



# Saints Peter and Paul School

## Reopening Plan

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# Letter From the Principal

Dear SSPP Families,

As we look toward school this August, I am writing to share with you detailed information relative to our planning. I ask that you please read this lengthy memo thoroughly, and I ask in advance for your support in care of our students, staff, families and greater community. I have had the privilege of engaging in wonderful conversations with parents, staff and varying levels of outside leadership over the past several weeks. I am grateful for your thoughtfulness, ideas, and careful consideration of others and their viewpoint. May this on-going dialogue be the foundation of mutual respect and learning in the future.

After considerable research, reflection, study, and prayer while focusing on the best interest of our students, we are returning to school in a few short weeks. The diocese has decided to maximize in-person learning as a priority and we are grateful. Following this decision, we have taken the steps outlined below, to safely welcome SSPP students back to school on August 19<sup>th</sup>:

- Established a Task Force to reopen school
- Listened to parent and student feedback via a diocesan survey
- Consulted documents set forth by medical professionals with recommendations for health and safety
- Studied the [Center for Disease Control \(CDC\) guidelines for reopening schools](#) and adopting the logic of their approach
- Consulted with specific health and safety references as it pertains to disinfection
- Listened to and worked with our teachers on their perspective and on professional development goals and formative impact considering our current circumstances
- Determined that the formation of our students with in-person learning can be conducted with maximum safety, which does not guarantee that one will not contract coronavirus but attempts to mitigate this circumstance to the highest degree possible for in-person school.

Please note that this is a working document and is subject to change as pertinent information changes. We will need to be diligent in how we move forward adhering to the reopening plan, while we maintain our rich Catholic faith through charity, love and empathy. As we know, God is ultimately in control of our current situation. May we take this truth to heart during this difficult time, making prayer and our students well-being our focus. I look forward to a bright future of learning and growing with the Saints Peter and Paul community, as we likewise grow in the grace of Jesus Christ!



*Mrs. Weis*

# Important Memo!

## The IDPH requirements for schools to reopen in Phase 4 are:

- Require use of appropriate personal protective equipment (PPE), including face coverings
- Prohibit more than 50 individuals from gathering in one space
- Require social distancing whenever possible
- Conduct symptom screenings and temperature checks or require self-certification that individuals entering school buildings are symptom free
- Increase school wide cleaning and disinfection.

## Before coming to school parents must review:

### Checklist:

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had muscle pain or chills?
- Have you traveled outside the United States or to a “hot spot” area for Covid transmission?  
(This may require self-isolation per diocesan recommendations).
- Students with a temperature of 100.4 or higher should not come to school. If you answer yes to any of these questions, please keep your child at home and contact your doctor.

## Face Coverings

- Face coverings must be worn by staff, students, and any individual when in the building. A face covering may be a face mask or gaiter. A face shield may be worn by teaching staff or students who have provided a health diagnosed reason.
- Prints on face coverings should be appropriate in nature. They may not have inappropriate words or pictures on them. Masks should not distract other students because of their form, fabric, or style. Administration determines guidelines on appropriateness. If an inappropriate mask/gaiter is worn to school, a paper mask will be given to the students as a replacement and parents will be notified.
- Note: Cloth face coverings should not be placed on:
  - Children younger than 2 years' old
  - Anyone who has trouble breathing
- Teaching your children ahead of time how to wear a mask is appreciated and helpful.
- Sending your child with an extra mask is encouraged.
- Please wash each night if it is not a disposable mask.

## Volunteers in Building During the School Day:

At SSPP we love our volunteers! However, due to COVID19, we will need to make changes to the norm to ensure safety and health by limiting visitors' access to our building.

- Volunteers & parents who need to enter the building will need to call for entrance or make an appointment with the school office. A temperature test will be required. All visitors in the building must wear a face covering.
- Visitors & parents may not go past the school office or visit the classrooms unless approved by the front office staff.

# We are all in this together!

## What can I do to help Saints Peter and Paul School and my child?

- Talk to your child/children before school begins about the highs and lows of returning to school. Ask them how they feel. Empower them to share their honest feelings, not expecting them to respond in a specific way or in the way you might be feeling.
- Prepare them for what is to come, what the expectations are, the differences from last year to this year. That you and the SSPP are here to support them!
- Although you may or may not agree with the mask wearing, model the expectation for your child. Model patience and obedience even when you completely disagree. (What a great way to practice virtue!) Encourage your child to wear their mask for small amounts of time if they are not used to it. (I am amazed by the way in which so many children are already accustomed to this.) If you appreciate the mask guidelines, realize not everyone does but that we need to follow the guidelines. Support those who struggle with it, this is a challenge for all of us to meet as best we can.
- If you have a concern or are frustrated with a school situation, please try and share with someone other than your child. Practice and encourage patience and know that all decisions have been well thought out and considered in the best interest of students, staff and our entire school community – and some we cannot change.
- Remember that there are firm guidelines that have been set by the “powers that be” who in this pandemic are not leading Saints Peter and Paul. School leadership is happy to hear your concerns and will listen but remember that they often did not make the decision nor can they change it in these current times.
- Recognize the variety of health situations and backgrounds of each person, no matter what the frustration or temptation to judge.
- Remember that this is a pandemic and a time of crisis for our country. It is not a regular school year for anyone. Be patient with others and look for the good! Work to meet other people halfway, seeking to listen and understand why they feel the way they do.
- Be grateful for our wonderful school and the ability for our students to return to school every day! Celebrate the positives ahead of us. As hard as this time in our history may be, there is much to be thankful for.

*Each day is a gift, open it and embrace it!*

# Health and Safety Action Plan

## Procedure for daily temperature checks and recording:

- **Per Illinois Executive Order, masks will be required in school:** Students and staff will wear masks during the school day except at lunchtime while eating, and when outside of the school building while maintaining distancing guidelines.
- **Temperature monitoring and hygiene standards:** Upon entering both school buildings, staff will report for temperature monitoring every morning with our school nurse. Students will have their temperatures taken before exiting their car or before entering the school bus if they arrive by bus. As students enter their rooms they will hand sanitize and move directly to their desks.
- **Temperature monitoring by whom and how often:** Before school care leaders will take temperatures before students are signed into care and before they leave for the start of the regular school day. Directed by our school nurse and administration, staff will use handheld thermometers to check all students' temperatures before exiting their car. Temperature will also be taken in the nurse's office if a child does not feel well or gets sick during the day. When after school activities resume, students will get temperature checks before entering these programs.
- **Documentation and location of temperature checks storage:** Temperature documentation will be maintained in the school office with an N for not passed and a P for passed. Specific data of temps is not necessary on the forms. An N will be noted when a temperature exceeds 100.4 and student/staff will be sent home to self-isolate and follow CDC guidelines.
- **If a student becomes ill while at school:** SSPP will provide a private space for an ill student to rest while waiting for the arrival of parent/guardian. We will contact the student's parent/guardian to pick up the student as soon as possible. The waiting area used by the student or teacher will be closed off until proper cleaning is complete. Students who have had a fever of 100.4 F or above can return to school after 72 hours if they are able to provide the school with a doctor's note. Students must be fever and symptom free upon their return to school without medication. As always, student illness will be assessed on a case by case basis following guidelines at this time. All students leaving during the school day will be escorted to the front of the Junior high building for dismissal.
- **Protocol for a positive case of the virus:** If a student or staff tests positive or is suspected of having COVID 19 the individual will need to self-quarantine for 14 days. The entire family will likewise need to follow the CDC guidelines for self-isolation, which could include up to 14 days of self-quarantine. We will follow the guidelines for these situations and any others, if they should happen, per the Catholic Schools Office and CDC direction. If more than 2 students in one classroom cohort contract the virus, this class may need to move to remote learning up to 14 days. Our school nurse will contact the health department.

## Health and Safety Action Plan continued...

- **Physical distancing in the classroom and corridors:** Students desks will be spread apart approx. 6 feet. In the hallway students will follow visual arrows, leaving space in front and behind themselves with 6 ft. in between. Morning un-packing and afternoon packing of materials will be staggered so all students are not at their lockers at the same time. Windows will be opened, when weather permits, allowing fresh air into classrooms. Teachers will take students outside more often. Water bottles should be used, individual drinks at the fountains will not be permitted. The cleaning crew will disinfect high traffic areas and classrooms each evening, while individual teachers likewise pay close attention to individual classroom desks, materials and supplies. No assemblies or field trips will resume until permitted to do so safely.
- **Monitoring hand washing and distancing in the bathrooms:** Schedules will be altered for longer bathroom breaks etc. Due to privacy, hand washing in bathrooms cannot be monitored so students will hand sanitize upon re-entering the room. When switching classes, students will hand sanitize either when leaving or entering a new room. Individual grade level plans will outline these procedures and will be communicated to families.
- **Physical distancing outdoors:** Students will be monitored outside to help them maintain 6 feet social distance. When students re-enter building, they will hand sanitize, and as rotations allow, wash hands with soap and water. They will put their masks back on as they enter the building.
- **Vulnerable teacher and staff protection:** At risk students and staff will be identified. A room in the Junior High building will be labeled and distinguished as holding areas for students who have a temperature after entering the building and/or becoming sick during the day. A teacher aide or support staff will be identified to monitor this room until the student/staff member has gone home. The principal will be made aware of any student who is reported to be sent home or sick via the school nurse. All health information is strictly confidential.

# Physical Infrastructure

## Action Plan and/or Procedure:

- **Signage for health and safety and where posted:** Visuals will be posted per the safety guidelines. Signs will be posted in all bathrooms and near entrance doors with safety guidance and rules. Signage is being prepared for both SSPP school buildings and will likewise be integrated with uplifting, positive messaging to encourage and promote a healthy, happy student friendly environment.
- **Outdoor spaces for students:** Plans are in motion for students to use our beautiful outdoor green space and large parking lots to allow several classes the opportunity to be outside throughout the school day.
- **Windows/ventilation:** Windows will be open whenever possible to allow for ventilation and fresh air. Window accessibility, safety, and screens will be checked by the maintenance crew. We are looking into individual ventilation stations for smaller classrooms. (Refer to our donation section outlined in the email from Mrs. Weis).
- **Drinking Fountains:** Water bottles should be used, with drinking fountains only used to fill individual water bottles.
- **Entrance and exit plan for the building to ensure social distancing and safety:** Staff will be trained before the onset of school opening, with on-site walkthroughs of protocol and brainstorming. This may include slightly altering arrival and dismissal times if it cannot be done safely at the same time. Specific guidelines will be communicated to parents before school begins.

# Plan/ Procedure for Daily Routines

## Saints Peter and Paul School will:

- Maintain a safe and nurturing educational environment communicating information, updating guidelines, and supporting students through care, compassion and charity.
- Teach and reinforce washing hands, mask wearing etiquette, social distancing among students and staff. We know these can be challenges for students and staff. We are dedicated to a comfortable learning environment and will be encouraging and will work with our students with reasonable expectations and guidance for them.
- Practice frequent handwashing and advise students to be charitable realizing one another's varying health and safety concerns.
- Frequent sanitation of bathrooms regarding touch on faucets, handles, doors etc. by the cleaning crew each evening and by staff during the day.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer, tissues, and gloves.
- Install alcohol-based hand sanitizing stations at entrances, common areas in the school, and classrooms.
- Take directions from the diocese regarding a positive case of Covid 19 for the student and entire family. If we should have more than a few cases of the virus among students and staff, we will discuss and implement the most prudent guidelines for stopping the spread in guidelines with the diocese.

## Arrival:

- Parents pull toward the designated drop off zone depending on previously communicated area. We ask for great patience to make sure students enter safely and we have time to do these checks.
- Cars pull into the drop off zone while a staff member takes temps. of all students.
- Non touch temperature checks used right outside the car. (Parents will be expected to likewise take their child's temperature each morning before leaving for school).
- Students that pass the temp. check of less than 100.4 degrees will wear their mask and proceed into the classroom entering at various school entrances depending on grade level.
- If student has a temperature, they will need to go home before exiting their car.
- Students go to their desks after hand sanitizing to settle in. (Each teacher will communicate the protocol for needed materials based on class and grade level).

## Dismissal

- We ask for patience during this time as it will take longer than normal.
- Teacher use distancing protocol to dismiss students, this may look different depending on grade level.
- Students keep their masks on until they are outside the school building.

# Plan/ Procedure for Daily Routines continued...

## During the School Day:

- Student movement for different classes will be minimized as appropriate. When possible, teachers will move to the students.
- Face coverings will be worn during the school day (cloth, paper masks, gaiters with no messaging). Sports teams, pictures, designs are permitted.
- Social distancing will be utilized in the classrooms and halls as appropriate. Where appropriate, social distancing markers will be added. The number of students in areas will be limited.
- Larger class sizes will be moved to a larger location in the building to ensure 6-ft. distancing when necessary.
- Handwashing and hand sanitizing will be frequent. Students will be instructed on proper procedures.
- All bathrooms and hand-washing sinks will have instructional signs as a reminder of proper handwashing techniques.
- Drinking fountains will not be used. Students should bring their own water bottles. The water bottle fillers will be available for use.
- Lunch will be in classrooms at student desks.
- Gym class will be outside as much as possible with no masks while social distancing. Inside gym classes, students will wear masks. All shared equipment will be sanitized between uses.
- Recess will be outside when possible.
- Students will be instructed and reminded that, in general, sharing of items is not allowed. When necessary, shared items will be removed and cleaned per guidelines.
- Our student Mass will continue with two separate times for K- 3rd grade and 4th- 8th grade. These days and time will be communicated and marked on our all school calendar.

## PE:

- 6 Ft. distancing with masks
- Hand sanitize on the way from classroom to gym
- Spread out within gym
- Go outside for P.E. when weather and space permits
- Non-contact sports are encouraged, wipe down used equipment
- Students will wear gym shoes and their PE uniform to school per their PE schedule.

## Art/Music:

- 6 ft. distancing with masks
- No shared supplies
- Wipe down supplies used
- When class sizes are beyond safe capacity, these classes will be moved to the classroom, Zuker Hall or outside.

# Scheduling, Staffing, Belongings

## Adjustments made and/or needed for classrooms based on social distancing:

Desks will be arranged 6ft apart when feasible. Due to physical constraints/classes that need more room will have furniture moved or the class will move to a larger area. Any classes that are able will go outside when possible. Much thought has been put into students moving from one class to another. 3rd through 8th grade classes will move to new rooms when necessary, without compromising academic integrity. These teachers will communicate this process and will adhere to distance guidelines, scheduling with other teachers regarding timing when moving from one class to another.

## Student belongings

- SSPP will keep each student's belongings separated and in individually labeled storage containers if needed.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- No sharing of foods and utensils.
- No sharing electronic devices, toys, books, and other games or learning aids.
- Students should not bring toys/gadgets to school.

## Restrooms:

- SSPP will increase cleaning frequency for restrooms throughout the day.
- There will be signs instructing students and staff on how to wash hands after using the restroom.
- Limited number of students will be allowed in the restroom at one time.
- Social Distancing marks will be placed on the floor to help students identify the 6-foot distance where needed.

## Lunchtime/Snack/Recess:

- Students will eat in classrooms and when possible outdoors. Teachers/students will wipe down/clean desks before and after lunch.
- Mask coverings will not be required when students are eating snack or lunch in their classrooms. Distancing will still be required.
- Parent permission will need to be given for students to play at Central Park.
- Further details will be forthcoming regarding your child's specific lunch storage and procedures from individual classroom assignments. Students will be monitored and reminded of maintaining social distance at recess.

## **Traffic Flow, Hallways, and Lockers**

- We will limit the number of students within hallways at any given time to the greatest extent possible.
- Staff will rotate through classes rather than requiring movement/mixing of student groups when possible.
- When possible, students will walk in one-way paths.
- Floor markings will be placed in areas where students line up to delineate the 6-foot distance.
- Lockers and cubbies will only be used for storage of items depending on grade level. Students will keep belongings in their own personal space within the classroom but will carry it with them when leaving.
- We will stagger locker assignments and create schedules to allow for appropriate distancing.

## **Volunteer Helpers:**

- All volunteer hours will be done outside of the school building.
- Volunteer hours will not be utilized in the classrooms.

## **Gym Class and Playground:**

- Face masks do not need to be worn outside or at outside gym class times, while maintaining a 6-ft. distance.
- Physically distancing will be encouraged with non-contact sports and activities. Surfaces touched by multiple people will be cleaned and disinfected.
- SSPP maintenance staff, after school cleaning crew, and all staff members will be responsible for ensuring regular cleaning and disinfection of all materials and equipment.
- SSPP will minimize sharing of equipment as much as possible and disinfect shared equipment between use.

# Extended Care

- Expectations for before and after school care: Masks will be worn unless students are eating their snack or are outside. Students will need to bring their own snack from home.
- Facility adjustments to ensure health, safety, and social distancing: Students' temperatures will be checked as they enter before school care. Students will hand sanitize once they enter and when they exit.
- Staffing needs based on enrollment and space: Adjustments may need to be made to staffing once we see our returning students and their usage of the program.
- Messaging to parents regarding drop off and pick up, snacks: Letters will be sent to all school families regarding procedures for before school care. Students will bring their own snack to after school care. Students will eat snacks outside or socially distanced in the designated extended day space.
- Disinfecting toys, games, equipment: At the end of every shift all toys, games, equipment will be disinfected by staff/cleaning crew.
- Outdoor activities: Weather permitting outside time is encouraged.

# Transportation

## Action Plan and/or Procedure:

- We are awaiting discussion with District 203 regarding their plan for busing students to ensure health, safety, and social distancing for students and driver.
- Busing rules and regulations will be handled by District 203 and communicated to all school staff and families that use the busing transportation before school begins.
- District 203 has decided to push their start date to September 1st. We will begin our first day on August 19<sup>th</sup>, with a half day of school allowing both students and staff time to adjust new protocol.
- Parents will need to drive students to school on days wherein District 203 does not provide busing. District 203 has communicated that they will not bus our students until they begin school on **September 1<sup>st</sup>**.

# Social Emotional Learning

- **Great care and consideration** will be made for the many varying situations and concerns amidst our student body. All staff will be trained with a common language and protocol to meet the social emotional needs of the student body via the school counselor.
- The school counselor/teachers will do a two-minute check in with each student within the first week of school. Those that may have greater anxiety/concerns will be checked first. Teachers will report student concerns to the counselor and principal.
- Each grade level will complete a Google survey created by the school counselor, sending data to teachers and principal to discuss and give feedback regarding the emotional wellbeing of each student/teacher.
- The school counselor will provide teacher resources before school begins while discussing “hot button” topics that need to be addressed.
- SSPP will provide Catholic faith culture opportunities in order to reconnect integrating academic, spiritual and social emotional learning with an emphasis on growth mindset, motivation topics, and goal setting. This will encompass staff, students, and Saints Peter and Paul families at large.

## **Additional Items:**

- The principal will communicate with families regarding overall health guidelines and necessary school/diocesan updates etc. Teachers will communicate with students and individual families outlining specific classroom guidelines per grade level, individual needs, concerns or positive comments. This is an on-going partnership with responsibility from administration, faculty and staff, as well as, responsibility and expectations from our Saints Peter and Paul student body and each family.
- Saints Peter and Paul School will continue to provide and encourage Google training and See Saw platforms, while integrating Google Chromebooks and other technology for staff and students where relevant. Staff will discuss and work to streamline learning platforms for on campus learning and/or in the event we need to unexpectedly move to at home learning. Many upgrades from last Spring are being made. It is the expectations that if we were to go to remote learning, our staff would be on campus to support one another and to teach remotely from the classroom.
- At this juncture we are not providing an on-line platform for those who are not comfortable returning to school. If your child has a medical condition confirmed by a doctor stating it is unsafe for them to return to the classroom, please contact Mrs. Weis directly.
- Teaching staff will meet to discuss on-going assessment guidelines and ways to monitor progress and meet academic needs with gaps from the previous year. Our focus is on progress and growth at each student's ability level.
- On-going close communication between administration, faculty and staff, parents and students will improve and enhance learning, support and success of the long-standing tradition of excellence at Saints Peter and Paul School.



***For I know the plans I have for you, declares the LORD, plans for welfare and not for evil, to give you a future and a hope.***

*Jeremiah 29:11*