



## Annunciation Catholic School Back to School Plan for In-Person Learning 2020-2021 School Year

**This plan is being shared with all school stakeholders on August 20, 2020, but it is subject to changes at any time. This document will be ever evolving as new information is provided from the CDC, Governor, State, County and Diocese. When the plan is modified in any way, parents and staff will be provided the updated version immediately. We are called to be flexible during this time.**

### IN-PERSON PROTOCOLS

#### HEALTH SCREENINGS AND TEMPERATURE CHECKS

##### I. Screening Expectations for Employees

- All school employees will be encouraged to be tested for COVID-19 close to the in-person start date, 2020.
- All employees will check their own temperature every morning before students arrive for the first two weeks of the year and longer if deemed necessary.
- Temperatures over 100.1 require staying home. Employees must be fever free for 48 hours without fever-reducing medication before returning to school.
- School employees are expected to stay home if they are not feeling well in any way or if they suspect they have been exposed to the COVID virus.

##### II. Screening Expectations for Students

- Parents will be provided the health checklist to be conducted with their child(ren) every morning with instructions to keep the child home if any item is true on the checklist
- Parents will check their child's temperature every morning before drop-off for the first two weeks of school and longer if deemed necessary
- Temperatures over 100.1 require staying home. Students must be fever free for 48 hours without fever-reducing medication before returning to school.
- Any student who has been absent one or more days will be screened by the school nurse before they are admitted to the school.

##### III. Referrals to School Nurse

- If any staff member suspects a student may have a fever or is displaying other COVID symptoms, the student will be sent directly to the nurse for a temperature check and health screening.
- Students found to have a temperature of 100.1 or higher, and/or are displaying other COVID symptoms, will be sent home immediately. Parents are expected to have an arrangement in place to pick up a sick child within one hour of notification from the school office. Students waiting to be picked up will be secured in a safe location that is distant from students and staff, but cared for by ACS personnel.

#### ATTENDANCE

- Students: Provisions will be made for digital and hard copy make-up work for students who miss school. When possible, live stream and/or recorded lessons will be provided. A staff member will be designated as the liaison to students at home and assist them in keeping up with what is taking place at school. If a student requires an extended period of absence (e.g., 2 weeks), the general school policies for make-up work will be relaxed to allow more time for completion.

- Employees: The school will develop an adequate list of substitute teachers and substitutes for other essential employees to ensure there will be adequate staffing to successfully operate the school.

#### **PERSONAL DISTANCING AND FACE COVERING**

- Maintaining 6 feet distance is difficult in most locations on the school campus. When possible, appropriate distancing will be practiced.
- As of this date (August 20, 2020), cloth face coverings will be required in diocesan schools for students and staff. Face shields do not meet the requirement for face covering, although they may be worn in combination with a cloth face covering.
- There are no specific requirements regarding shape for cloth face coverings, but they do need to be made out of some kind of cloth. The school strongly urges parents to be aware of the effectiveness ratings for various types of face coverings. See the appendix for a graphic.
- Face coverings may not include written messages, logos (other than the school logo) or graphics.
- Students will be provided breaks at least 3 times per day to remove masks when safely distanced outdoors.

#### **PERSONAL HYGIENE**

- The school will provide adequate sanitation stations for students and staff. Sanitation stations will provide either soap and water or hand sanitizer.
- Hands-free hand sanitizer dispensers are located at the main doors to the upper and lower classroom buildings. In addition, multiple pump hand sanitizer dispensers will be available in every classroom, office, and shared space (copy room, kitchen, etc.).
- The school will stock an abundant supply of hand soap and hand sanitizer. Parents are encouraged to contribute to the hand sanitizer supply, but the school will not depend on parents to be the sole provider.
- Students will be reminded to wash/sanitize their hands frequently during the school day.
- On the first day of school, students will be trained by a school nurse on proper hand washing and sanitizing procedures. Teachers will review the procedures daily in the classroom.

#### **MINIMIZING MOVEMENT AND COHORT GROUPING**

- The school will limit the need for students and staff to move from one classroom to another and stay in one place as much as possible. Middle school students will remain in their homerooms all day and the core teachers will move between the homerooms. In K-8, art, music and Spanish teachers will come to the classrooms to avoid the use of shared space by multiple classes.
- The school will limit the interaction or combining of classroom cohorts for lunch, recess and other activities. Each class (cohort) will eat at one lunch table with at least 6 feet of space between the cohort tables. Proper distancing will also be maintained during outdoor recess.
- The school will limit large groups of students going to indoor places other than the classroom as much as possible.
- School Mass will be held on two days with half the classes attending on one day and half on the other.

#### **VISITORS/VOLUNTEERS**

The school will allow only essential visitors/volunteers access to the school buildings. All guests will be screened prior to entering the building, including a temperature check and the following questions:

- Have you traveled outside the state or country (if so which states and countries were visited) or to a high-risk area in the past two weeks?
- Have you had a fever above 100 degrees or any symptoms of COVID-19 in the past two weeks?
- Have you been in large crowds without proper social distancing or without wearing a mask?
- Have you been exposed to anyone who has tested positive or had symptoms of COVID-19?
- Have you tested positive for COVID-19 or are you currently awaiting results of a COVID-19 test?

### **CLEANING AND DISINFECTING**

- The school spaces are cleaned each evening by a professional cleaning company, City Wide of Phoenix. They will be following expanded expectations for deep cleaning and sanitation in all school spaces each night. You can read City Wide’s expanded commitment to a high standard of cleanliness and protection here: <https://gocitywide.com/covid19-building-checklists-guides-reopen-protect/>
- During the school day, school staff will ensure that frequently touched areas and items receive proper cleaning and disinfecting on a regular basis.
- The school will stock an abundant supply of appropriate cleaning products and disinfectants (spray and wipes) and make them easily accessible for all school staff. Parents are encouraged to contribute to the disinfectant wipes supply, but the school will not depend on parents to be the sole provider.

### **REPORTING CONFIRMED CASES (*from the Diocese of Phoenix Return to School Activities Guide*)**

When a school receives information regarding a confirmed case of COVID-19 from an employee or student of the school (via the student or parent/guardian), the school has an obligation to report this information. “Reporting of suspected or confirmed communicable disease [including COVID-19] is mandated under the Arizona Administrative Codes R9-6-202, R9-6-203, and R9-6- 204. The primary responsibility for reporting rests with the provider (R9-6-202a), Administrator of a Health Care Institution or Correctional Facility (R-6-202b), Administrator of a School, Child Care Establishment, or Shelter (R9-6-203), and Clinical Laboratories (R9-6-204).”

The following procedures outline the steps for schools to follow when reporting confirmed COVID-19 cases to the Maricopa County Department of Public Health (MCPH). For those schools outside of Maricopa County, please contact your specific county’s Department of Health for specific procedures for your school.

#### *Confirmed Cases of COVID-19 Reported to the School*

1. If an employee or student (personally or through parent/guardian) informs the school that he/she has a confirmed case of COVID-19, ensure that the individual has received this positive diagnosis through appropriate testing (it is not necessary to have medical documentation although a confirmation of when/where the test was conducted is helpful).
2. Ensure that the individual does not come onto campus at this time. If the report is provided by the individual in person, follow your symptom screening protocol for isolation of the individual.
3. Provide the person (or parent/guardian) with the MCPH Home Isolation Guidelines and Quarantine and Social Distancing Guidelines.
4. A member of the school’s administration or health office staff should immediately reach out to the MCPH for guidance. For Maricopa County (this may change), the direct contact number is (602) 361-8653 (if there is no answer, contact the general reporting number 602-506-6767). Those schools residing in other counties should utilize appropriate contacts in their locations.

**5. The decision to quarantine an entire class (cohort) or a school will be made on a case by case basis with the guidance of MCPH.**

The MCPH will provide you with information and options moving forward. **The following is a general script provided by the MCPH** for situations where COVID-19 is identified among staff or students. The information in this script may change depending on the individual situation.

*Your facility should:*

- Identify potentially exposed children/attendees and staff. A potentially exposed person is anyone who was within 6 feet for longer than 10 minutes of a confirmed COVID-19 case without appropriate face coverings/personal protective equipment.
- Send a notification letter to parents & staff to inform them of the potential exposure.
- Exclude any potentially exposed child/attendee for 14 days from the last exposure.
- Potentially exposed staff may continue to work as long as they maintain appropriate distancing and wear a mask/face covering for at least 14 days after their last exposure.

## APPENDIX



### THE ROMAN CATHOLIC DIOCESE OF PHOENIX

#### **Diocese of Phoenix Statement on Plans to Begin Academic School Year**

**July 29, 2020**

The Diocese of Phoenix Catholic schools have been working diligently over the summer to prepare their individual school reopening plans. Students, families, and educators are eager to begin the new academic year while focusing on keeping everyone safe and healthy.

Based on guidance from Governor Ducey and the Arizona Department of Health Services, Catholic schools in the Diocese of Phoenix will begin this new school year with online learning starting between August 10 and August 17. In-person classroom instruction is projected to begin on September 8, depending upon information provided from the new state public health benchmarks for reopening schools and other public health data. Individual schools within the Diocese will base their final in-person start date decisions upon these benchmarks and dates may be adjusted as necessary.

We pray that as we move ahead with the start of the school year, our students and families will experience a Catholic educational experience that promotes academic excellence, moral values, and lifelong service.

**Be Healthy – Be Smart – Be Holy.**

ENCOUNTERING THE LIVING CHRIST

400 EAST MONROE STREET, PHOENIX, AZ 85004-2536 | 602-354-2000

# Behind the masks

Experts explain how effective each of these face coverings are in protecting you from the coronavirus

Most effective



Less effective



## N95

N95 masks, as their name suggests, block 95 percent of all very small particles, according to the Food and Drug Administration, but are not widely available to the public right now. The masks are designed to seal tightly around the nose and mouth, an important feature in blocking particle entry.



## Surgical masks

According to a South Korean study this month conducted by a team of doctors, surgical masks may not be effective in blocking small particles. The researchers based their findings on the viral particle size from the Severe Acute Respiratory Syndrome (SARS) -- another coronavirus -- outbreak that lasted from 2002 to 2004. According to the study, the particle size of the COVID-19 virus remains unknown, but if it mirrors that of the earlier coronavirus, surgical masks may not be effective in stopping its transmission.



## Cotton masks

Cotton masks are not wholly effective in stopping the transmission of the disease. But, according to Summer Johnson McGee, dean of the School of Health Sciences at the University of New Haven, some materials are better than others. McGee pointed to a recent commercial study that showed high-thread count bedsheets, denim, canvas and shop towels are among the most effective cloth materials for making masks.



## Cloth coverings

While regarded as least effective, cloth coverings, like those fashioned out of bandanas, scarves, or cotton T-shirts, can be enhanced, experts said, by adding household reinforcements. According to Norwalk-based independent environmental consultant Diane Lauricella, coffee filters, dress-maker facing, vacuum bags and feminine products can all be cut and fastened into a mask to provide additional protection. Additionally, bandanas or scarves can be folded to increase their impermeability.

Source: CDC and local health experts