

PPE and Face Coverings Distancing Morning Procedure

Saints John and Paul School

August 2020

PPE and Face Coverings

Appropriate Face Coverings

ALLOWED:

- Masks
- Gaiters
- Face Shields with Masks



NOT ALLOWED:

- Masks with exhalation valves cannot be worn as a face covering

Protocols for students and parents:

- Face coverings must be worn as soon as parents and students step onto school grounds, and always maintaining social distancing. At any time or place that individuals cannot maintain social distancing, individuals must wear acceptable face coverings.
- Face Coverings must be worn when in the building, and they must keep appropriate social/physical distancing. The school will have surgical masks available for students if needed.
- All face coverings for students are subject to approval of the principal and in some cases the regional superintendent. Face coverings should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than Saints John and Paul School (SJP) or the Catholic Schools of the Archdiocese of New York.
- All individuals in a school facility and on the grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals - including students - must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

Protocols for students and parents - continued

- Students may remove their face covering during meals and face covering breaks. Saints John and Paul will determine developmental appropriateness to determine how often students will have face covering breaks, always maintaining appropriate distancing.

Training

- Saints John and Paul School will train students, faculty and staff on how to adequately put on, take off a face covering, and discard PPE, including but not limited to, appropriate face coverings.
- Teachers will help students adjust to wearing face coverings by building up their stamina if needed and consistently teaching them the appropriate manner to put on, take off and discard PPE appropriately.

Protocols for Staff:

- Face coverings must be worn as soon as staff step onto school grounds, and always maintaining social distancing. At any time or place that individuals cannot maintain social distancing, individuals must wear acceptable face coverings.
- Staff shall be required to wear masks. Masks will be provided to all staff members by Saints John and Paul School. If a teacher chooses to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon teacher request, but they are not to be used in lieu of a mask.
- All face coverings for staff are subject to approval of the principal and in some cases the regional superintendent. Face coverings should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than Saints John and Paul School (SJP) or the Catholic Schools of the Archdiocese of New York.

Signage for PPE

Appropriate signage will be placed throughout the building to help remind staff and students that they are required to wear face-covering:

1. When entering the campus there will be lawn signs notifying parents of the school protocols for PPE:



2. At our front entrance there will be a banner to inform parents of SJP protocols for PPE:



Signage for PPE - Continued

3. Each classroom and office will have signage reminding students, and staff of the protocols at SJP for PPE:



4. There will be signage around the building with basic reminders for PPE:



Maintenance of PPE

- All cloth masks must be laundered daily.
- Students should have at least 1 extra face covering in their backpacks each day.
- Face Shields must be cleaned daily.
- Must provide a brown bag for your child each day with their name in order to place your child's face covering when not in use.
- Do not use masks that have been moistened or soiled. You must change to a clean mask.

NO SHARING OR TRADING OF FACE MASKS

Distancing

General

Morning and Drop off Procedures

General Protocols for Distancing and Signage

- There will be hall monitors monitoring the bathrooms as well as the hallways.
- Teachers will monitor their classrooms.
- Gym outside - students will maintain 12' distance when exercising.
- Music will be outside when possible in order to maintain 12' distancing.
- Students will walk in the hallways 6' apart. The following signs will help students maintain social distancing:

- Outside there will be sidewalk signage:



Signage for Distancing Continued

1. When entering the campus there will be lawn signs notifying parents of the school protocols in terms of distancing:



2. Front entrance will have a banner which will inform parents of social distancing:

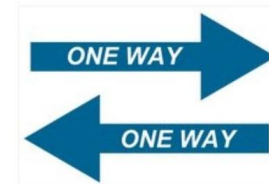
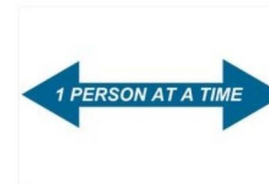
3. Each classroom and office will have signage reminding students, and staff the protocols at SJP for social distancing:



Signage for Distancing Continued



- 4. There will be signage around the building with basic reminders for social distancing.
- 5. Staircases will be one directional. The staircase near the front entrance will go down and the staircase by the church will go up.



Morning Drop Off

In the morning we ask that parents are patient during this procedure. Due to the new protocols in place for the safety of our students and staff. The following will occur:

- Students from grades K-8 will arrive between 8:05 am – 8:20 am
- Pre-Kindergarten will arrive at 8:30 am
- Students will arrive at school through designated assigned locations to reduce congestion at the main entrance. There will be 6 entrances that will be monitored. See next two slides for details.
- This would allow students in the morning to access their classrooms with the least amount of movement in the building.
- Parents when dropping off will be asked a series of questions based on the CDC guidelines [Symptoms](#)
- All students will be temperature checked. Any students with a 100.0 °F will not be allowed in the building and will be sent home
- All occupants in the car must wear a mask when students are being temperature checked.

Morning Drop Off Continued

We will have staff at each location directing traffic as well as screening students before entering the building.

Drop off can be kiss and drop or walkers will enter at the following locations:

Enter on Heather Lane to:

- Church Door Entrance by the school to drop off students for:
 - Pre-K
 - Kindergarten

If only dropping off Kindergarteners or Pre-K students you may exit Heather Lane.

If you need to continue to drop off other children continue to:

- Main Entrance –
 - Grade 1
 - Ms. Aiello Class Grade 3
- Gym Side Doors –
 - Grade 5
 - Grade 6

If you are done dropping off you may exit Cooper Lane

If you have additional children to drop off continue to Weaver Street Ramp.

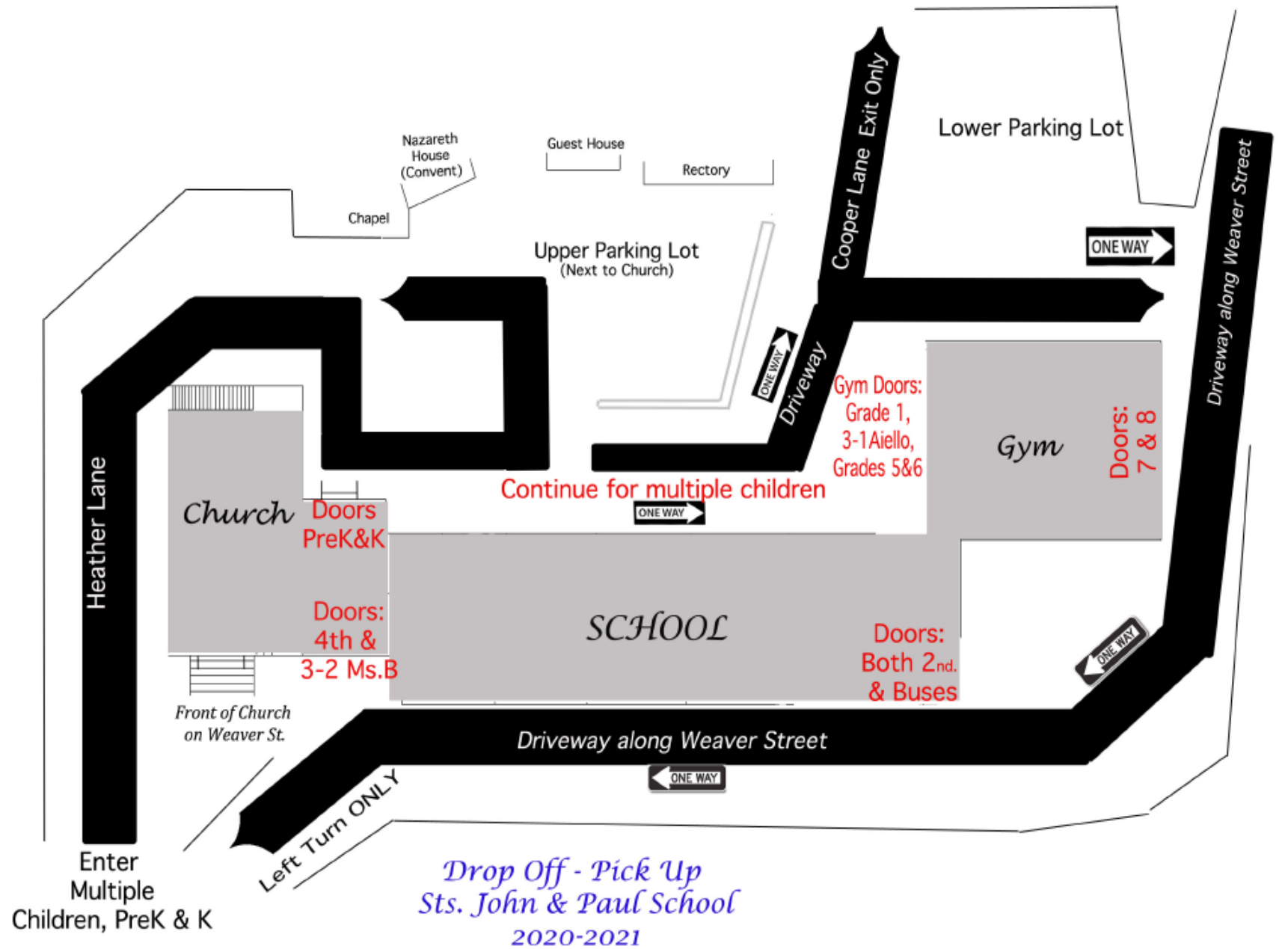
Morning Drop Off Continued

- ❑ **Weaver Street Ramp- you may enter if you only have the following grades:**
 - Middle School Door
 - Grade 7
 - Grade 8
 - Science Lab Door
 - Buses
 - Grade 2
 - Side door near the Church Steps–
 - Ms. Bencivenga Grade 3 Class
 - Grade 4
- ❑ **You will not be able to make a right onto Heather Lane from the Weaver Street Ramp.**

Morning Drop Off Continued

- No parents will be allowed to exit their car.
- Please make sure that any car seat with a student in the school is on the passenger side in order to exit your vehicle.
- Please see the map on the next slide for entering and exiting the property for morning drop off.
- No cars will be allowed to park on the property.
- We are encouraging kiss and drop.
- If you would like to walk your child to the door you must park in the neighborhood and walk across the street onto the campus.

Map



Dismissal

Dismissal locations are the same as Morning Drop Off

- Pre-K Dismissal will be at 2:30 pm
- Kindergarten – 8th grade will begin dismissal at 2:45 pm
- We are currently looking into a Dismissal App. More information to come.