

2021-2022 School Year
St. Mary's School Opening Plan
COVID-19 Pandemic Updates

OVERALL PLANNING

St. Mary's School established a Reopening Committee for the 2020-2021 to plan a safe reopening of our school with the health and safety of the faculty, staff, and students in the forefront of our plan. This year's opening committee has reevaluated the most current information provided by the ADW to stay up-to-date with the guidelines set forth by the CDC, state and local health agencies for the opening of St. Mary's School in the 2021-2022 school year. St. Mary's School continues to order the necessary PPE, disinfecting supplies, and health room supplies to maintain a safe environment for our community. St. Mary's School is committed to continued communication with stakeholders via email and surveys to receive questions and feedback to assess the operational needs of the school. We will continue to communicate, to monitor and to modify our plans for opening school and keeping our faculty and students safe. The following individuals are members of the reopening committee. In this effort of continued communication and remaining up to date on the latest recommendations regarding COVID-19, St. Mary's School will provide updates to this document and notify families of any changes to the our reopening plan.

Debra Eisel, Principal

Monsignor Robert G. Amey, Pastor

Thomas Patchan, MRE

Brenda Hoffmaster, Administrative Assistant

Yolanda McLaughlin, School Guidance Counselor

Caroline Conway, Preschool Teacher

Chris Kimiecik, Preschool Teacher

Beth Rodda, Upper Hall Teacher

Silvia Edelman, School Nurse

Caterina Watson, HSA President

Jesse Stahr, SAB Chair

Dr. Kristin Conley, Parent Representative

Dr. Sean Conley, Parent Representative

ACADEMICS

St. Mary's School will be open for in person instruction 5 days per week. All students will participate in a blended learning model of education to ensure we are prepared to move to distance learning if necessary. Students will work with their teachers on daily lessons and independently on assignments. Students will be provided training at the beginning of the school year from their classroom teachers to learn the platforms.

AFTERCARE

St. Mary's is planning to open our aftercare program for the 2021-2022 school year for PreKindergarten through eighth grade students. Students will be grouped in cohorts to minimize exposures across grade levels. Care will be taken to maintain the same health and safety standards in the aftercare program as during the school day. Information regarding registration will be sent to all families during the summer.

ARRIVAL AND DISMISSAL

Staggered Arrival Times & Locations

7:00 – 7:20 Staff

7:40 – 8:00 (Veirs Mill side of school) Groups to be sent out to families the week before school

7:40 – 8:00 (Metro side of school) Groups to be sent out to families the week before school

8:25 – 8:45 (Metro side of school) Preschool Arrival and Health Screenings

Faculty Arrival

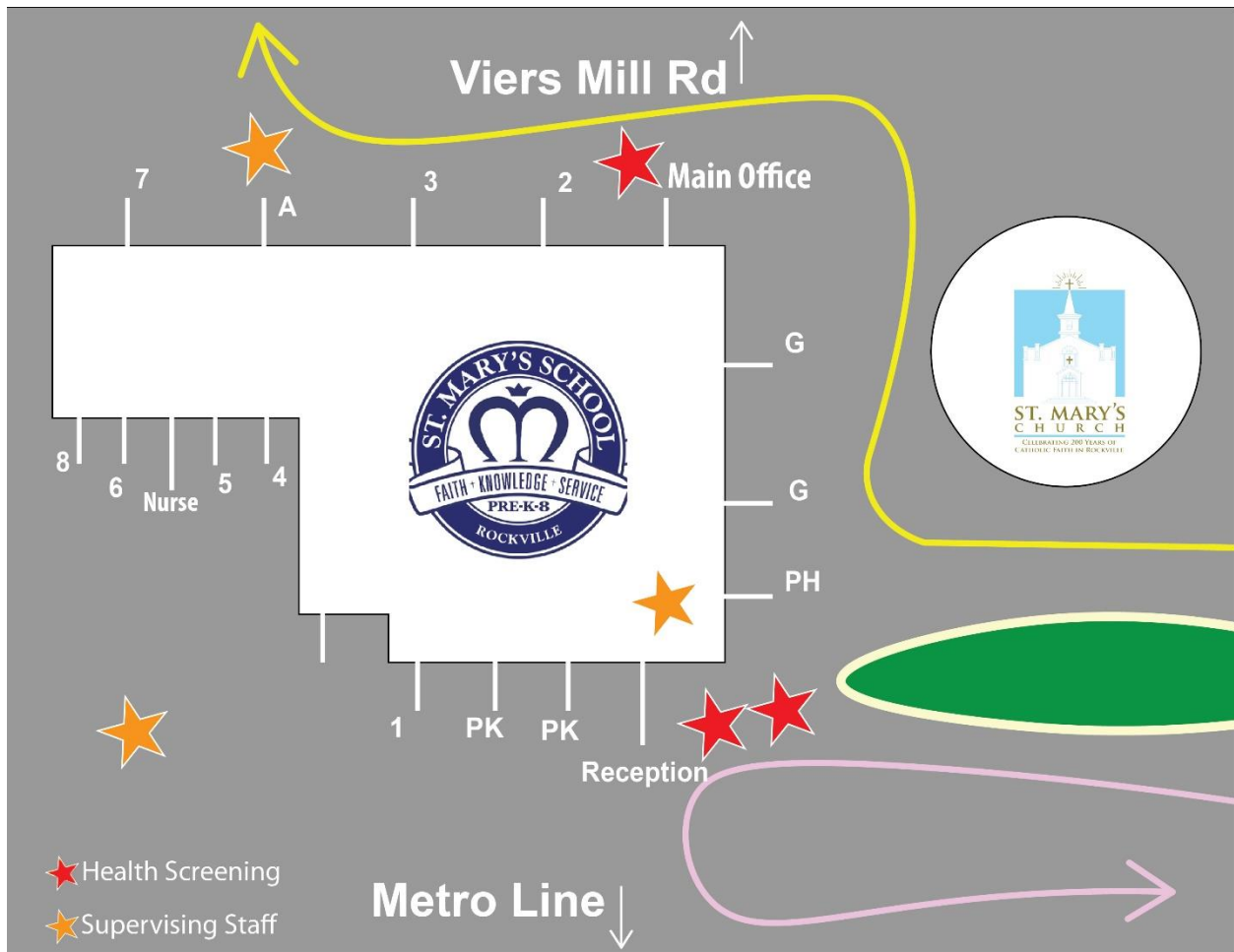
- Must enter through Main Office door
- Health check and sign in (prior to going to classroom)
- Wash/sanitize hands prior to entering building
- Open classroom and do a general inspection to ensure cleaned and ready for social distancing
- Set up classroom arrival sanitation station, technology; ensure extra masks on hand.

Student Arrival

- Arrive at designated time and use correct drop off lanes, arrival assignments (time and location) will be distributed the week before school begins via email.
- Students & parents should have masks on prior to opening car door
- Students/Parents open and close car doors, trunks.
- Prior to parent leaving, staff does health screening while maintaining social distancing
- Staff records student health screening for contact tracing purposes

- Students arriving late (after 8:00 am for K-8 or after 8:45 for Preschool) should report to the main office for health screening.
- Upon entering classroom, students sanitize their hands.

Morning Arrival



Afternoon Dismissal

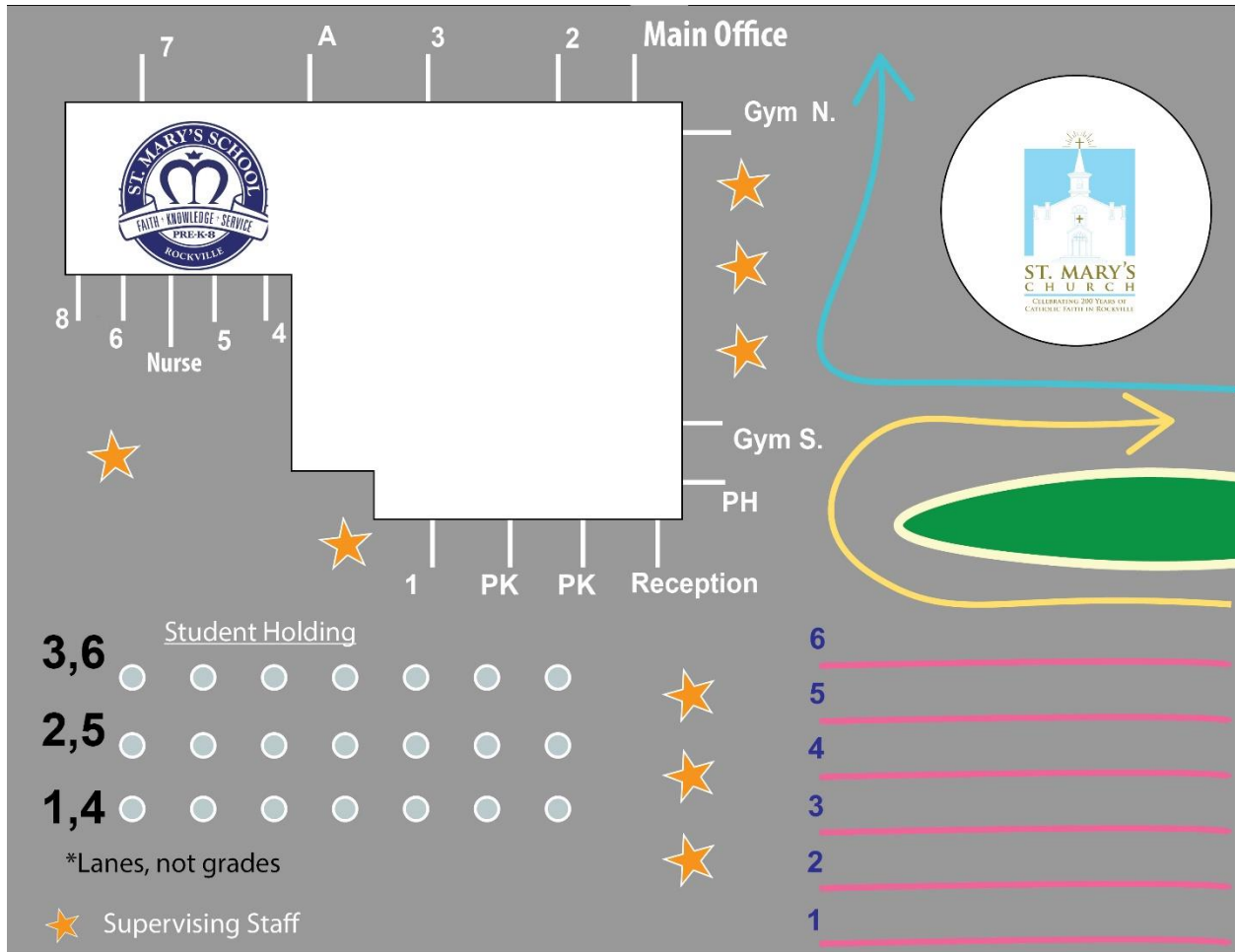
PK & K

- Classes come to gym at 2:40
- Dismissal begins at 2:45
- Students and staff wear masks for dismissal
- Each class has an assigned area in gym to ensure social distancing
- Parents drive up along gym with their child's name in window
- PK & K parents picking up older children will proceed to the parking lot to line up in their dismissal line for their older children
- Teachers will walk children to their parents' vehicles.
- When child is in sight, parents exit car and belt in their own children
- Cars exit onto Veirs Mill Road

First through Eighth Grade

- Students and staff wear masks for dismissal
- Teachers will walk students to dismissal area at 3:00 for Grades 1-4 and 3:05 for Grades 5-8.
- Parents remain in their vehicles in their assigned dismissal lane. Students will be in corresponding dismissal lines.
- Students will wait in lines until released to walk to their cars.
- Teachers will supervise students until all students are picked up. Students of parents who are late will be brought to the main office. Pick up will be at the front office if parent is late.
- Families assigned for one of three pick up times by family
 - 2:55 – 3:00 (lines 1-3)
 - 3:00– 3:05 (lines 4-6)
 - 3:05 – 3:10 (lines 1-3)

Afternoon Dismissal



BATHROOM PROCEDURES

- Each grade will be assigned a bathroom and have stall assignments to keep cohorts together
- P3, PK, K & 1 will exclusively use lower hall
 - LH boys: 3 sinks, 4 stalls, 5 urinals
 - LH girls: 4 sinks, 6 stalls
- 2, 3, 4, 5, 6, 7 & 8 will exclusively use upper hall
 - UH boys: 4 sinks, 5 stalls, 4 urinals
 - UH girls: 4 sinks, 8 stalls
- Staff will exclusively use upstairs and downstairs staff bathrooms
- Nurse bathroom will be used by students with permission of school nurse.

Hallway Bathrooms

- Classroom teachers will instruct and model proper use of bathrooms
- Students will be taught to turn sink off using paper towel and then not to touch anything until returning to classroom
- Bathroom hallway doors will be kept open to encourage air movement
- Windows in bathroom will remain open to courtyard
- Masks must be worn while in the hallway & bathroom
- Increased regular cleaning schedules and protocols for all bathrooms (focus on increased sanitizing of all stall doors, sinks, faucet handles, toilet handles, soap dispensers & paper towel dispensers)
 - Bathrooms will be cleaned regularly throughout the day and after each grade level scheduled bathroom visit
 - Clean and disinfect bathrooms used by any person who becomes sick during the school day
 - Staff will document when bathroom was sanitized and note that adequate soap and paper towels were present.

Health Room and Staff Bathrooms

- Staff and Health Room bathrooms will be regularly cleaned by maintenance staff throughout the day.
- Staff members are asked to use a Clorox wipe or disinfectant spray to clean after using staff bathroom.
- Staff bathroom door will remain open when not in use.
- Health room bathroom will be used with permission of school nurse.

- School nurse will coordinate with maintenance for the cleaning/sanitizing of the Health Room bathroom after each use.
- If a student or staff becomes sick and is in the isolation room, the health room bathroom may not be used by anyone other than the person in isolation.
- In the event that the health room bathroom is unavailable, the school nurse may direct students to use staff bathroom. School nurse will coordinate with maintenance the cleaning/sanitizing after each use.

Scheduled Visits to Bathrooms

- Each grade will have a scheduled time to visit the bathroom in the morning and in the afternoon one grade level at a time.
- Clean and disinfect after every grade leaves the bathroom
- Lower hall teachers and aides will be in bathroom to supervise handwashing and social distancing
- Upper hall teachers will stand outside the bathroom and remind students to proper procedure for washing hands. Will also provide hand sanitizer upon entering the classroom.
- No more than 2 students in the restroom at a time.

Unscheduled Individual Bathroom Visits

- No more than one student may be in the bathroom at a time
- Upper Hall students should check with the main office before entering the restroom.
- Lower Hall students are to be escorted by an adult
- Each grade will be assigned a sink and bathroom stall to use within their assigned bathroom for individual trips to the bathroom.
- Upon returning to the classroom, student/teacher will sanitize their hands

BIRTHDAY CELEBRATIONS

Each student may choose to celebrate his/her birthday by coming to school out of uniform. If the student's birthday does not fall on a scheduled school day, he/ she may choose another day to celebrate, but each student is allowed only one birthday celebration per school year. If the student's birthday is the same day as a class out of uniform day, or a day on which the uniform or special clothing is specifically required of the class (e.g., special visitor or a field trip), the student must conform to the class expectation and may choose another day for his or her birthday out of uniform day. If a student chooses a Mass day for the birthday out of uniform day, the student must appropriately dress up for Mass (no t-shirts, jeans, etc).

Students are permitted to bring a birthday treat to share with their class on the day of their birthday celebration. Treats should be small and individually packaged unless otherwise approved by the classroom teacher. We ask that families do not send in home-baked items, big cakes or anything that will require the items to be cut and/or served on plates. Prepackaged, individual treats such as Little Debbie cakes, individually packaged Rice Krispies, or individual

cups of ice cream that can be easily distributed at snack or lunch time are acceptable. Teachers will ensure that items are distributed in a safe manner.

CLASSROOM ENVIRONMENT

Enrollment capacities have been determined in each space of the school by setting desks 3 feet apart in all classrooms. Classes can accommodate between 15 and 25 students at each grade level.

In most cases, teachers will move between classrooms to minimize the need for cleaning between students/classes in shared spaces. Students may move from the classroom to the library, to art room for special projects, to the gym for indoor PE class or to eat lunch. Care will be taken to ensure spaces are cleaned between groups in shared spaces.

CLASSROOM PARTIES

Each grade level will have parties at Halloween, Christmas, and Valentine's Day. Teachers will work in conjunction with room parents to have treats and games provided for the students during the party time. Treats should be prepackaged items bought from the store- preferably one healthy snack and one sweet snack. Packaged apples, carrots, fruit snacks, rice krispies, are a few examples of items that are acceptable. Teachers will ensure that items are distributed in a safe manner.

CLEANING AND DISINFECTING

St. Mary's School has worked with a professional cleaning company to learn a three step process to address the cleaning and disinfecting needs in our school. Rigorous schedules for cleaning and disinfecting our school building will continue to address the needs due to COVID-19.

Bathrooms will be cleaned and disinfected between each class use. Classrooms will be cleaned and disinfected each day. Commonly touched surfaces will be disinfected throughout the school day.

CLOSURE AND QUARANTINE

Recommendations for closure and quarantine will come from the health department if there are exposures to COVID-19 in our school community. Monitoring for possible COVID-19 requires close communication between our school and parents. Parents are encouraged to report illness within their household, children and themselves at the drop off daily screening. St. Mary's School asks that all families use good judgment in their daily lives with regard to

exposure to the COVID-19. It is our responsibility as a community to work together to keep each other healthy.

COMMUNITY ACTIVITIES

Some of our favorite traditions at St. Mary's School include our many community building events sponsored by the HSA. We will make every effort to host all of our traditional activities throughout the year utilizing a combination of in person, when possible, and virtual events. The ability to have gatherings and in person activities will be reevaluated throughout the year.

DAILY HEALTH SCREENINGS

Symptom screening will accompany a daily temperature check. Staff and students (families) will be asked the following questions prior to the start of each school day before entering the school building.

1. In the last two weeks, have you had any of the following symptoms?

- Cough
- Shortness of breath
- Fever of 100.4 or higher
- Chills
- Shivering
- Muscle pain
- Sore throat
- Headache
- Loss of sense of taste or smell
- Gastrointestinal symptoms (nausea, vomiting, or diarrhea)

2. Since last here, are you waiting for a COVID-19 test result, been diagnosed with COVID-19, or been instructed by a health care provider or the health department to isolate or quarantine?

3. In the last 14 days, have you had close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 or suspected of having COVID-19 (i.e., tested due to symptoms)?

If staff or students can answer no to all of the screening questions, they may attend school that day.

DELIVERIES

Deliveries will be dropped off at the front door of the school on the porch under the portico. A table will be set up for delivery persons to drop off outdoors. Deliveries will be brought into the school by our custodial staff.

DISTANCE LEARNING PLAN

St. Mary's School will be ready at all times to move our school community to distance learning if the need arises whether it is for a short period of less than one week or a longer period of time.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities will be reintroduced in a limited capacity. Each activity will have a sponsor and the sponsor will be responsible for ensuring that all measures are in place to ensure the health and safety of the staff and students participating.

FACE COVERINGS

Any individual entering the school must wear a face covering, including students regardless of grade level. Families are asked to provide their student with masks/face coverings for school use. Students should have a clean face covering each day. When students proceed to outdoor recess, a face covering should be worn until they are outside. Masks may be removed when outside. Masks may also be removed during lunch with the enforcement of strict social distancing. Students will be taught proper mask procedures (eg. Clean hands before putting on mask and when removing, only touch mask by its straps, Place mask in a container/bag when not in use....) Students will be asked to bring a paper lunch bag to store their mask during snack, lunch and outdoor time. Students will also be asked to bring an extra mask to school. Additional masks will also be available in the main office if needed. Students not able to or unwilling to follow social distancing guidelines or the requirement to wear a face covering may face disciplinary action including school suspension.

Face coverings should:

- be worn over the nose and mouth;
- never worn around the neck or over the head
- never shared with other people
- never be reused unless it is stored properly to be kept clean
- be removed by the student during snack, lunch and recess, or when it needs to be replaced
- be removed and replaced if it becomes soiled or wet
- be removed if the student has difficulty breathing

FIELD TRIPS

Field trips will resume at the start of the 2021-2022 school year.

The following guidelines will be adhered to:

- State, District, and local orders will be followed
- Social distancing and face coverings will be implemented
- Hand sanitizer will be provided
- Outdoor events are preferred
- Indoor venues only if there is the ability to isolate the school group from the general public
- Groups remain together and lists of names recorded in the event of exposure to COVID where contact tracing or quarantine is needed
- If bussing is used then social distancing will be implemented and face coverings will be utilized

HANDWASHING

Staff and students will wash hands often with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol or at least 70% isopropanol if soap and water are not available.

- Before and after using playground
- Before and after eating
- After blowing nose, coughing, or sneezing
- Upon returning from a shared space
- Classrooms with sinks will use their classroom sinks (kindergarten & science). All other grades will be assigned a sink for handwashing in the building (kitchen, bathroom, art room, portable, etc)

HEALTH AND SAFETY- IF A CHILD IS ILL AT SCHOOL

A student who becomes sick in school will be escorted by a staff member to the isolation room where they can be evaluated by the school nurse. All suspected cases of COVID-19 will be communicated to the ADW and the local health department for further guidance. If symptoms appear to be possible COVID symptoms, students in that class will move to a holding classroom for the remainder of the day. After 24 hours the classroom will be cleaned and disinfected. School will contact the ADW and the Health Department regarding next steps for all suspected and confirmed COVID cases.

In the event of any illness, students are not permitted to return to school until they are fever free without fever reducers for 24 hours, symptom free, and/or are cleared by their doctor to return to school.

LUNCH TIME

St. Mary's will reintroduce a hot lunch program with Yay!Lunch. Families will order and pay for lunch online. Yay!Lunch will deliver lunch to the front door of the school where St. Mary's staff will deliver to lunch rooms. Students may bring lunch from home if they choose to not order from Yay!Lunch.

Students in Kindergarten through eighth grade are asked to bring a beach towel to school for lunchtime use. Students will either "picnic" in the gym, parish hall or outdoors, weather permitting.

MASS ATTENDANCE

We will offer opportunities for classes to attend school-only Mass in our main church. Students will be seated three feet apart and masked during the Mass. Our school Monday Morning Meeting and prayer will be held via Zoom allowing all students to pray together. Classes will continue to pray within their classroom community. Students will participate in class service projects rather than school wide service projects.

PARISH USE OF THE SCHOOL BUILDING

Monsignor Amey will approve the utilization of the school building by Parish groups in the evenings and on weekends. All groups using the building will need to conform to the expectations for maintaining the health and safety of all the occupants. This includes being responsible for the cleaning and disinfection of the areas when they are done.

RECESS

Classes will stay with their class cohort during recess times. The playground will be marked off with cones and relay flags to help students stay in their assigned areas. Playground equipment will be cleaned daily.

SCHOOL SUPPLIES AND EQUIPMENT

In most instances, students will have their own school supplies and equipment. In cases where supplies or equipment need to be shared, shared supplies or equipment will be cleaned/disinfected between uses.

SNACK AND RECESS BREAK

Students will have a morning snack and recess break for 30 minutes. The recess time will be spent outdoors for all grade levels on a daily basis. Students should be dressed appropriately for the weather. We will go outside everyday as long as temperatures are above 30 degrees and there is no precipitation.

SOCIAL DISTANCING GUIDELINES

Students will remain at least three feet apart in the classroom and in the church while masked and 6 feet apart in other areas of the school. Adults, at all times, must stay 6 feet apart. Students will remain in their classroom cohorts without intermingling with students in other grade levels in the school building and on the playground. Markers and visual reminders will be posted throughout the building regarding social distancing and traffic flow in hallways. Students not able to or unwilling to follow social distancing guidelines or the requirement to wear a face covering may face disciplinary action including school suspension.

VENTILATION

All school rooms are equipped with an air cleaning system attached to the heating/AC system or a free-standing air cleaner. Windows are also opened 2 inches to increase the air exchange in the classrooms while students are present.

VISITORS TO SCHOOL

Non-essential visitors to our school will not be permitted to enter the school building. Volunteer activity within the school building is suspended until further notice. Essential visitors might include MCPS teachers who are providing services to students in our school. Other visitors might include workers from vendors providing essential services to the school. All visitors will only be permitted to enter with the express permission of the principal and after a health screening is conducted. As guidelines are changing in our area, we will reassess our non-essential visitor policy.

WATER FOUNTAINS

Water fountains will not be available for use by staff or students. We ask that students bring their own water bottle each day. Water bottle filling stations are available in the upper and lower hall for staff and student use.