

Aug 21, 2020 - ver. 2.0

Saint Agnes



Academy

**SAINT AGNES ACADEMY'S
Protocols for Returning to School - Fall 2020**

Introduction

The purpose of this document is to provide information to the Saint Agnes Academy community regarding the safe reopening of our school on September 2, 2020 in light of the Coronavirus Disease 2019 (“Covid-19”) pandemic. It is the intention of Saint Agnes Academy, supported by the Catholic Schools of the Diocese of Springfield, to open our school in such a way that is safe, maximizes in person instruction for all students, and guarantees our families the excellence they desire from our Catholic schools.

It is also our goal to help reduce the impact of Covid-19’s effect on the families, personnel, and communities in our care. The guidelines referenced in this plan are based on the guidance from the Catholic Schools Office of the Diocese of Springfield (CSO), Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Public Health (DPH) and the Massachusetts Department of Elementary and Secondary Education (DESE). Regular updates will be made to this plan based on information provided by the above entities, applicable federal and state laws, and local agencies.

The needs of Saint Agnes Academy are different than those of the public schools in our community. While the Massachusetts Department of Elementary and Secondary Education (DESE) has provided guidance for the public schools (document found at the following link: <http://www.doe.mass.edu/covid19/>), the Catholic schools look to these as recommendations and therefore will open in a manner that is congruous with our local school community. Our school populations are relatively small, in most cases, so adherence to social distancing guidance is easier for our school compared to other public schools and school districts.

The priorities for this plan are as follows:

- **Safe Schools** - School environments conducive to learning that take into account: appropriate social distancing, use of personal protective equipment (e.g., masks/face coverings), best practices in sanitization, the emotional needs of our students and families and continued education in good hygiene.
- **Academic Excellence in Schools** - Keeping schools physically open as much as possible because this: supports our parents/guardians, provides consistent schedules, maximizes the highest quality instruction and delivers a program that ensures our students’ holistic progress.
- **Mission-Connected Schools** - Providing tangible expressions of the Catholic

faith to our students that advance our mission of: preserving school traditions and charisms in physical and remote environments, ensuring liturgical celebrations and strong connections to the Faith community and advancing our emphasis on integrating the Catholic faith in all aspects of school life.

These plans will be updated regularly, as needed, in accordance with any changes to public health directives. Mrs. Makdisi, Principal of Saint Agnes Academy, will share the updated document with all stakeholders and distribute the updated version to parents through the school's information system.

Berkshire Medical Center's Department of Infection Prevention & Control reviewed St. Agnes Academy's Protocols for returning to school, met with Principal Makdisi and our lead custodian, toured the facilities and issued St. Agnes Academy with a certificate indicating readiness to safely open and operate the school full-time, in person. A letter from BMC's Director of Infection and Control and St. Agnes Academy's Certificate can be found in this document's Appendix.



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Executive Summary

St. Agnes Academy will be opening for, in-person learning beginning **Wednesday, September 2, 2020**. The following is a high-level summary of the protocols and changes St. Agnes Academy implemented to help ensure a safe learning environment. **Berkshire Medical Center's Department of Infection Prevention & Control** reviewed the St. Agnes Academy protocols, met with our principal and lead custodian, toured the facilities and issued St. Agnes Academy with a certificate indicating readiness to safely open and operate the school full-time, in person. A letter from BMC's Director of Infection and Control and St. Agnes Academy's Certificate can be found in the Appendix. Your understanding of, and adherence to, these protocols will help us to ensure the safety of all staff, students and families.

Facility Updates

- **Hand sanitizing stations** have been installed at all entrances and throughout the school.
- **Hallways and shared spaces** have been marked with lines and signs to enforce social distancing guidelines and use of PPE.
- **Reduction and rearrangement of classroom furniture** to accommodate social distancing guidelines. The preschools were rearranged with no more than 10 students in a room. Kindergarten students are seated at tables meeting the three feet minimum with plexiglass dividers between each student. In Grades 1-8, students will be seated three- six feet apart.
- **Nurse station** space was increased to accommodate an isolation area. A treatment table was installed in the preschool/kindergarten building.
- **Access to the building was updated** to limit and control entrance into the building. The school's front entrance is the only point of entrance for students, parents and visitors. The admission office is relocated to what was previously the principal office.
- **Signs** are posted at entrances and throughout the building to reinforce mask usage, social distancing and good hygiene practices.

Health & Safety Protocols

- **Face coverings** (masks or face shields) required for all staff and students. Students must bring face coverings from home; extras will be provided by the school if necessary.
- **Classes will be kept in cohorts**, interacting only with each other and their teachers.
- **General good hygiene practices** will be reinforced and required throughout the school day.
- **Cleaning and disinfecting of classrooms and buildings** will occur at least daily, with multiple (COVID 19 special cleaning supplies) cleanings throughout the day in high-touch areas.
- **Scheduled bathroom breaks per cohort**. Masks must be worn in the bathroom and hand washing is required. Good hygiene signage posted throughout the bathroom for reminders.

Transportation & Arrival

- **Families are urged to drive students to school**; Pittsfield busing is now available but limited to the families who signed up and submitted the registration form. If you don't receive a confirmation from the school regarding a guaranteed spot on the pittsfield bus, please plan to drop your children. We will continue to monitor the transportation guidance for any changes and will alert you if more spots become available. Central Berkshire bus transportation for St. Agnes' students is still unknown, so please plan accordingly. We will keep you updated on any changes as soon as we hear from Central Berkshire public School.
- **Entrance into the building is limited** to the school's front entrance on Carson Avenue.
- **Preschool arrival** shall be at the south door by the chapel, driving into the parking lot from Main Street. A teacher will meet you and your child and escort your child into the building. There will be no morning recess or families congregating in the parking lot. Also, families will not be permitted to enter the building in order to adhere to these guidelines.
- **Kindergarten new procedure** for morning drop off will be that all children can be dropped off beginning at 7:40 and no later than 7:50. To the kindergarten building at the door closed to the playground. A Kindergarten teacher will be outside awaiting your arrival and will escort your child into the building where the other teacher will be waiting to greet your child. Once again due

to the distancing guidelines, there will be no morning recess or families congregating in the parking lot. Also, families will not be permitted to enter the building in order to adhere to these guidelines. After 7:50, students will be marked tardy.

Teaching & Learning

- **First three days of school will be half-days for students**, dedicated to reacclimation of the school environment and review and training of new safety protocols. During the afternoon, staff will assess the day, discuss adjustments necessary and communicate any changes to families.
- **Students will be trained to use the school's FACT Learning Management System ("LMS")**, to be utilized by all students for in-person learning and when remote learning may be necessary.
- **All teachers prepared a detailed in-person distance limitation and full remote learning plan** for family awareness and continuity of instruction should full remote learning be required.

Recess

- **Held outside by class in predetermined areas**; teachers will rotate use of the playground. Extra recess is encouraged as much as possible, at the teacher's discretion.

Lunch

- **Lunch will be held in the classrooms**; hot lunch is available and will be delivered to the classroom in disposable packaging. Families are encouraged to pack lunches and water bottles. No sharing of snacks/lunch between students is permitted.

Dismissal

- **Dismissal from the building is limited** to the school's back entrance (library door) off Main Street for all students (Pre-K to Grade 8). Dismissal starts at 2:15 PM for full day, 11:00 AM for half day.
- **Students will remain in the classroom until notified of their family's arrival.** There will be no gathering in hallways. Please see the detailed car line dismissal plan in the St. Agnes Academy Protocols. Dismissal may take longer than usual, so plan accordingly.

Morning & Aftercare Programs

- **Morning care will be provided to a limited number of students**, pre-registration is required. No unregistered drop offs are permitted.
- **After care is suspended for the start of the school year**; we will continue to monitor and evaluate. If reinstatement of aftercare is deemed safe and feasible, families will be notified.

COVID-19 Positive Protocol Response (following CDC and DPH Guidelines)

- **Student / staff tests positive** - self-isolation for a minimum of 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
- **Student / staff have come into close contact with someone who tested positive** - self-quarantine for 14 days or get tested 4-5 days after contact and receive a negative test result.
- **Other scenarios**, please see detailed *Protocols for Responding to Covid-19 Scenario* in the St. Agnes Academy Protocols.

Remote Learning

- **All students will participate in the FACTS LMS distance learning program.**
- **Teachers will deliver daily classroom instruction** for synchronised learning from their classroom at St. Agnes Academy, when possible.
- **Students will have a set schedule of regular class meetings to attend via Zoom.** Class periods will follow the established format and schedule for in-class learning, but shortened to 30 minutes each. Specials (gym, computer, art) will also provide remote learning instruction.
- **Students from Pre-K to 8 will receive an average of 1.5 - 4 hours of remote teaching, each day depending on grade level.**
- **Please see each class' remote learning plan detailed in the St. Agnes Academy Protocols.**

Acknowledgement for St. Agnes Academy Families

[please print this page and return to school as soon as possible]

I acknowledge that I have received the **St. Agnes Academy's Protocols for Returning to School - Fall 2020** (the "St. Agnes Academy Protocols"). I understand that my student(s) and family are required to comply with the procedures and principles set forth in the St. Agnes Academy Protocols.

As a member of the St. Agnes Academy community, I will:

- Take my child's temperature before coming to school, everyday.
- Assess my child for signs of a cold or illness, everyday.
- Keep my child home, and communicate with the school if they have common COVID-19 symptoms listed in the St. Agnes Academy Protocols (e.g., sore throat, cough, shortness of breath, lack of taste or smell or a fever (at or above 100.0)).
- Maintain social distancing guidelines of at least 6 feet of separation and proper face coverings at any point when around the school's facility, students, or staff.
- Be ontime for arrival and dismissal from school.
- Follow all state travel restrictions imposed by the Commonwealth of Massachusetts and/or Federal government.

By my signature, I acknowledge that I have read the St. Agnes Academy Protocols and understand its contents and agree to be bound by it and the documents to which it refers.

(date)

(Signature)

(Print Name)

(Student(s) Name and Grade)

Goal Statement

The goal of Saint Agnes Academy is to safely ensure the full and physical reopening of our school for the 2020-2021 school year.

Purpose Statement

The purpose of this document is to provide direction and guidance to our Saint Agnes Academy community for the full and physical reopening of our school in the fall.

Mission Statement

St. Agnes is a Catholic parish school, united by God's love, living and sharing our faith daily. We strive for academic success while promoting awareness and appreciation of community involvement as a lifestyle. Within this secure, welcoming environment, our experienced, dedicated faculty and staff celebrate the uniqueness of each child from preschool through grade eight. St. Agnes Academy is fully accredited by the New England Associations of Schools and Colleges Recognized and awarded as a Massachusetts TOP SCHOOL by John Hopkins University.

General Protocols

MAXIMIZING IN-PERSON INSTRUCTION

Following the DESE's Initial Fall School Reopening Guidance, Saint Agnes Academy is creatively finding ways to safely maximize the number of students who can receive an uninterrupted full class schedule. In rare situations where this is not possible, Saint Agnes Academy will maximize the number of in-person instructional hours while providing continual care for our families.

SOCIAL DISTANCING

According to DESE, "schools should aim for a physical distance of six feet when feasible, and three feet is the minimum distance allowed." We are designing our classroom layouts to meet the 6-foot standard (measured from center of desk to center of desk) creatively utilizing large spaces to make this accommodation, if needed. The rationale for this standard is to anticipate any increased restrictions which may come from DPH. If it is not possible to meet the 6-foot requirement and ensure that all students can safely fit in the school building, St. Agnes Academy may seek approval from the Catholic Schools Office to use no less than a 3-foot standard in the classrooms.

Employees, students, parents, and visitors should follow the DPH recommendations for social distancing when in common areas on school grounds. Clearly visible markings will indicate the walking direction throughout the school building to maintain the social distancing requirements when necessary. These visible markings will help when training our students to safely move throughout the campus during school days.

FACE-COVERINGS

According to DESE, masks are required to be worn by all employees, all visitors, and all students in grades 2-12. Face shields are also an option. In our schools, masks or face shields will be required for employees, students, parents, and visitors when entering, exiting, and moving throughout the school building. Masks are ***strongly encouraged*** even for students younger than grade 2. Please be advised that at the teacher's discretion, students may be asked to wear a mask when social distancing may not be possible. Parents are required to provide masks for their children. Saint Agnes Academy will maintain a supply of masks in the event a student or visitor does not have a proper face covering.

According to DESE, "mask breaks should occur throughout the day." In our schools, teachers may authorize mask breaks, at the teacher's discretion and direction, when students are properly distanced and not moving through the classroom or building.

GENERAL GOOD HYGIENE

Following good hygiene practices limits exposure to all viruses. Good hygiene practices include:

- Washing hands often with soap and water for at least 30 seconds
- Using hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoiding touching the eyes, nose, and mouth
- Covering the mouth and nose or use the inside of your elbow when you cough or sneeze
- Teaching students how to practice good hygiene practices

Staff Protocols

Social Distancing and Face-Coverings

Staff and personnel of Saint Agnes Academy will be required to wear masks or face coverings when teaching; interacting with other people; entering, exiting, and moving throughout the building; or in common spaces with other people.

Staff and personnel may remove face-coverings when in classrooms or private offices without students or visitors present. They are still expected to follow social distancing protocols throughout the school day when they are not wearing masks. This includes break rooms, copy rooms, classrooms without students or visitors present, and other potential gathering spaces.

Staff Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE will be required. PPE includes: masks and gloves when disinfecting. Please note that it is still considered best practice to social distance even with the use of gloves and masks.

Staff Illness and Screening

If an employee becomes ill at work, or if another person is exhibiting symptoms of COVID-19 at work, they will be instructed to go home and contact the most accessible health provider.

Employees returning to work from an approved medical leave should contact the principal. A healthcare provider's note will be required before returning to work.

If diagnosed with COVID-19, an employee may return to work only when both criteria below are met:

1. At least 3 days (72 hours) has passed since recovery (no fever without the use of fever-reducing medications), **and**
2. Local Health Department or Health Care Provider confirms release to return safely to work.

If an employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that this employee has COVID-19 and may not return to work until the criteria listed above have been met.

According to our current Diocesan protocols, all employees will self-check in the privacy of their homes for symptoms before beginning work for the day. Employees who have symptoms will be asked to stay home or return home for that day and not return until they are symptom free. Employees will also be asked to fill out a COVID-19 Self-Monitoring Checklist every two weeks.

Saint Agnes Academy will follow all Diocesan protocols for personnel as they are developed by the Diocese of Springfield. Whenever there is a change to protocols, these changes will be communicated to the schools by the Catholic Schools Office.

Additional Responsibilities

Staff members will be asked to disinfect their areas including cubicles, classrooms, carts, etc., to reduce exposure and assure that all areas are properly sanitized.

In certain cases, staff members, who have not in the past, may be asked to monitor students in order to help the school maintain social distancing. Teachers from all grades, staff members, specialists, Title I, nurses, custodians, kitchen staff, etc., can be asked to monitor students' safe distance and remind students of the safety measurements when necessary!

Student Protocols

Social Distancing

Students of the schools will be expected to follow social distancing protocols throughout the school day. As stated above, wherever possible, we are recommending that students are seated 6-feet apart in the classrooms. The preschools were rearranged with no more than 10 students in a room. Kindergarten students are seated at tables meeting the three feet minimum with plexiglass dividers between each student. Any lesser standard of seated space in the classroom must be approved by the Catholic Schools Office. Students must follow at least a 6-foot standard while entering and exiting the facility, passing in the hallways, moving around the classrooms, and during liturgy.

Student Personal Protective Equipment (PPE)

According to DESE, PPE will be required of all students in grades 2-12. Masks are strongly encouraged for students younger than grade 2. Again, please be advised that, at the teacher's discretion, Pre-K, k, and grade 1 students may be asked to wear a mask when social distancing is not possible. The only PPE required for students is a mask or face shield. Families are required to provide face-coverings for the children they have in the schools. Masks for students will be required at all times with the exception of "mask breaks", which are only allowed when they are outdoors, or socially distanced indoors. Teachers will use their discretion in their individual classes when and how "mask breaks" happen. (This may include instructional time if the students are socially distanced.)

Student Illness and Screening

Saint Agnes Academy and the Catholic Schools of the Diocese of Springfield will follow DESE's recommendations for screening. They are as follows:

- **Screening procedures are not required at the point of entry to the school.** However, school staff (as well as bus drivers) should observe students throughout the day and refer students who may be symptomatic to the school healthcare point of contact.
- **As noted in previous guidance, temperature checks are not recommended** as screening for all students due to the high likelihood of potential false positive and false negative results.

If a student demonstrates symptoms of COVID-19, the school is required to follow the DPH guidelines for student isolation and return to home. The school will also follow DPH guidance for student reentry into the classroom and any other protocols given by the local health department.

Wellness Education

To minimize risk, mitigate Covid-19 transmission and help create a safe school environment, students must be trained in the appropriate use of PPE, how to safely move about the school building, as well as good hygiene practices. As for PPE and good hygiene, training should begin at home and, while at school, it will be reinforced by staff. When entering/leaving and traversing the school buildings, students will see clear movement protocols and signage, which will be reinforced by staff.

The teachers will provide student training, as well as sharing age appropriate videos inside the classroom, to teach (1) the right practice of washing hands, (2) the importance of keeping safe distances and (3) the importance of wearing a mask. Students will also be trained on how to move in and out of the building following signs and directions.

We encourage you to start at home. Practice mask wearing. Talk to your child about the importance of good hygiene and proper hand washing. Singing the happy birthday song twice or another favorite song that takes at least 20 seconds can be a great trick to help us wash our hands long enough ... and it's a great declaration to sing every day.

Student Emotional Needs

Special care must be taken for the emotional needs of our students. Many have increased anxiety as a result of the societal changes and use of unnatural boundaries. St. Agnes Academy is committed to responding in a manner that is connected to the traditions of our Church to help students manage these in a way that directs them always to our Loving God. There will be increased time for prayer, meditation, and open dialogue connected to the Faith.

Facilities

Sanitizing Stations

Stand-up sanitizing stations will be set up in four locations throughout the school.

Classroom Spaces

Pre-School

The pre-school classrooms have been rearranged to accommodate proper social distancing measures.

Social Distancing Factor for Pre-K Classes as of June 16, 2020:

- **Currently 42 square feet of learning space** is needed per student with no more than 10 students in a room

Kindergarten

The kindergarten classroom has been rearranged to accommodate proper social distancing measures. Kindergarten students are seated at tables meeting the three feet minimum with plexiglass dividers between each student.

Grades 1 - 8

In Grades 1-8, students will be seated three to six feet apart.

Social Distancing Factor Grades K-12 Using the Current 6 Foot Recommendation:

- Approximately 400 square feet (20 x 20 foot classroom) is needed to properly social distance 6 feet between students for 12 students.

- In calculating space, we added 4 students for every additional 100 square feet in classroom spaces.
- There is no maximum number of students allowed in learning spaces as long as social distance protocols are maintained.

Library

The library will be off limits for all students. Book borrowing will now happen exclusively via FACTS/LMS or a classroom library monitored by teachers. Once reserved, those books will be brought to the proper classrooms and will stay in school. Library books are not to be brought home.

Nurse's station

The school nurse will have additional space added to accommodate an isolation area to reduce infection spread.

A new Pre-K/Kindergarten treatment table has been installed in the Pre-K/Kindergarten building. Any needs for the school nurse's attention will take place on site to reduce unnecessary traffic between cohorts.

Bathrooms

Teachers will set specific times for bathroom use in coordination with all grades to ensure only one cohort is there at a time.

Pre-K has their own dedicated bathroom. Kindergarten has their own bathroom and Grades 1-8 have their own bathroom. Grades 1-8 will only use their designated bathroom stalls.

Mask usage is required while in the bathroom. Students must wash hands before returning to the classroom. Good hygiene signage is posted throughout the bathroom for reminders.

Custodial staff will regularly be cleaning, sanitizing, and disinfecting bathrooms.

Passing and Cohorts

According to DESE, "elementary schools should aim to keep students in the same group throughout the day and middle and high schools are encouraged to minimize mixing student groups to the extent feasible." At St. Agnes Academy, our elementary students will remain in the classrooms with the teachers (including non-core teachers) passing between classrooms.

If students must pass in the middle school, they must follow clearly defined protocols developed by the school administration and must maintain a minimum of 6-foot distance while passing from class to class. Hallways floor has been marked to help students maintain 6 feet distance. To limit movement of students, teachers will pass between the classrooms when possible. Middle school students will remain in the classrooms with teachers (including non-core teachers) passing between classrooms whenever possible. Desks will be disinfected before another group of students enters the classroom.

Shared Spaces

Employees and students are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers and cleaning products will be accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. SAA custodian team will also clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. There should be limited access to certain workspaces to reduce risk of exposure and ensure employee and student safety.

Access into the Building

To ensure a more secure facility, SAA has updated the school entrance protocol. The admission office is now in the front of the school with a new window installed opening into the vestibule. Visitors will be required to stay in the vestibule to await their child. Students waiting for parents will also wait in the vestibule. The vestibule will serve as our neutral zone and will be cleaned as often as possible.

The front door of the school on Carson Avenue will be the only point of entrance for students and parents.

Each student will have to use hand sanitizer before entering their classroom.

Sanitization of Classrooms

Teachers and students will be required to sanitize their classroom surfaces at the end of each day and before a new group of students enters their classroom. The classrooms will be cleaned thoroughly and sanitized following the guidance provided by the CDC as well as State and local DPH requirements.

At the start of school, each student will be provided with an individualized plastic bin to be kept at or near their assigned seat, which will include sanitizing wipes hand sanitizer, tissues and

extra mask. Each student will be trained and instructed by their teacher to clean and sanitize their workstations and hands throughout the school day.

Sanitization of Facility

The facilities will be sanitized following the guidelines of the CDC as well as State and local DPH requirements.

Integration with Other Parish Programs; Enrichment Programs and Field Trips

Presently, St. Agnes Academy and our joint activities with St. Mary's and St. Stanislaus during Catholic Schools Week are suspended. St. Agnes Academy will reassess such activities throughout the school year and may decide to reinstate such activities when safe and feasible.

For the time being, in-person enrichment programs and field trips are suspended. St. Agnes Academy will reassess such activities throughout the school year and may decide to reinstate such activities when safe and feasible.

When deemed safe and appropriate, St. Agnes Academy will coordinate sanitization plans ensuring that all protocols are followed by all involved.

Food and Food Delivery

DESE recommends the following: "Prepare to hold lunch in classrooms, instead of the cafeteria or common areas. As it is assumed that masks/face coverings will not be worn during meals, in order to achieve six feet of physical distance between individuals, students will eat at their desks in their classrooms."

At St. Agnes Academy, students will eat at their desks in the classroom. Students will be instructed to perform hand hygiene before and after eating. Students will be instructed to clean their desks after eating.

Hot lunch will be available, as follows:

- Meals will be delivered to the classroom.
- Disposable containers and silverware will be used initially.
- Reusable containers and silverware may be considered at some point in the future.

Even though hot lunch will be provided and delivered by the kitchen staff to the students on disposable trays, St. Agnes Academy recommends that you send in lunch for your child to reduce the amount of food delivery and added activity during in-class lunchtime.

Sharing of food and refreshments during snack and lunchtime is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided by the school until further notice. There will be no snack cart at the beginning of the school year, but we will reassess these activities throughout the school year and may decide to reinstate them when safe and feasible.

Morning Care

Morning Care will continue to be offered, however, on a pre-registration basis. Please call the admission office in advance to make arrangements and reserve your space, if needed. Students can be dropped off at the front of the school building. Morning care will take place in the cafeteria from 7:10 am - 7:40 am. Spaces on the dining tables will be identified with safe social distancing requirements in place. Morning Care can safely accommodate up to 45 students.

Aftercare

Aftercare will be suspended for the start of this school year. We will continue to monitor the health of our Saint Agnes Academy community on a weekly basis as the school year progresses. If we have a safe reopening, and if the local and state COVID-19 infection rate continues to decrease, we will reevaluate this protocol until further notice and reinstate Aftercare as soon as possible. Thank you for your patience.

Recess

Recess will be held by class, in predetermined areas. Intermingling of classes will not be permitted. The teachers will rotate the use of the playground (area in the middle and at the far back of the school, past the art room portable). Each class will have their own games to play with while in recess.

We encourage our staff and students to go out as much as possible for extra recess or an outdoor reading period. Students will have the opportunity to have daily extra recess when teachers see fit.

Carline

Every family who would like to participate in the carline should confirm with the school office and should inform the school of everyone who will be picking up the child/ren. We will not dismiss your child to anyone who is not on the school list. Dismissal starts at 2:25 pm for full day and 11:00 am for half day.

The cars should enter the back of the building (playground) from Main St. in Dalton as in previous years (the church should be at your left at this point). Cars can form 2 lines, as in previous years, up until the end of the Kindergarten and Pre-K building. When a staff member instructs the dismissal to start, cars can begin to merge into one line with the first car closer to the church proceeding first. Cars need to make a complete stop at the library door. The staff member who will be assisting with the carline duties will announce the family name through a walkie-talkie to all other homeroom teachers.

The teacher/s will then send student/s to the pick-up point. Please be advised that this is a different practice from previous years. Due to COVID-19, there will be no hallway gathering as in previous years. Please know that this change may cause some delay, especially for students in Middle school and grades 1, 2 and 3 who will be walking from the classroom through the hallways from the other side of the building to get to the dismissal door.

Kindergarten and Pre-K will be dismissed to the carline from the main building as well. Each group of students from Kindergarten, Pre-K 3 year old and Pre-K 4 year old programs will have their own designated waiting area for dismissal.

According to the CDC recommendation, ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions, such as hypertension, obesity, diabetes, cardiovascular disease or lung disease should not pick up children, because they are more at risk for hospitalization and severe illness from COVID-19.

Instructional Delivery

IN-CLASS INSTRUCTION WITH DISTANCE LIMITATIONS

St. Agnes Academy will begin the 2020/2021 academic year on September 2, 2020 as follows:

September 2nd - half day for **K-8** and full day for staff

September 3rd - half day for **Pre-K to 8** and full day for staff

September 4th - half day for **Pre-K to 8** and full day for staff

September 8th - first full day for all students and staff

The number of students that can be in the building or in a classroom is restricted due to the directives of DPH. K-12 students are socially distanced in the classrooms limiting the potential spread of the virus within a space.

More than 10 students are permitted in learning spaces but must not exceed distance limitations. The priority is to identify in-school accommodations so that all students receive a full-time education even if some students are in overflow classrooms. In this case, students with learning exceptionalities or that need intervention or remediation will be prioritized to be in the classroom with the teacher at all times. Other students can cycle in and out of the overflow classrooms following DPH guidelines for student groups.

Full Remote Distance Learning

Distance Learning

If in-school learning is suspended by executive order of the Governor of Massachusetts, all students will participate in FACTS/LMS distance learning program composed of both synchronous and asynchronous learning experiences. In this situation, the school will follow the Continuity of Instruction guidance provided by CSO.

Teachers will deliver classroom instruction for synchronised learning. Students will have a set schedule of regular class meetings to attend via Zoom. Students will be required to wear appropriate clothing during their class meetings.

Classes will follow the established format and schedule of the in-class learning and class periods will be reduced to 30 minutes per class or as teachers see fit.

Continuity of Instruction

St. Agnes Academy will begin the school year establishing a direct connection to the FACTS/LMS platform. This will ensure our students and teachers have the ability to keep a seamless continuity of instruction if and when we go to full remote learning.

Communication

We are excited to inform you that our school has purchased a new emergency notification and rapid alert system to help improve and facilitate communication with our families.

Parent Alert will allow us to send out communications via Text, Email, and Voice Messages for all types of events. These alerts can be used for many reasons but also it will provide us a fast efficient way to communicate with our families in case of an emergency.

To ensure you are able to receive our alerts **please text the keyword “START” to 22-383 from your mobile device**. Any text alerts from our school will begin with “SAA-MA Saint Agnes Academy” and calls will show from “SCHOOL PHONE #413-684-3143”.

Note: Per Telephone Consumer Protection Act we have to provide all recipients the option to Opt Out of receiving our alerts. Anytime we send out a text alert you will see “Stop to End”. If you reply “Stop” you will no longer receive our text alerts regardless if we select you as a recipient.

ONLINE INFORMATION SYSTEM DETAILS

Student Information System - FACTS SIS

We're excited to announce our new FACTS Student Information System (“SIS”).

Saint Agnes Academy is pleased to announce that we have partnered with FACTS for our new student information system for the 2020-2021 school year.

All classes from Pre-K-8 will begin using the FACTS program as an interface between in-school education and our families at home. This is not just for Distance Learning, but will serve as a central information hub for all teaching and learning happening at Saint Agnes Academy for each student and their families.

We set up the [Saint Agnes Academy FACTS Family Portal](#) – a private and secure parents’ portal that will allow parents to see academic information specific to their children, while protecting their children’s information from others.

All you need is an Internet-capable computer to view information such as:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Transcripts
- Lesson Plans
- Discipline
- Homework
- Missing Assignments
- School CalendarSchool Announcements
- Staff and School Directory
- Family Account Balances with
- Online Payment
- Teacher Email Addresses
- Teacher Websites
- Customized Web Surveys and
- Tests
- Other Useful School Information

FACTS has created a 5 minute Family Portal Overview video, which will give you an introduction to the system. Please watch it at your convenience by following the link:

<https://vimeo.com/126932181>

The password to access the video is **Portal** (case sensitive)

Due to this transition, all current FACTS tuition login credentials will end. All families are required to create a new FACTS Family Online (ParentsWeb) account. This account will also provide you access to the FACTS tuition management system.

FACTS Family Online (ParentsWeb) is a private and secure parents' portal that will allow you to view academic information specific to your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

How do I access FACTS Family Online (ParentsWeb)?

1. Go to <https://SAA-MA.client.renweb.com/pw/> and click Create New Family Portal Account
2. Type your email address and click Create Account. An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.
3. Select the Click to Create your Family Portal login link
4. A web browser displays your Name and Person ID
5. Enter a User Name, Password and Confirm the password to create your login credentials
6. Click Save User Name and/or Password.
7. A message displays at the top of the browser, "User Name/Password successfully updated."
8. You may now login to FACTS Family Portal using your new username and password.
9. Once signed in, select Financial on the left menu.
10. If you already had a finalized tuition plan from last year, it will rollover to the new year. If you would like to make any changes to that Tuition Plan you must call the rectory at 413-684-0125.
11. If you are new or did not have a finalized tuition plan you must select: Set up a Payment Plan link on the right under Financial Links. Follow the prompts until complete and authorized.

We look forward to your participation. Together we can improve our children's academic development and the communication between our school and your home.

FACTS homepage can be found here: <https://accounts.renweb.com/>

For parents' most frequent questions and support please go to: <https://factsmgt.com/parent-faqs/>

Learning Management System ("LMS")

Each St. Agnes Academy enrolled student from Pre-K to 8 has an online LMS account through FACTS.

To access your LMS account and browse the teachers' announcements, assignments, test, materials, etc., go to:

<http://lms.renweb.com>

Enter the following information:

School Code: saa-ma (it is not case sensitive)

User name: Firstname.Lastname (Example: Jenn.Smith)

Password will be provided to the parents.

CLASS DETAILS

In-Class and Remote Instruction Plans for Academic Year

PRE-KINDERGARTEN

In-Class Instruction

The Pre-K teachers' priority is to keep your child safe while providing the warm, nurturing environment that helps young children grow and learn. These unprecedented times present challenges no teacher has ever had to face. We are putting protocols in place to make the preschool experience as normal as possible while following guidelines for maintaining a safe environment.

The tables in our classroom have been properly spaced apart to ensure proper social distancing along with plexiglass dividers.

Rotating the toys and books, having individual art supplies, and properly spaced furniture are just a few of the ways we will be working to keep everyone healthy. It would be helpful to have your child practice wearing a mask at home as we will have them wear masks in the classroom during times when social distancing is not possible.

The students will have their own individual cubbies to keep all their materials and books. The students' coat closets have also been arranged in order to socially distance the children. The students will have individual lockers to allow for separation of personal belongings. Students will not use the coat closets.

At times where plexiglass dividers and social distancing may be difficult, the children will be asked to wear a mask. The children will not be expected to wear a mask for more than 20 minutes at a time. DESE guidelines state that while outdoors (during recess) if the children cannot be 6 feet apart they must wear a mask, however designated spaces will be provided if a child needs a mask break.

We are inviting parents and students to visit the classroom for a brief **Meet & Greet on August 26th and 27th**. To allow for proper social distancing, visits will be done in shifts of two families at a time in 15-minute slots. Your child will have the opportunity to meet his/her teacher, find their locker and cubby, and see the classroom.

The teachers have also set up groups on the Bloomz app for the 3-year old class and the 4-year old class and have included instructions for signing on. In this app you will have the opportunity to sign up for the Meet & Greet slot that works best for you. Also, in the Bloomz app the teachers will be able to post reminders, pictures, and let you know when items are needed for the classroom.

Bathroom breaks will be monitored by the teachers. Outdoor recess will be maximized.

Remote Instruction

In the event that the preschool classes should move to remote learning, the teachers will offer Zoom opportunities that will include stories, educational games, and conversation. Packets will be sent home every two weeks with developmentally appropriate activities to practice fine motor skills, handwriting, letter/number identification, as well as reading journals. Parents will be instructed on how to pick up the packets and document completed work.

KINDERGARTEN

In-Class Instruction

Our kindergarten curriculum will provide our students with age appropriate opportunities to learn the essential social, emotional, problem solving and study skills that will help each child throughout their educational schooling. We will do this in a secure, nurturing and most importantly safe environment. With the most recent concerns with safety during COVID-19 we have been working hard to continue offering an environment where each child will continue to flourish while keeping their safety a top priority. With this in mind we have established rules and protocols throughout our classroom to ensure each student's safety.

The tables in our classroom have been properly spaced apart to ensure proper social distancing, along with plexiglass dividers between each child. All other communal tables will also have plexiglass dividers to separate the children. Each child will have their own containers

where they will keep their own supplies they will need throughout the day. There will no longer be communal supplies shared by the children. The students will also have their own individual cubbies to keep all their working materials and textbooks. We will be rotating toys and books throughout the days/weeks to ensure proper cleaning. The students' coat closets have also been arranged in order to socially distance the children.

At times where plexiglass dividers and social distancing may be difficult (morning meeting, etc) the children will be asked to wear a mask. The children will not be expected to wear a mask for more than 20 minutes at a time. DESE guidelines state that while outdoors (during recess) if the children cannot be 6ft apart they must wear a mask, however designated spaces will be provided if a child needs a mask break.

During dismissal time the students will wait in the hallway of the big school distanced 3-6ft apart from their peers while they await their family members arrival.

Remote Instruction

If we have to unexpectedly move into remote teaching, kindergarten has set a plan that would incorporate some small group one on one time (using either LMS, Zoom or Google classroom) along with individual work to be completed independently with guidance from a parent/guardian. This one on one time will be similar to our "Center Time" in our classroom. Breaking the children into small groups is more effective in teaching the children especially while working with them remotely. Developmentally, children at this age can only be expected to stay on task for short periods of time. Ex. In September 20-25 minutes; by February 35-40 minutes. The time working one on one with children will depend on when/if we have to go to remote learning.

- Children will be broken into small groups (depending on size of class) probably 3-4 children per group with 3 groups
- The Kindergarten teachers will rotate teaching each group approximately 30-40 minutes per session, per day
- Sessions will be broken up into morning and afternoon
- The children will receive approximately 1-1.5 hours of one on one each day. This will increase as we get further into the school year and the children's attention span and ability to stay on task develops
- We will also Zoom for 30-40 minutes (or use some another virtual platform) once a week with the whole class
- The children will also be expected to complete work at home

An example of how this will work:

Morning

9:00 Group A Mrs. Galvez

9:00 Group B Mrs Patti

9:45 Group C Mrs. Patti

Afternoon

12:00 Group C Mrs. Galvez

12:00 Group A Mrs. Patti

12:45 Group B Mrs Patti/Mrs. Galvez

*Groups and times may vary.

1st - 2nd - 3rd GRADES

In-Class Instruction

Our school's safety rules/COVID-19 policies will be followed to make sure that learning the grade 1-3 curriculum takes place in a safe environment. We will focus on building student well-being, confidence and motivation during these uncertain times along with curriculum.

We will utilize the first couple weeks to focus on building student well-being, training on good hygiene, proper use of masks, safe distancing and accessing the LMS (the platform that students will be using if we have to go remote).

Our students will be seated 3-6 feet apart and mask breaks will be offered when teachers feel it is safe for them to do so.

Outdoor recess will be encouraged and offered 2 times a day and grades 1-3 will have a rotation schedule for outdoor activities and space use.

Hot lunch will be delivered to the classroom. If you are packing your child lunch, please do not pack heated food as we will be eating lunch in the classroom and we do not have access to a microwave.

During dismissal time the students will wait in the classroom while they await their family members arrival and their names to be called. They will be then dismissed to walk down the hallway to the carline door.

Remote Instruction:

The remote learning plan consists of a combination of synchronous and asynchronous learning. The synchronous learning portion will include video conferencing via Zoom or Google Meet, and videos of lectures/lessons.

The asynchronous portion will include providing reading materials, recorded lessons for viewing, assignments for completion (worksheets, assignments from textbook, etc.), and projects/quizzes/tests for evaluation.

If remote teaching is the expectation, 1st -3rd graders have a set plan that would incorporate some small group instruction as well as whole group and individual work to be completed independently with some guidance with a parent/guardian.

The teachers in grades 1-3 will be teaching remotely from the classroom if possible and allowed. Small group time will be assigned and all students assigned to that group must attend the online zoom.

Within this remote learning plan there will be parent access to weekly lesson plans via LMS, online assessments, online learning tools, and open lines of communication with parents for academic support.

The children will receive approximately 1.5-2 hours of one-on-one instruction, each day. This will increase as we get further into the school year and the children's online ability to stay on task develops.

Expectations will be the same as in-person instruction. Daily attendance/check-in will be required. Attendance at video conferences/lessons will also be required and will be taken before every meeting. Students will be expected to be prepared "for class" and will be expected to participate.. All work must be completed thoroughly and submitted by the due dates. Assignments will be corrected in a timely manner to provide feedback to students. Grades will be earned in accordance with the syllabus for each grade/teacher. The curriculum, attendance, and grading system will be the same as our face-to-face instruction.

If a student is struggling with an assignment, lesson, or concept, questions can be discussed during meetings, or one- on-one sessions can be arranged. Parents/students needing support will be encouraged to send e-mails/messages that will be checked daily and responded to in a timely manner.

4th - 8th GRADES

In-Class Instruction

Our school's safety rules/COVID-19 policies will be followed to ensure learning the grade 4 - 8 curriculum takes place in a safe environment. Initial focus will be placed on building student well-being, confidence and motivation during these uncertain times.

We will utilize the first couple weeks to focus on building student well-being, training on good hygiene, proper use of masks, safe distancing and accessing the LMS.

Our students will be seated 3-6 feet apart, mask breaks will be offered when teachers feel it is safe for them to do so.

Outdoor recess will be encouraged whenever possible.

Hot lunch will be delivered to the classroom. If you are packing your child lunch, please do not pack heated food as we will be eating lunch in the classroom and we do not have access to a microwave.

During dismissal time the students will wait in the classroom while they await their family members arrival and their names to be called. They will be then dismissed to walk down the hallway to the carline door.

Remote Instruction

The remote learning plan consists of a combination of synchronous and asynchronous learning. The synchronous learning portion will include video conferencing via Zoom or Google Meet, live chatting via LMS, and live-streaming of lectures/lessons. The asynchronous portion will include providing reading materials, recorded lessons for viewing, assignments for completion (worksheets, assignments from textbook, etc.), and projects/quizzes/tests for evaluation. Additional methods of asynchronous learning will include self-guided lesson modules (such as Savvas - formerly Pearson Realize, Khan Academy, etc.), streaming video content, virtual libraries, posted notes, and exchanges across the discussion board within the Learning Management System. Lessons will be created that are engaging for students through a variety of strategies. Students will have the opportunity to collaborate via Google Docs/Slides or other forms of collaborations following teachers' guidance and instructions.

Our LMS will be utilized daily, whether it be assignments, discussions, announcements, or quizzes/tests. A schedule of video conferences will be set up at the beginning of the remote learning period. These meetings will cover new material in each subject and will take place either daily or every other day (covering two days worth of material). They will be held as close to the in-person daily schedule as possible. Students will work independently (math practice,

reading, writing) at times during the week. Additional meetings can be held as necessary for the purpose of following-up or review. The schedule is subject to change depending on the subject material and the pacing required for a particular unit or lesson.

Students will receive an average of 3.5-4 hours of remote teaching.

Expectations will be the same as in-person instruction. Daily attendance/check-in will be required. Attendance at video conferences/lessons will also be required and will be taken before every meeting. Students will be expected to be prepared “for class” and will be expected to participate. Participation and classwork will be assessed based on the quality of work produced and level of student focus during meetings. All work must be completed thoroughly and submitted by the due dates. Assignments will be corrected in a timely manner to provide feedback to students. Grades will be earned in accordance with the syllabus for each grade/teacher. The curriculum, attendance, and grading system will be the same as our face-to-face instruction.

In terms of support, progress will be monitored as it is in the classroom. If a student is struggling with an assignment, lesson, or concept, questions can be discussed during meetings, or one-on-one sessions can be arranged. Parents/students needing support will be encouraged to send e-mails/messages that will be checked daily and responded to in a timely manner.

SPECIALISTS

Gym, Computer, Spanish and Art will be available for all students at St. Agnes Academy this academic year. St. Agnes Academy is actively working to find alternative to our music program. If we are unable to secure a music program in time, we will be using the smart TV generously provided by the St. Agnes Academy PTO to run age appropriate educational musical shows during music periods. Further, we are actively researching possibilities for a music engagement program in the absence of in-person instruction.

COMPUTERS

In-Class Instruction

Computer Lab:

- Students will enter Lab wearing facemasks and be seated at assigned workstations
- All workstations are at least 6 feet apart to ensure social distancing
- Students will remain seated and any necessary materials will be distributed by teacher.
- Students will keep face mask while seated
- Teacher will maintain face covering while students are present

- At the end of class, students will be given a disinfectant wipe to wipe down keyboard, mouse, desktop work area and chair.
- Students will put on face masks, dispose of disinfectant wipe in trash receptacle while lining up to return to the classroom (following social distancing protocol).
- After students have exited the Computer Lab, Teacher will disinfect all computer screens and ensure all workstations are clean before another group of students enter the lab..

Remote Instruction:

All assignments will be uploaded to LMS on a weekly basis. Assignments will include links to websites that address specific technology skills.

- Many website assignments will utilize a login to save student progress and document completion of assignments. A unique User-Name and Password that is easily typed and remembered by the student will be created for these types of assignments. This one login username/password combination will be used for any other websites that may need a login for completion of an assignment. Students will have login information in advance of any assignment requiring login.
- If a login is not required, a document may be uploaded for the student to record their own progress. This document will then be submitted electronically for grading purposes.
- Narrated PowerPoint or slide presentations may also be used for skills or assignments that may need further instruction.

It is expected that students will dedicate 30 minutes each week to address the technology skills assigned for Computer/Technology class. This time should be documented through a unique login or self-recorded activity sheet as indicated in each assignment. Weekly zoom or google meet will be held and attendance will be recorded.

ART

IN-CLASS INSTRUCTION

Students will remain in their current classroom for art instruction and the art teacher will arrive with an “art cart” transporting paper and materials as needed. The teacher asks that parents please purchase simple supplies such as markers, colored pencils and/or crayons, scissors and glue sticks. These will be the responsibility of students and will be in their possession only. There will be no sharing of supplies amongst students. (If certain supplies are needed by a student, the teacher can provide and distribute as needed). During the first two weeks, students will also learn to use the LMS system where projects will be posted. We will determine at a later date if additional materials can be introduced to increase the level of art curriculum.

REMOTE INSTRUCTION

Again, simple supplies will be used for remote instruction and additional at-home and materials in-nature will be incorporated as much as possible. Students will use the LMS system where all projects, lessons and information will be posted. Each grade will have a scheduled zoom or google meet class each week which will include video conferencing, face-to-face art instruction and video art lessons. Videos will be recorded so that students can replay the instruction at their own pace and time. Students are expected to complete the project in the time frame given and submit on the FACTS LMS system. Each student will be required to complete at least 50% of projects for a passing grade.

GYM

In-Class Instruction:

Physical education will take place outside, weather permitting, whenever possible. When required to meet indoors, Pre-K and kindergarten will meet in the cafeteria while the other grades will travel to the Dalton CRA, Dalton Youth Center, or Pinegrove Park. Students will be required to adhere to the academy's mask policy while traveling to and from gym class as well as any requirements at the Dalton CRA or Dalton Youth Center. Masks will be required during gym unless the instructor feels that social distancing can be maintained. If mask removal is permitted, students should place their masks in a brown lunch bag. All materials used during gym will be sanitized between each class. Students will be required to sanitize hands before returning to their academy classrooms.

Remote Instruction:

If a remote learning plan is required, a 30 minute gym / physical activity Zoom program will be provided to each class. Attendance will be recorded.

SPANISH

In-Class Instruction:

The teacher will proceed in such a way that would minimize the adverse impact on everyone, going from traditional-to-remote learning. The teacher is preparing all the materials in such a way that will be readily available to the students in school as well as at home.

With students in the classroom seated 6 feet apart, the teacher (as in previous years practice) will be coming to the classroom to teach. One period a week for grades 1-5 and 2 periods a week for grades 6-8.

Remote Instruction:

If and when we are required to go to “remote learning”, the teacher will:

1. Interface with the students (grades 1 through 8) via Zoom. This interface will coincide with the days reflected in the students’ assigned schedule.
2. Upload lessons, assignments, reading material, quizzes, etc. in Facts LMS weekly, prior to the day of the scheduled classes.
3. Students are expected to attend and finish assignments on scheduled time.
4. Extra support is available for one on one via request from the teacher or the family.

Responding to COVID-19 Scenarios

Preparing to Respond to COVID-19 Scenarios

Even as we remain vigilant, and public health metrics in Massachusetts remain positive, the risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our communities. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the outside community who has COVID-19 can each have health, safety, and operational implications.

SAA is Prepared to Provide Remote Learning

When students must stay home for quarantine or isolation, teaching and learning should not stop. It is the duty of St. Agnes Academy to provide remote learning for students who cannot be in school for any extended period of time. Please review the FACTS/LMS section. (Note, there is no Hybrid Teaching)

Testing, Tracing, and Isolation

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH). When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. These organizations will

then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and notify the school.

Self-Isolation for COVID-19 Positive Cases is a Minimum of 10 Days

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. Gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and
- b. Experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. Received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).

Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

Close Contacts of a Positive COVID-19 Case Should be Tested

For general guidance, DPH defines a "close contact" as:

- Being within less than 6 feet of a COVID-19 case for at least 10-15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

In school settings,

"close contacts" include students and staff who were within 6 feet of the student or staff for at least 10-15 minutes while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test. While previous guidance stated that all students in an elementary classroom would be defined as close contacts, this new guidance provides a narrower definition of a close contact which mirrors DPH guidance.

- Possible close contacts should not come back to school until they have been tested

negative (or elected instead to self-quarantine for 14 days). If the test is negative, the student/staff can return to school if asymptomatic and wearing a mask.

- If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days **and** until at least three days have passed with no fever and improvement in other symptoms as noted.



St. Agnes Academy's Protocols for Responding to COVID-19

1. Common Symptoms of COVID-19 and Testing Requirements

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

In most cases, students and staff should stay home if they have any of the symptoms listed below. Many of these symptoms could be caused by other factors. In cases where other medical conditions exist that cause any of the following symptoms, it is important to communicate effectively regarding causes, and act with prudence before coming to school.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache, *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies), *when in combination with other symptoms*

If staff or students have any of these symptoms not due to other known medical conditions, or a combination of symptoms, they must get a test for active COVID-19 infection prior to returning to school, or quarantine for 14 days from symptom onset.

2. Key Actions for Individual COVID-19 Events

Quick reference sheet

Event	Location of Event	Testing Result	Quarantine
Individual is symptomatic	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>on the bus or at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	Individual tests negative	Return to school once asymptomatic for 24 hours
		Individual tests positive	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual is not tested	Remain home in self-isolation for 14 days from symptom onset
Event	Location of Event	Testing Result	Quarantine
Individual is exposed to COVID-19 positive individual	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	Individual tests negative	Return to school, if asymptomatic or once asymptomatic for 24 hours
		Individual tests positive	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual is not tested	Remain home in self-quarantine for 14 days from exposure

3. COVID-19 Positive Protocol Examples

The following protocols explain the expectations in the event of a known COVID-19 positive case within the St. Agnes Academy community.

A student or staff member has had known contact with someone with COVID-19 symptoms

Example: If a student's parent has COVID-19 symptoms, or they visited a friend or relative who later developed COVID-19 symptoms.

Who must quarantine? The student and all family members.

For how long? Three days or once they receive a negative COVID-19 test result.

St. Agnes Academy Cohort Impact? None

A student or staff member has had known contact with someone who has tested positive for COVID-19

Example: If a student's parent or household member is COVID-19 positive, or the student has been in close contact with a friend or relative who tests positive.

Who must quarantine? The student and all family members.

For how long? Two weeks, or until they receive a negative COVID-19 test result.

St. Agnes Academy Cohort Impact? None

A student or staff member has tested positive for COVID-19

Who must quarantine? The student or staff member, all family members and all students in their cohort.

Example: If a 3rd grader tests positive, their siblings, the 3rd grade teacher and the 3rd grade students must quarantine for two weeks. The siblings' classes and cohorts DO NOT have to quarantine.

For how long? Two weeks, or until they receive a negative COVID-19 test result.

St. Agnes Academy Cohort Impact? All must quarantine. If the teacher is not the positive case, remote learning instruction will begin, excluding the Specialists (gym, art, computer). If the teacher is the positive case, no synchronous remote teaching and students to follow LMS assignments.

4. Communication to St. Agnes Academy community in the event of a Positive Covid-19 result

SAA will contact our community via FACTS phone alert system if any student/faculty member/employee/volunteer has **knowingly** tested positive. This information will come either in text and/or by the phone number provided to SAA by the Parents/Legal Guardians. Personal information will be protected and will not be released to the SAA community. For example, the message may say the following: “An individual of the 5th grade class has tested positive for Covid which means the class and siblings of the student testing positive in the class will not be able to return to school until two weeks from the current day.”

If the teacher is **NOT** the positive case, remote learning instruction will begin, excluding the Specialists (gym, art, computer). The siblings of the Covid positive student in the cohort will need to contact their respective teachers regarding any assignments that can be done remotely.

Saint Agnes Academy has built a teacher substitution list of many passionate and qualified teachers to support our staff, if needed. If you like to be part of our sub team, please sign up by following the link below:

<https://forms.gle/9Gy9VULjyLibwBuo6>



APPENDIX

- I. A letter from the Director of Infection Prevention and Control at Berkshire Medical Center.

- II. An Evaluation with Recommendations for St. Agnes Academy's (Dalton, MA) Plan for the Fall School Reopening Evaluated by Berkshire Medical Center's Department of Infection Prevention & Control indicating that no infection prevention issues found that would impact the safety of our school's environment.



**Berkshire
Medical Center, Inc.**
BERKSHIRE HEALTH SYSTEMS, INC.

725 North Street
Pittsfield, MA 01201
(413) 447-2000

August 17, 2020

Mrs. Makdisi,

Thank you for inviting me to review St. Agnes Academy's reopening plan and to tour the facility. During our discussions, it became evident that the school's Reopening Committee has done a considerable amount of work to create a reopening plan for the school which ensures a safe environment for staff and students. St Agnes Academy's Reopening Plan details the processes that will be implemented to provide a quality education, meet the needs of students & families, and support staff while not compromising any element of safety.

The attached evaluation focuses on important components for reopening with a brief summary of the MA Department of Elementary & Secondary Education's Reopening Guidance for each component, a brief summary of the school's reopening plan for that component, evaluation of the school's plan from an infection prevention perspective, and finally infection prevention recommendation to consider incorporating into your plan. Both the evaluation and the recommendation were reviewed by two Infection Preventionists who are certified in Infection Prevention & Control

After reviewing the school's plan, I have identified no infection prevention issues which would impact the safety of your school's environment. I encourage you to remain vigilant in monitoring for changes to the MA Department of Elementary & Secondary Education's Guidance so that revisions can be made to your school's plan as needed.

Sincerely,

Michael J. Perreault, MSN, RN, CIC
Director of Infection Prevention & Control
Berkshire Medical Center

An Evaluation with Recommendations for St. Agnes Academy's (Dalton, MA) Plan for the Fall School Reopening

Date of Plan's Review: August 7, 2020

Infection Preventionist that Reviewed the Plan: Michael Perreault, MSN, RN, CIC

Others Present for Review: Mrs. Fadia Makdisi, Principal

Mr. Mark Charostowski, Custodian

Evaluation & Recommendations Reviewed by Infection Preventionist: Nancy Keehnle, RN, CIC

Masks/Face Coverings
<p>CDC & MA Department of Education Guidance:^{1,2,3}</p> <ul style="list-style-type: none"> • Students in grade 2 and above are required to wear a mask/face covering that covers their nose and mouth. • Adults, including educators and staff, are required to wear masks/face coverings. • Masks/face coverings should be provided by the student/family, but extra disposable face masks should be made available by the school for students who need them. • Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.
<p>School's Plan</p> <ul style="list-style-type: none"> • All staff will be required to wear a face mask or face covering • Students in Grades 1-8 will be required to wear a mask or face covering in the hallways and in other common areas where the possibility of close interactions with other students may take place. • Students will have their mask breaks when at their desks during educational instruction and as determined by each individual teacher. The 6 feet distance between desks meets the state standard for mask breaks. • Students in Kindergarten and Pre-kindergarten will be strongly encouraged, but not required, to wear a mask or a face covering. • Information has been sent to parents to set the school's expectation for masking the in the upcoming school year. Parents of younger students are encouraged to begin having their child mask for short intervals during the summer in order to allow the child to begin becoming comfortable with masking.
<p>Infection Prevention Evaluation of the School Plan:</p> <p>The school's plan for masks/face coverings meets all recommendations of the MA Department of Education's Guidance for Reopening as well as the Center for Disease Control's recommendation.^{1,2,3} Mask breaks will occur during class instruction while children remain at their desks reducing the amount of time that a child would need to be masked while still maintaining a social distance of 6 feet. I have double checked the Department's recommendations for masking, mask breaks, and social distancing and verified that this meets both the recommendations for masking as well as for mask breaks. No infection prevention issues identified.</p> <p>Infection Prevention Recommendations:</p> <ul style="list-style-type: none"> • Students that can't tolerate masks may do better with a slightly less restrictive face covering such as a bandana. • Staff and students should have spare masks so that their mask can be changed if it becomes wet. • Consider incorporating into the school's plan the ability to respond to an increase in COVID cases in the region by require masking during class instruction with multiple shorter mask breaks scheduled throughout the day.

Handwashing and Hand Sanitizing (Hand Hygiene)
<p>CDC & MA Department of Education Guidance:^{1,2,3}</p> <ul style="list-style-type: none"> • Provide handwashing or hand sanitizing stations in the following common areas sanitizing:

- All entries and exits
- In bathrooms
- In classrooms
- Shared activity spaces
- Next to meal distribution and consumption areas
- Next to water fountains that require touch to operate
- Ensure there are enough supplies (soap and sanitizer) at all times to accommodate frequent hand washing.
- Given the importance of maximizing handwashing and sanitization stations, it may be permissible to have students within 3 feet of distance for a brief period of time (20 seconds) during hand washing as long as masks are worn and students are not directly facing one another.

School's Plan:

- Hand sanitizer will be available at the entrance, in classrooms, in common areas, and at convenient locations throughout the school.
- Upon entry to the school, students will use hand sanitizer.
- All students will have their own hand sanitizer, provided by parents, at their desks for easy access.
- Pre-Kindergarten and Kindergarten students will perform hand hygiene before and after playing.
- Meals will be delivered to classes and students will be instructed to either wash their hands with soap & water or use hand sanitizer prior to eating their lunch.
- The school has sufficient supplies of soap and hand sanitizer.

Infection Prevention Evaluation of the School Plan:

The school's plan for Hand Hygiene meets all recommendations of the MA Department of Education's Guidance for Reopening as well as the Center for Disease Control's recommendation^{1,2,3} Hand Hygiene is the one of the best ways to prevent the spread of infections.⁷ Confirmed that the hand sanitizer contained the correct amount of alcohol to be effective (>62% ethyl alcohol or 70% isopropyl alcohol). **No infection prevention issues identified.**

Infection Prevention Recommendations:

- All individuals upon entering the building should be required to use hand sanitizer. This will help reduce the likelihood that bacteria or viruses on hands will be introduced to the school environment.
- Before leaving the school for the day, all individuals should be required to use hand sanitizer to reduce the likelihood that bacteria or viruses on a student's hands will leave the school environment and be brought to their home.
- Hand sanitizer should be used upon re-entry into any classroom.
- At the beginning of the school year, teachers should go over the importance of hand hygiene and set the expectation for when it should be done.
- At the beginning of the school year, teacher should review the steps of handwashing. These steps are:^{3,7}
 1. Turn on the faucet and make sure the water is warm (**NOTE:** temperature can affect a soaps ability to adequately clean a person's hands).

2. Apply an adequate amount of soap (**NOTE:** both antibacterial and regular soap are acceptable for handwashing because it's the soap and suds which hold dirt, oils, bacteria, and viruses in suspension and allow them to be rinsed off the hands).
 3. Vigorously rub all surfaces of hands and fingers.
 4. Rinse Hands with water.
 5. Use a clean paper towel to turn off the faucet (**NOTE:** a person's hands were at their dirtiest when they initially touched the faucet to turn on the water so when a paper towel is used to turn off the faucet it prevents a person from re-contaminating their hands).
- Hang reminder signs on hand hygiene at bathroom sinks, at hand sanitizer dispensers, and in classrooms.
 - Instruct students to cough or sneeze into a tissue. Used tissues should be thrown into the trash and the student should perform hand hygiene immediately.³

Entry & Exit Points

MA Department of Education Guidance:²

- Consider assigning multiple entry points or staggering arrival times to avoid crowding in entry areas.
- Post appropriate signage and reminders about the health and safety requirements that everyone needs to follow.
- Ensure hand washing or sanitization is available upon entry, as well as appropriate disposal containers.
- Ensure that all students, staff, and visitors, with noted exceptions for medical needs, are wearing masks covering their nose and mouth.
- Ensure that additional masks are available at the entry as may be necessary.
- Consider having staff monitor entry to ensure everyone properly disinfects their hands and is wearing masks.
- While there are no screening procedures required at the point of entry, school staff should observe students throughout the day and refer students who may be symptomatic to the school healthcare point of contact.

School's Plan:

- All students will enter the school at the start of each school day through the main entrance. As children wait to come in, they will be reminded to maintain social distancing.
- End of the day departure processes:
 - For students that take busses:**
 - When a bus arrives and is ready to have students board, a staff member will call the bus's number over the intercom system.
 - Intercom notification of bus arrival will be done in such a manner as to manage the number of children exiting the school at a given time to ensure social distancing is maintained.
 - The students for the specific bus that was just announced will leave their classroom and exit through the front door of the school.
 - For students whose parents/guardians will pick them up at the school:**
 - When a student's ride arrives, a staff person will notify by intercom the appropriate teacher(s).

<ul style="list-style-type: none"> ➤ The teacher(s) will then allow the students to leave their classroom and walk to the door by the back-parking area where they will exit and proceed to their ride. • Signs will be used to remind staff, students, and visitors to use hand sanitizer upon entering the building • Signs will be used to remind staff, students, and visitors that a face covering is required when entering the building. • Additional masks are available for situations where an individual entering the school does not have a mask. • The entry and exit points will be monitored by staff. • Staff will be instructed on the signs and symptoms associated with COVID-19. Any symptomatic students will be referred to the school nurse for evaluation.
<p>Infection Prevention Evaluation of the School Plan: The school’s plan for the entry and exit points meets all recommendations of the MA Department of Education’s Guidance for Reopening as well as the Center for Disease Control’s recommendation. ^{2,3} The school’s entry and departure processes will allow for orderly movement into and out of the school as well as maintain social distancing and limit the mixing of cohorts. No infection prevention issues identified</p> <p>Infection Prevention Recommendations: No recommendations to provide.</p>

Learning Spaces
Grades 1-8
<p>MA Department of Education Guidance:^{1,2}</p> <ul style="list-style-type: none"> • Schools should aim for a physical distance of 6 feet when feasible; 3 feet is the minimum distance allowed. During meals, mask breaks, and other times when masks are not worn, 6 feet is the minimum distance allowed. • Directly related to physical distancing is the idea of creating cohorts (e.g. self-contained groups) of students wherever possible and limiting the cohort from interaction with others. By grouping students and staff into cohorts, interaction will be limited. This means that if there is a positive COVID-19 case in the school, fewer individuals will have interacted with that person. Cohorts should be used to the extent feasible for classes, transportation, mask breaks, meals, recess, and extra-curriculars. To assist with establishing cohorts, all students should have assigned seating in each class and to the extent feasible for meals and other activities • Develop clear movement protocols to avoid crowding, maintain cohorts, and minimize unnecessary person-to-person interactions. These protocols should include a plan for arrival and dismissal times, transitions between classes, and bathroom breaks, as well as outlining one-way movement pathways for hallways and cafeterias.
<p>School’s Plan:</p> <ul style="list-style-type: none"> • All desk within the classrooms will be positioned so as to maintain a distance of 6 feet between students. • Each student will be assigned for the school year a specific seat within the classroom, computer lab, or other area that is utilized. • Each grade will be treated as a cohort. Interactions between cohort groups will restricted.

- Staff and students will be required to walk on a specific side of the hall to go in a specific direction so that unnecessary mingling can be prevented.
- Interactions between the students on different wings of the school will be restricted to the degree feasible.
- Water fountains will not be used. Students will be allowed to have a personal water bottle.
- Revised process for children to use library materials:
 - Students will notify the teacher of a book (or books) that they are interested in borrowing for the week.
 - The teacher will get the book for the student
 - Library books will be collected every Friday. Students in lower grades will place their book in a large Ziploc bag for collection by the teacher. Students in the upper grades will place their book in a collection container.
- Processes in development for using of computer lab and library space for students to read.
- Students in grades 1-5 will hang their jackets and backpacks on the hooks in their classroom. Some hooks will be left unused to ensure that the belongings of different children do not touch.
- Students in grades 6-8 will store their belongings in a locker.
- The playground has been divided into 3 area. Each cohort will only be allowed to use a specific area. Use of the areas will be rotated daily so every student has an opportunity to play in each of the areas.

Infection Prevention Evaluation of the School Plan:

The school's plan for student placement and spacing meets all recommendations of the MA Department of Education's Guidance for Reopening as well as the Center for Disease Control's recommendation.^{1,2,3} Assigning specific seats within the classroom minimizes risk by restricting the number of individuals sharing a common space. The school has developed a well thought out plan for student movement within the building by establishing two "lanes" with each lane maintaining movement in a specific direction. The seam of the flooring serves as a visual boundary separating the two "lanes". The school's student movement plan will minimize unnecessary interactions between students from different cohorts and allow for easier maintaining of social distancing. The school's revised library processes limit the handling of library materials and provides for the books that are returned on Friday to remain untouched for 72 hours. Current research has shown that COVID is undetectable on circulated library materials after by 72 hours.^{4,5} When lockers are used to store belongings, the locker confines student belongings so that ever locker can be used if needed and it is not necessary to leave some lockers unused. **No infection prevention issues identified.**

Infection Prevention Recommendations:

- Make arrows in the hallways with colorful tape to indicate the direction flow for each side of the hall. Signs could also be used to reinforce the direction of student traffic.
- Any textbooks used for the year should be assigned to a specific student and not shared among students.
- The library room can be used for children to read in because there is sufficient room to maintain social distancing. The high-touch surfaces will be cleaned after each use.
- The computer lab is a large space with many computers. In order to maintain social distancing, every other computer should be used. A laminated/washable sign with an 'X' could be placed on the unused computer keyboards to remind students not to use the computer. The high touch areas around the computers should be cleaned after each use. Two options for computers after they are used:

- Option 1: After a specific group uses the computers, the teacher could move the 'X' sign to the used computer and allow for the next class to use the computer that wasn't used. After the second group was done, the computers should be not used for 3 days.⁹ COVID-19 can remain on a keyboard for 2-3 days. With this option, the computer lab usage would be limited to 4 groups per week (2 groups one day, wait 3 days and then 2 more groups).
- Option 2: Apple has changed their recommendations and now allows the use of disinfectant wipes on keyboards. A bleach-based disinfectant should not be used on computers. Alcohol wipes containing at least 70% alcohol are available for purchase and may be gentler on the keyboard while also sufficiently disinfecting it. If alcohol wipes (or 70% alcohol and a soft cloth) are not available then using a non-bleach disinfectant wipe can be used.^{8,9,10}

Learning Spaces

Kindergarten and Pre-kindergarten

MA Department of Education Guidance:^{1,2}

- Schools should aim for a physical distance of 6 feet when feasible; 3 feet is the minimum distance allowed. During meals, mask breaks, and other times when masks are not worn, 6 feet is the minimum distance allowed.
- Directly related to physical distancing is the idea of creating cohorts (e.g. self-contained groups) of students wherever possible and limiting the cohort from interaction with others. By grouping students and staff into cohorts, interaction will be limited. This means that if there is a positive COVID-19 case in the school, fewer individuals will have interacted with that person. Cohorts should be used to the extent feasible for classes, transportation, mask breaks, meals, recess, and extra-curriculars. To assist with establishing cohorts, all students should have assigned seating in each class and to the extent feasible for meals and other activities
- Develop clear movement protocols to avoid crowding, maintain cohorts, and minimize unnecessary person-to-person interactions. These protocols should include a plan for arrival and dismissal times, transitions between classes, and bathroom breaks, as well as outlining one-way movement pathways for hallways and cafeterias.
- Adults, including educators and staff, are required to wear masks/face coverings.

School's Plan:

- Two children will be assigned to a table separated by a Plexiglas divider which will assist with social distancing.
- Kindergarten and Pre-Kindergarten have their own dedicated bathrooms.
- Each student will be assigned for the school year a specific seat within the classroom.
- Each grade will be treated as a cohort. Interactions between cohort groups will be restricted.
- A student movement plan for each location will prevent unnecessary interactions among students or different cohorts.
- Kindergarten and Pre-Kindergarten students will be strongly recommended to mask.
- The school has reached out to the parents of Kindergartners and Pre-Kindergartners asking them to have their children wear masks for brief periods of time this summer so that they will feel more comfortable wearing one when school starts in September.
- Water fountains will not be used. Students will be allowed to have a personal water bottle.

Infection Prevention Evaluation of the School Plan:

The school’s plan for student placement and spacing meets all recommendations of the MA Department of Education’s Guidance for Reopening as well as the Center for Disease Control’s recommendation.^{1,2,3} Assigning specific seats within the classroom settings minimizes risk by restricting the number of individuals sharing a common space. The school has developed a well thought out plan for student movement within the buildings where Kindergarten & Pre-kindergarten are located. This student movement plan will minimize unnecessary interactions between students from different cohorts. **No infection prevention issues were identified.**

Infection Prevention Recommendations:

- Limit the number of toys available to make the cleaning & disinfection of those items manageable.^{1,2} Consider rotating selections of toys that are available at a given time.
- The school should not provide stuffed animals to be used for toys because of the inability to adequately wash and disinfect them. If children bring in stuffed animals from home, they should not share them with the other children.
- Themes (pirate/sailor theme with each table being their island or superhero theme with a bandana making their true identity a secret) could be used to make the wearing of masks and assigned seating more palatable to the children.

Lunch

CDC & MA Department of Education Guidance:^{1,2,3}

- As students will be unmasked to eat, there is a strict requirement of 6 feet of physical distance between each student.
- Based on CDC recommendations, it is preferable for students to eat in classroom spaces.
- Meals can be delivered to classrooms, or students can bring food back from the cafeteria to eat.

School’s Plan:

- Students will eat at their desks in the classroom.
- Meals will be delivered to the classroom.
- Disposable containers and silverware will be used initially.
- Reusable containers and silverware ay be considered to be used at some point in the future.
- Children will be instructed to perform hand hygiene before eating.

Infection Prevention Evaluation of the School Plan:

The school’s plan for lunch meets all recommendations of the MA Department of Education’s Guidance for Reopening as well as the Center for Disease Control’s recommendation.^{1,2,3} Given the fact that desks in the classrooms are spaced 6 feet apart, there is no issue with maintaining a 6 feet social distance between students during lunch. **No infection prevention issues identified.**

Infection Prevention Recommendations:

No recommendations to provide.

Staff Office Spaces

MA Department of Education Guidance:²

- Rearrange furniture to support physical distancing, with staff desks facing in the same direction when possible.

<p>School's Plan:</p> <ul style="list-style-type: none"> • The school's office will move to near the school's main entrance. This space has an opening which will allow for student/parent issues to be addressed prior to entry to the building. • The Principal's office will move from its current location near the entrance to the area currently used by the school's office. • All staff will be masked.
<p>Infection Prevention Evaluation of the School Plan:</p> <p>The school's plan for the staff office spaces meets all recommendations of the MA Department of Education's Guidance for Reopening as well as the Center for Disease Control's recommendation.^{2,3} The swapping of office spaces allows for the school to meet the needs of the parents & students while also limiting access to the main portion of the school building. No infection prevention issues were identified.</p> <p>Infection Prevention Recommendations:</p> <ul style="list-style-type: none"> • If a copier is used, limit its use to office staff to minimizing the contact with the high-touch surfaces on the copier and also to assist in maintaining social distancing. Teachers should request copies in advance and have them made by the office staff.

<p>Nurse's Office & Medical Waiting Room</p>
<p>MA Department of Education Guidance:²</p> <ul style="list-style-type: none"> • A medical waiting room, which is a separate space from the nurse's office, will be used when a student presenting with COVID-19 symptoms needs to be separated from other students. • From a facilities perspective, every effort should be made to find a self-contained space, ideally near an exit/entrance and with a dedicated bathroom.
<p>School's Plan:</p> <ul style="list-style-type: none"> • The current nurse's office will be divided into two area with a separator in place – one for sick children and the other for children with COVID-19 symptoms. • Across the hall from the nurse's office is a bathroom which can be used by a sick child. Either a specific stall will be identified for a child with COVID-19 symptoms or the entire bathroom will be closed and disinfected after it is used by a child with COVID-19 symptoms.
<p>Infection Prevention Evaluation of the School Plan:</p> <p>Due to the design of the school building, there is no current area that can be used as a distinct medical waiting room. The plan to divide the current large nurse's office into two separate space - a nurse's office for children with non-COVID symptoms and a medical waiting area for children with COVID symptoms – provides an acceptable degree of isolations between the groups. Although a dedicated bathroom would be convenient and beneficial, it is not a state requirement. The use of the standard bathroom with a process in place for timely cleaning and disinfection would serve as an acceptable alternative. No infection prevention issues identified.</p> <p>Infection Prevention Recommendations:</p> <ul style="list-style-type: none"> • Provide goggles or a face shield to the nurse for use when interacting with a sick child. • If a child suspected of having COVID-19 symptoms needs to use the restroom then the existing boy's or girl's bathroom can be used. Following its use in this scenario, the bathroom should be immediately cleaned and disinfected by staff before it is used by another child.

<p>There have been no cases of COVID-19 identified as having been transmitted through human waste.</p> <ul style="list-style-type: none"> To the degree feasible, children in the nurse’s office and medical waiting room should remain masked.
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Bathrooms
<p>MA Department of Education Guidance:²</p> <ul style="list-style-type: none"> Consider replacing hand dryers with disposable towels, as hand dryers increase the flow of air particles in the bathroom. Consider not allowing students to use the bathroom during transition times, and otherwise using a bathroom sign out system to reduce the number of students in bathrooms at one time. Ensure that students use their own writing instruments for the sign out log.
<p>School’s Plan:</p> <ul style="list-style-type: none"> Paper towels will be used for drying hands. A limited number of students will be allowed to use the bathroom at a given time. A process for logging/documenting bathroom usage is being developed.
<p>Infection Prevention Evaluation of the School Plan: The school’s plan for bathrooms meets all recommendations of the MA Department of Education’s Guidance for Reopening.² No infection prevention issues identified.</p>
<p>Infection Prevention Recommendations: No recommendations to provide.</p>

Cleaning and Disinfecting
<p>MA Department of Education Guidance:²</p> <ul style="list-style-type: none"> Cleaning and disinfecting should occur at least daily for shared spaces and furniture. For high-touch surfaces (e.g., door handles, light switches, water fountains, and toilet seats) cleaning and disinfecting should occur three to four times per day and/or between uses. Desks should be cleaned at least daily. If shared, electronics must be cleaned between use Consider using an alcohol solution with at least 60 percent ethanol or 70 percent isopropanol, a diluted bleach solution (if prepared daily to ensure efficacy), or an EPA-approved disinfectant unless otherwise instructed by the manufacturer’s instructions.
<p>School’s Plan:</p> <ul style="list-style-type: none"> Desks will be cleaned at the end of every day in preparation for the next day. High-touch surfaces will be cleaned three times per day. A cleaning/disinfecting schedule will be developed and documentation of the cleaning/disinfecting will be maintained. The school has an adequate supply of disinfectants and cleaners.
<p>Infection Prevention Evaluation of the School Plan: The school’s plan for cleaning & disinfecting meets all recommendations of the MA Department of Education’s Guidance for Reopening as well as the Center for Disease Control’s recommendation.^{1,2,3} Reviewed the importance of reading the instructions on every disinfectant to be sure that the</p>

disinfectant is used appropriately; different disinfectants require them to remain on the surface for a specific time in order to ensure the surface is disinfected. **No infection prevention issues identified.**

Infection Prevention Recommendations:

- Consider a consistent cleaning schedule for high touch surfaces such as mid-morning, after lunch, and at the end of the school day.
- Consider purchasing a steam cleaner that indicates it kill microorganisms or microbes. This would allow for a cost-effective way to do disinfection of surfaces. This should not be used to replace the use of a disinfectant/cleaner but as an adjunct method for disinfection.⁶
- See *Learning Spaces: Grades 1-8* for options for the computer lab.

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