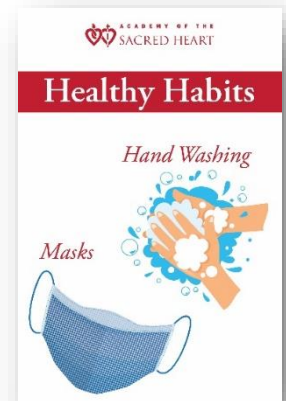


# School-Wide Health & Safety Measures



## Hand Washing and Cleaning

- Hand sanitizer stations are located throughout buildings for students, faculty and staff. All students and faculty will wash hands with soap and water or use sanitizer before entering the classroom and frequently during the day.
- Throughout the day, protocols will be in place to reduce the spread of germs. Periodic cleaning by a hired service will occur in high touch areas, restrooms and student areas.
- The entire facility will be cleaned at the conclusion of each day.



## Correct Use of Masks

- Faculty, staff, and students in Prekindergarten through 12th grade are required to wear a mask while indoors, regardless of vaccination status.
- No masks are required outdoors if adults and students are physically distanced.
- Students in Little Hearts 3 will wear masks during enrichment classes only.
- Students may wear ASH-themed (in ASH plaid, red, white or cardinal) or a solid colored mask of their choice at school and school activities.

## Physical Distancing

- Physical distancing (of 3 feet while indoors) will be in place where possible.
- Dividers may be used to distance students when necessary.

## Symptom Screenings

- Based on licensing requirements, students in Little Hearts will be screened with a temperature check upon arrival.
- Families of PreK-12th grade students must continue to be vigilant in monitoring symptoms at home and keeping students at home when ill. Sacred Heart has developed a detailed illness policy for students and staff in the handbook, and any updates will be communicated to parents.

## School Nurses and Student Illness

- ASH employs two full-time nurses (RN and LPN) who are on site daily. Faculty and staff are trained on mitigation measures as well as sanitizing classrooms.
- Per our handbooks, a student who is unwell will go to the nursing office, which includes an isolated area for sick students. If needed, a parent will be called and asked to immediately pick the child up from school. The student must be fever-free (under 100.0°) without fever-reducing medication for 24 hours prior to returning to school, and meet all regular and COVID health policies regarding illness.

# Division Specific Protocols



## **COVID Exposure, Contact Tracing, Isolation and Quarantine**

- Parents of students who are exposed to COVID or test positive should report their daughter's status to Nurse Mindy Louviere.
- Sacred Heart will continue to monitor LDOH and LDOE guidelines for quarantining for those vaccinated and unvaccinated. Students who must quarantine will receive a message from Nurse Mindy followed by a letter from their Division regarding educational plans while at home.

## **Vaccinations**

Over the past year, Sacred Heart has offered vaccinations to all faculty and staff, in addition to students ages 12 and over. We continue to recommend that eligible students receive a vaccination before returning to campus.

## **Visitors**

- All visitors to campus will wear a mask and maintain a physical distance of 6 feet from others. Visitors into the classrooms will be limited while students are on campus.
- Parents, guardians and other visitors are required to make an appointment to enter the campus while students are on campus.

## **Utilization of Outdoor Spaces**

- Faculty, staff and students are encouraged to make use of Sacred Heart's ample outdoor spaces for learning and recreation. In the past year, many of our galleries, courtyards, playgrounds, pavilions and fields have been leveraged for classes, meetings and outdoor eating.
- While in these spaces, students and faculty will maintain distance and may choose to take a break from wearing their facial mask.

## **Division-Specific Protocols:**

Please click the links below for additional protocols specific to each division:

- [Little Hearts](#)
- [Preschool / Lower School](#)
- [Middle School](#)
- [Upper School](#)

# Division Specific Protocols



## Little Hearts

---

**Cohorts:** Each grade level will be considered a cohort during outdoor play. Teachers may be unmasked outdoors as long as they remain physically distanced from the students.

**Snack and Lunch:** Students will eat outdoors or in the classrooms. Current distancing guidelines do not allow space for LH students to eat lunch in the dining hall.

### Arrival & Dismissal Procedures:

- Morning arrival runs from 7:15 a.m. until 8:00 a.m. Parents will participate in curbside drop off via Napoleon Avenue. The Brightwheel app will be used to electronically sign a student into her homeroom each morning.
- Due to the process and personnel required for curbside drop-off, all students are asked to arrive promptly by 8:00 a.m. each morning.
- Afternoon dismissal runs from 3:00 p.m. until 3:20 p.m. PLUS, which is available only via registration and no longer on a drop-in basis, begins at 3:30 p.m.
- Parents will participate in curbside pickup via Napoleon Avenue. The Brightwheel app will be used to electronically sign a student out from her homeroom each afternoon.
- Half day students will dismiss via Napoleon Avenue from 12:00 p.m. until 12:20 p.m. each day.

## Preschool and Lower School

---

**Cohorts:** Individual classes will collaborate and work together in the classroom. During recess, classes will play together as a grade level.

**Lunch:** PreK through 4<sup>th</sup> grade will return to the Mater Dining Hall for their lunch periods. Two grade levels will be served at one time. Students will sit with their grade levels and be seated at assigned tables with appropriate distancing.

**Recess and Outdoor Learning:** The play yard will be divided into two stations for recess to allow for two grade levels to be on the play yard at a time. Students in each grade level may play together, but will not interact with students in different grade levels.

### Mater Campus Community & Shared Spaces:

- The Makerspace and Playroom will reopen for students to attend during recess with social distancing measures in place.
- The Library will reopen for classes to attend with social distancing measures in place.
- Intramurals are returning for grades 1-4. Grade levels remain a cohort, and cohorts will not mix.

# Division Specific Protocols



- The Fourth Grade Snack Shack will reopen in the Mater Gym with prepackaged items.
- Third and Fourth Grade Clubs are returning. During Clubs, students will only mix with other students in their grade level.
- PreK-4th grade will gather as a community for Monday Morning Assembly and Friday afternoon Chapel in the Nims with grade level cohorts and social distancing protocols in place.

## Arrival:

- Parents should monitor any symptoms or fever, per the handbook. No other screenings will take place during Preschool and Lower School arrival.
- Curbside drop off for Preschool and Lower School will be at the General Pershing gate from 7:15 a.m. - 7:55 a.m. In order to continue to build independence, parents will utilize the carpool line for drop off and will not walk students into the building. If students arrive after 8:00 a.m., parents will escort children to the front desk.

## Dismissal:

- Carpool will begin at 3:20 p.m. on Monday, Tuesday, Thursday and Friday, and 2:30 p.m. on Wednesday. Cars will line up at the corner of General Pershing and St. Charles.
- If students need to be picked up prior to 2:45 p.m. on Monday, Tuesday, Thursday, or Friday or 2:00 p.m. on Wednesday, parents can call the front desk. Parents will remain in their vehicle, and a faculty or staff member will escort the student to the vehicle.
- The Philippine Plaza Walker's Gate will be available for Preschool and Lower School afternoon dismissal only and will be open from 3:15 - 3:45 p.m.
- Please see detailed instructions in the handbook and most recent *Little Cardinal Courier*. In the event of rain, the Philippine Plaza Walker's Gate will be closed, and all families must use the car line.

## Middle School

---

### Arrival:

- Curbside drop off and pick up is required of all students, and students will arrive via Carondelet Street. For Grades 5 and 6, the carpool line is on the south side (Rosary Campus) of Carondelet. For Grades 7 and 8, the carpool line is on the north side (Gym building) of Carondelet.
- The school building opens daily at 7:20 a.m. Students must check in to the office if arriving between 7:20 - 7:45 a.m. After 7:45 students report directly to advisory. All students are expected to arrive by 7:55 a.m. and go to assigned spaces.

# Division Specific Protocols



- If students arrive after 7:55 a.m., they should enter via the main gates on St. Charles Avenue and check in at the receptionist desk and Middle School office. Students who leave campus before dismissal are dismissed only through the St. Charles Avenue gate.

## **Dismissal:**

- Dismissal Time: Monday, Tuesday, Thursday, Friday - 3:20 p.m.; Dismissal Time: Wednesday - 2:35 p.m.
- Students will be dismissed on Carondelet Street.

## **Rosary Campus Dining Hall**

- This common area will be available for students during break and lunches with distancing measures in place. When eating, students must be approximately 6 feet apart. Dividers may be used if necessary.

## **Upper School**

---

### **Arrival**

- The school building opens daily at 7:20 a.m. Students must check in to the registrar's office if arriving after 8 a.m. All students are expected to arrive by 7:55 a.m. and go to assigned spaces.
- To start the school year, all students will gather in homeroom/Advisory on Monday, Tuesday, Thursday and Friday mornings and straight to class on Wednesdays.

### **Dismissal:**

- Dismissal Time: Monday, Tuesday, Thursday, Friday - 3:15 p.m.; Dismissal Time: Wednesday - 2:45 p.m.

## **Rosary Campus Dining Hall**

- This common area will be available for students during break and lunches with distancing measures in place.
- When eating, students must distance approximately 6 feet apart. Dividers may be used if necessary.
- The Pavilion, galleries and other outdoor spaces will be available for students to eat lunch with physical distancing measures in place.