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REOPENING PLAN 2020-2021

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Please note that this is a **living document** which will be revised according to guidelines issued by the CDC, the State of Florida, the Florida Department of Education, other health agencies and after consultation with the Office of Catholic Schools and Centers of the Diocese of St. Petersburg.

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LETTER FROM THE PRINCIPAL



Dear SCS Families,

For months now several groups of SCS administrators, teachers, and parents have been working on our reopening plan. In order to gather important and necessary information for this plan, we have been participating in educational webinars, attending meetings with state and local officials, researching best practices, and having conversations with experts.

The safety of our students, faculty and staff, and families remains our highest priority. The guidelines and protocols established in the SCS Reopening Plan will provide a safe and healthy environment for everyone on campus. We realize some of our students may not be ready to return to campus, so we have designed an excellent and equitable option of distance learning. As we move forward, the ultimate goal is to have everyone back on the SCS campus and together as one big family.

To say the past four months have been challenging times seems like such an understatement to what we have been experiencing in our homes, communities, and country. COVID-19, please go away!

St. Cecelia Catholic school has always been and continues to be a faith-filled, academic, loving, school community. I have no doubts that we will get through this new challenge because of our faith in God, with patience and understanding, by working together, and by supporting each other.

We are looking forward to seeing your smiling faces soon. Until then, may God continue to bless each and every one of you!

God's peace,
Ms. Wostbrock

REOPENING FIRST TWO DAYS

We have opted for an adjusted school schedule for the first two days of school which will help ease our youngest students back into school and allow both students and parents a chance to familiarize themselves with some new safety procedures for drop off and pick up. **Classes will resume to normal full days for all on Wednesday, August 26th.**



Monday August 24th

Middle School Full day of school for ALL students.

K-5 Full day of school for students in grades K-5 with the last names A-L.

Pre-K3 & Pre-K4 Noon Dismissal of students in **Pre-K3 & Pre-K4** with the last names A-L.

No school for students in **Pre-K3-5th** grade with last names M-Z

Tuesday August 25th

Middle School Full day of school for ALL students.

K-5 Full day of school for students in grades K-5 with the last names M-Z.

Pre-K3 & Pre-K4 Noon Dismissal of students in **Pre-K3 & Pre-K4** with the last names M-Z.

No school for students in **Pre-K3-5th** grade with last names A-L.

SAFETY AND MITIGATION PROTOCOLS

We at St. Cecelia love our open campus and it is something we take pride in. In light of the COVID-19 pandemic we are temporarily instituting a closed campus. This means only students and SCS employees will be permitted beyond the parking lots. We assure you our goal is to prevent the spread of COVID-19 and we look forward to returning to our open campus as soon as it is safe to do so.



CAR LINES

The following car line procedures were developed through a team effort between the City of Clearwater Traffic Control, School Administration, Maintenance Team, and Safety Director.

NEW THIS YEAR! There is only **ONE** way to enter campus during arrival and dismissal. **For arrival and dismissal, all vehicles will now enter the school campus at the north Hillcrest perimeter gate by way of Franklin Street.**

Our new car line system requires parents to remain in their vehicles. We thank you in advance because we understand this is not easy, convenient, or what any of us want to do.

- Students are required to wear a face mask/covering during arrival and dismissal.
- Families with multiple students will use their youngest child's gate for drop off and pick-up.
- Staff members will be available to help students.

Drop off/Pick-up Locations

- Primary Gate - Car line for grades PK, K and 1 (Green Sign)
- South Hillcrest Gate - Car line for grade 2, 3 and 4 (Blue Sign)
- Middle School Gate - Car line for grades 5, 6, 7, and 8 (Orange Sign)

ARRIVAL

- Vehicles will proceed onto campus where they will be directed to a temperature check point area.
- All occupants should be wearing a face mask/covering.
- Students will remain in the vehicle where a staff member will use a no-touch infrared forehead thermometer to check student temperatures.
- Students should not exit their vehicles until the temperature check is completed and a staff member gives the okay.
- Any student with a temperature of 100.4° F or higher will not be permitted to leave their vehicle. Students must be fever free without the use of over-the-counter medications for 36 hours before returning to school.
- Parents/guardians will also be asked to confirm that the students have had no symptoms of illness in the past 36 hours (fever, coughing, shortness of breath, gastrointestinal issues, etc.)
- After leaving the temperature check point area, vehicles will proceed to one of three drop off areas.

LATE ARRIVAL

- Late arrivals will only be admitted through the school office after successful completion of the arrival protocols listed above.
- Upon arrival, parents/guardians should call the school office and a staff member will come to the vehicle to administer a temperature check.
- Students should not exit their vehicles until the temperature check is completed and the staff member gives the okay.

DISMISSAL

- We have elected to go with the dismissal automation app Pikmykid. www.pikmykid.com
- Information about using the new pikmykid app will be sent to parents soon.
- Vehicles will proceed on to campus where they will be directed to one of three pickup areas.
- Parents remain in their vehicles while faculty and staff direct students to their cars.

EARLY DISMISSAL

- Parent/guardian must come to the main office door and use the outside intercom to request their child be released for an early dismissal.
- Students will then be called to the office, signed out by school personnel, and released to the parent/guardian waiting outside.



FACULTY AND STAFF

The SCS Faculty and Staff are committed to making our campus as safe as possible. All faculty and staff will be trained in the latest CDC guidelines regarding social distancing, the wearing of face masks/coverings, and cleaning and sanitizing.

- SCS faculty and staff will wear a face mask/covering during the school day. Daily temperature checks will be required of all faculty and staff.
- Faculty and staff will be asked daily to confirm that they have had no symptoms of illness in the past 36 hours.
- Faculty and staff who have a fever or any symptoms of illness will be required to stay at home.

VISITORS ON CAMPUS

- For the immediate future, visitors to campus will be limited to only those deemed essential.
- All visitors on campus will be required to wear a face mask/covering at all times.
- All visitors will be asked to confirm that they have had no symptoms of illness within the last 36 hours, and temperature checks will be required.
- Home and School Mandatory Parent meetings and the Back-to-School nights will be held virtually when possible.
- The Back to School dinner, Buddy Breakfast, and other large gatherings on campus including student assemblies (blacktop) will be temporarily canceled.
- Parent conferences are still available and will be conducted by phone or virtually. If circumstances warrant a face to face conference the teacher or administration will schedule an appointment.



SOCIAL DISTANCING/ PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face mask/covering must be worn by all students, faculty, staff and individuals on campus when indoors or social distancing cannot be maintained. However, face mask/covering breaks will be scheduled by the teacher on an as needed basis.
- There will be times during the school day when wearing a face mask/covering is not appropriate, such as during PE activities, recess, and snack/lunch.
- A face mask/covering may include a gaiter or a shield however, students wearing a face shield are required to also wear a face mask/covering.
- Masks/coverings should be cloth or a disposable protective, medical type mask. They should be child friendly, slogan free, non-gory and school appropriate. (Sports teams, cartoon characters and patterns are examples of acceptable masks.)
- The student's name must be written on his/her mask/covering.
- Plexiglas partitions will be installed in high contact areas.



For more information on face masks and coverings go to www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

CLEANING AND SANITIZING

- Electrostatic sprayers have been purchased to effectively and thoroughly clean all surfaces.
- Every classroom on campus is equipped with its own HVAC system. Air filters will be changed on a more frequent basis.
- Classroom games, toys, manipulatives, etc. will be sanitized between each use.
- Cots will be sanitized daily.
- Surfaces in all classrooms and common areas will be sanitized throughout the school day.
- Additionally, all rooms and touchable surfaces on campus will be thoroughly cleaned and sanitized at the end of each day.
- The Clinic will be thoroughly cleaned and sanitized after each use.
- All playground equipment will be cleaned daily.
- All tables and other surfaces will be wiped down and sanitized after each lunch.
- The gym and the cafeteria will be disinfected daily.
- Bathrooms will be cleaned and sanitized throughout the day.
- A cleaning company will implement new COVID-19 cleaning and sanitizing practices. A schedule of the cleaning and sanitizing protocols will be maintained for each classroom.

HYGIENE GUIDELINES

- Hand hygiene, respiratory etiquette, social distancing, and proper use of face masks/coverings will be provided and reinforced with all students and faculty and staff.
- The frequency of hand washing will be increased at every grade level.
- Classroom teachers will create, model, and practice new hygiene guideline best practices for students.
- Hand hygiene, respiratory etiquette, social distancing, and proper use of face masks/coverings will be posted throughout the campus.
- Cleaning stations will be set up in each individual classroom with hand sanitizer, disinfectant wipes, and extra PPE materials.

CLASSROOMS

Teachers will rearrange classrooms to maximize space and allow for physical distancing while still providing social engagement and learning.

- Upon arrival, students will be greeted by the teacher and provided with hand sanitizer before entering the classroom.
- Hand sanitizer dispensers have been installed outside all classrooms.
- Desks and other classroom surfaces will be wiped down and sanitized often and between classes.
- Non-essential furniture will be removed to maximize classroom space for physical movement and social distancing.
- Teacher and student desks will be arranged to allow for social distancing.



SPECIALS

VISUAL & PERFORMING ARTS, LANGUAGE ACQUISITION, TECHNOLOGY, PE, STREAM

According to the American Academy of Pediatrics (2020), it is “critical to maintain a balanced curriculum with continued physical education and other learning experiences rather than an exclusive emphasis on core subject areas.” Schedules will be modified to support the cohort model and reduce transitions between classrooms while still supporting a full, rich day for each student.

- Specials' teachers will go to each classroom with the exception of PE.
- The cafeteria has been repurposed to serve as an area for PE. PE classes will use the gym and the cafeteria for indoor activities.
- Students in grades 6-8 will not be required to dress out for PE classes this year since it would be difficult to maintain social distancing in the locker rooms.

STUDENT MOVEMENT

- Social distancing traffic patterns will be implemented throughout the school by the use of special signage and markings.
- Teachers will teach students to maintain proper distancing when they are lined up or moving throughout the school as a class. In some cases students may be required to wear a face mask/covering.
- Students will remain with their homeroom or cohorts and not move to different classrooms. Crossover of students between cohorts may be permitted to meet student educational needs.

SCHOOL MASSES

As a Catholic school, the weekly school Masses are essential to the life of our SCS community. However, Mass attendance by the full student body, faculty and staff would exceed the current allowable limit in the church and social distancing could not be maintained. Therefore, a Chapel Mass schedule has been developed to include Mass participation on Tuesdays and Thursdays for select grade levels. Unless their grade level is scheduled to attend a Chapel Mass, the rest of the students, faculty and staff will remain in the classrooms and view a livestream of the Thursday Chapel Mass.

CLINIC

- The school clinic has been reconfigured to better accommodate for isolation if the need arises. Curtains have been added to separate students if more than one is in the clinic at the same time.
- If a student develops a fever or any significant symptoms of illness during the school day, he/she will be sent to the clinic and the parent/guardian will be required to immediately (WITHIN 30 MINUTES) pick up the child.



RECESS

Students need playtime and physical activity during the school day. However, it is extremely difficult for children to maintain proper distancing while they play. Our classroom teachers are developing a creative plan which will allow students the playtime and physical activity they need while also maintaining appropriate social distancing protocols.

- Teachers develop a recess schedule to increase social distancing.
- The number of students using the playground during recess will be limited for the immediate future.
- Each homeroom will have their own assortment of balls, jump ropes, etc. for use during recess.
- All playground equipment will be cleaned daily.
- Students will not be required to wear a face mask/covering during recess.

LUNCHES

Families will be able to purchase school lunches through www.payschoolscentral.com. Families may also wish to pack lunches for the immediate future in lieu of purchasing a school lunch.

- The cafeteria will not be used for lunches instead, classrooms, picnic tables, and other outdoor spaces will be utilized during each lunch period.
- Students will wash their hands/sanitize hands before and after lunch.
- All surfaces will be wiped down and sanitized after each lunch.
- Cafeteria workers will be required to wear face masks/coverings and gloves at all times during lunch prep and lunch service.
- More limited lunch options will be offered to best facilitate quick, efficient, and safe service.
- Lunch will be delivered to the classrooms in disposable containers and with unitized (pre-packaged) plastic wear.

WATER FOUNTAINS

- Students should bring a reusable water bottle to school marked with their first and last name.
- All school water fountains will be modified as touchless bottle refill stations only. Drinking fountains will no longer be available.
- Students will only be able to use the touchless bottle refill function on school water fountains.

AFTER SCHOOL ATHLETICS AND EXTRACURRICULAR ACTIVITIES

The Diocesan Task Force on Catholic Education is developing recommendations for interscholastic athletics for the 2020-2021 school year. There is currently no finalized plan in place.

If a student is not physically present for face-to-face learning, they will not be eligible to participate in on campus extracurricular activities, such as athletics, clubs, drama, and other events.

Field Trips for students are temporarily suspended.

BEFORE CARE AND EXTENDED DAY PROGRAM

The Before Care and Extended Day Program will follow the same protocols for face masks/coverings for students and staff as during the school day.

Before Care Program: Students using the Before Care Program (6:30-7:30am) should go directly to the Primary Building gates and call (727) 385-4851. School personnel will meet the student and parent at the gate to administer a temperature check. Any student with a temperature of 100.4° F or higher will not be allowed to attend school. Parents/guardians will also be asked to confirm that the student has had no symptoms of illness in the past 36 hours (fever, coughing, shortness of breath, gastrointestinal issues, etc.).

Extended Day: (3:15-6:00pm)

- Extended Day will use the cafeteria as usual. Students will be seated according to social distancing protocols.
- Students will be allowed to play outside during their scheduled playtime, but they will be directed to maintain social distancing. The use of the playground equipment will be limited for the immediate future
- The parent should come to the main office door and use the intercom to verify the name of the student they are picking up. The student will then be called to the office and signed out by school personnel and released to the designated adult.



YOUR RESPONSIBILITIES AS PARENTS/GUARDIANS

We all have a role to play in keeping our students, their families, and our faculty and staff safe. Parents/guardians have the enormous responsibility of ensuring students are not sent to school sick and for following all isolation and quarantine recommendations if somebody in the family is exposed to or infected with COVID-19.

- Catholic Schools in the Diocese of St. Petersburg will operate with the goal of having students physically present for on campus learning. Students who are not physically present will be required to document the reason for not attending school and comply with the school's Distance Learning Model.
- Students MUST NOT be sent to school if they have exhibited any symptoms of illness (fever, coughing, shortness of breath, gastrointestinal issues, vomiting, etc.) within the past 36 hours.
- Parents/guardians should help their children understand the current need for social distancing and the wearing of a face mask/covering when social distancing cannot be maintained. It is suggested that children practice, so they have a better idea of how to properly wear a mask and what a distance of six feet looks like.
- If a student develops a fever or other significant symptoms of illness once at school, the student will be sent to the clinic to await pick-up. A parent/guardian MUST pick up the student within 30 minutes of being called. Parents should make sure they have designated alternates if they are unable to make it to school for pick up within 30 minutes.
- Families are expected to follow the latest CDC guidelines regarding isolation, social distancing, etc. if exposed to or infected with COVID-19. The school should be notified if a student or somebody in his/her immediate family tests positive for COVID-19.
- Parents/guardians should make sure all emergency contact information is up to date in the Rediker system.
- We recognize that some of our students have chronic conditions, such as asthma or allergies which will produce a cough. Parents/guardians of these students should provide the school with documentation from the child's doctor regarding these conditions.



RESPONDING TO A CONFIRMED CASE OF COVID-19

- In the event of a student or member of the SCS faculty/staff testing positive for COVID-19, the school will follow the directions given by local Health Departments, Public Health Agencies, and consult with the Office of Catholic Schools and Centers of the Diocese of St. Petersburg to implement the proper steps to keep the school community safe.
- All or some grades levels may temporarily move to distance learning at some point throughout the year, depending on the level of viral transmission in the school or local community and after consultation with public health authorities and the Office of Catholic Schools and Centers.
- Please be assured the school will communicate this information to you in a timely manner.
- We ask parents/guardians to remember we must respect the privacy of individuals. We will not be able to release specific information if somebody tests positive for COVID-19.
- Please see the attached COVID-19 Student Decision Tree from the Diocese of St. Petersburg.

COVID-19 Student Decision Tree



SOCIAL AND EMOTIONAL SUPPORTS

Since mid-March, there has been a heightened level of stress and anxiety in our world. It is extremely important that we all remember to seek help and support if the level of stress and anxiety becomes overwhelming. This is especially important for our children. Our school counselor is always available to provide students, families, and faculty/staff with necessary support and resources. Please remember that SCS has a partnership with BayCare who provides our Family Assistance Program. If you feel like your student needs assistance, please reach out to our Guidance Counselor, Mrs. Cliffel at jcliffel@st-cecelia.org.

FLUIDITY AND LIMITATIONS OF THIS PLAN

It is important to mention again here that this document is likely to be revised frequently. The information on Covid-19 and the recommendations made by health and education agencies change rapidly. The administration and faculty/staff of SCS are committed to revising our mitigation plans as often as needed. It is also important to note that this plan cannot possibly cover all situations which might occur; it has limitations. The administration and faculty/staff of SCS are also committed to evaluating new and unexpected situations if they arise.

DIMMER SWITCH APPROACH

You may have read the recommendation that all Florida schools use a “Dimmer Switch” approach for their reopening plans, taking it slowly and with careful consideration. This well describes the approach that SCS will take. We have plans to reopen on August 24th with numerous mitigation protocols in place. As the pandemic risks lessen, we will slowly move towards more normal routines. There is no expectation or prediction for when mitigation protocols will be changed or eliminated. The safety and well-being of our students, their families, and our faculty/staff will always be our priority.



SAFETY AND MITIGATION QUICK REFERENCE CHART

Our number one priority is the safety of our students, faculty, and staff. The ultimate goal is to keep everyone on campus safe and healthy. To that end, the reopening of SCS will be done in three phases based on state and local circumstances at the time. Therefore, our plan will start out conservatively and we will make adjustments as necessary and as warranted. **A signed waiver acknowledging you understand the risks of entering any public spaces such as school will be required for all students attending on campus classes. Waiver**

Phase 1 is the most conservative part of the plan and has the least amount of movement amongst the students on campus.

Phase 2 is still restrictive, but allows for more movement amongst the students on campus.

Phase 3 is movement on campus similar to what it was like before the COVID-19 Pandemic.

[Quick Reference Chart](#)

DISTANCE LEARNING OPTION (PRE-K3 THROUGH 8TH GRADE)

A distance learning option will be offered for those students who are not yet ready to return to our campus, but wish to remain a student of SCS. The Distance Learning Model is based on research and best practices. Our model offers students an excellent equitable choice to what is being offered through on campus learning. This new option of distance learning will be offered as long as the Diocese of St. Petersburg and SCS deem it appropriate to do so.

- Parents choosing the Distance Learning Model must complete the **Family Request Form for Distance Learning** included in this document.
- The completed **Family Request Form for Distance Learning** must be received by the assistant principal no later than Monday, August 3rd. Forms should be emailed to eagresta@st-cecelia.org
- After SCS has received a complete list of Distance Learning students, the assistant principal and classroom teachers will meet with families in each grade virtually, to provide further orientation and support for the Distance Learning Program.
- Tuition discounts will not be offered for Distance Learning.
- For more detailed information about the new Distance Learning Program and examples of what the program looks like, please click on the links below:

[Distance Learning Presentation](#)

[Elementary Sample Module](#)

[Middle School Sample Module](#)

[Family Request Form for Distance Learning](#)



REFERENCES

American Academy of Pediatrics. (2020). COVID-19 planning considerations: Guidance for school re-entry. Retrieved from: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

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