunches: One teacher brings hot lunch students to kitchen
Other teacher brings home lunch students to classroom

12. Lunch Requirements for all students

The following details will apply to student lunches:

- Students eat in their homeroom at their desk
- A cloth towel is required by all students to cover their desk

- Students may bring their own lunch or order a packaged lunch from Chartwells

13. Mass

All School Mass will be held at St. Boniface as follows:

- Day and Time: Every Thursday beginning at 8:10 a.m.
- Entrance and Seating: Students will enter the Church with their cohorts and be seated with their cohorts. Each student will be separated. There will be extra space between cohorts.
- Masks: All students, teachers and adults will wear masks.
- Singing and Choir: There will be no singing, choir and offertory gifts
- Readings: Students do the 1st reading, psalm response and petitions
- Visitors: Visitors will be seated in the back of the Church far away from the children and required to wear masks.

14. Designated Covid Room/Containment Room

Any student showing symptoms of COVID 19 will be placed in a supervised containment room until his/her parent picks them up from school. The St. Boniface Containment Room is the St. Boniface Stage which has an outside door and a door leading into the school office. This area is disinfected after each use.

15. Reporting Procedure for Positive COVID19 Tests

Refer to Attached Health Department Guidelines

16. Athletic Competitions

Athletic events for elementary schools to be determined later

17. Contact Information

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