



SAINT THOMAS MORE
CATHOLIC SCHOOL

COVID-19
Phase 1 School Reopening Protocols
(September 1-October 14, 2020)

August 30, 2020

Arrival

- Student arrival and dismissal times will be slightly altered to lessen congestion and allow for additional time for temperature screening and hand washing upon arrival.
- We will not gather on the playground, on Summit, or inside the doors of the building before or after school.
- Parents / guardians will not be allowed inside the building.
- Students will enter the building through four assigned doors by grade level to minimize wait time for entering the school. Families with students in multiple grade levels must facilitate their students using the proper door according to grade level. This is important to minimize contact amongst students.
 - ❖ Preschool: Summit Doors
 - ❖ K-1: Summit Doors
 - ❖ 2-4: Northwest/ Extended Day Rear Double Doors
 - ❖ 5-6: Rear Triple Doors
 - ❖ 7-8: Oxford Ave Doors
- K-8 students are expected to arrive at school between 7:50 & 8:10 am.
- Any K-8 student arriving after 8:10 am must enter through the rear triple doors for daily screening.
- **All K-8 students must arrive at school no later than 8:30 am.** Staffing and instruction workflows prohibit daily screening after 8:30 am. (K-8 Students who cannot arrive by 8:30 a.m. should remain home for the day.)
- **Preschool students must arrive between 7:00-9:00 am via the Summit doors.** Staffing and instruction workflows prohibit daily screening after 9 am. (Preschool students who cannot arrive by 9:00 am should remain home for the day.)

Dismissal

- The end of day dismissal will occur at the same doors as arrival, and be staggered based on grade level to reduce congestion in the staircases. Staggered dismissal will be as follows:

K-: 2:50 pm	Grade 5 & 7 3 pm
Gr.2-3: 2:55 pm	Grade 6 & 8: 2:55 pm
Gr. 4: 3:00 pm	

- If a student needs to leave during the school day, they will exit their assigned door to meet their parent/guardian outside.
- Students must be picked up on time at their designated door outside of the school building.

- Families are asked to leave the playground immediately after school since this area will be used by our Extended Day program as soon as school is dismissed.

Daily Screening: Student Arrival

- Saint Thomas More will follow the [Minnesota Department of Health screening guidelines](#).
- Parents are required to screen their student(s) daily before arriving at school. Students positive for [symptoms on the COVID screening checklist](#) or a fever over 100.4 must stay home.
- Upon arriving at school, students will undergo a temperature check and health screening at their designated door.
- This mandatory daily screening will be conducted by a staff member and/or a trained parent volunteer. Screeners will be wearing proper PPE including gloves, masks and face shields.
- If a student answers yes to MDH screening questions and / or has a fever of over 100.4 the student will not be allowed in the building. The student will be isolated and sent home immediately. Parents of student will contact a healthcare provider for further assessment and guidance.

Illness During the School Day:

- Upon manifestation of illness during the school day, teachers will send students to the infirmary.
- Infirmary spaces will be divided by floor and into separate areas for non-respiratory (scraped knee, etc.) and respiratory (COVID symptom) areas. Designated Covid Quarantine Rooms will include:
 - Preschool: Extra classroom near preschool director's office
 - K-4: 1st floor Nurse's office
 - 5-8: 2nd floor Conference Room
- Staff in proper PPE will screen students for COVID-19 and other illness symptoms.
- If a student answers yes to MDH screening questions and / or has a fever of over 100.4 the student will be isolated and sent home immediately. Parents of student will contact a healthcare provider for further assessment and guidance.

Illness in the Classroom / Building:

- For suspect (test pending) or positive COVID-19 cases, STM will follow the [decision tree](#) and [direction](#) of the Minnesota Department of Health. For suspect (test pending) or positive COVID-19 cases, STM will communicate with impacted families as soon as possible, while following health privacy laws.

Guests/Volunteers/ Parents

- We will be limiting the number of adults in the school building each day. As such, during the first phase of school reopening, parents, tutors, and other school volunteers will not be allowed to enter the school building.

- Forgotten items (lunches, books, etc) will be dropped on a table inside the Summit Ave doors. Parents will buzz into the door and leave the item on the table. Staff will collect and distribute the item to the appropriate classroom.
- Parents will be expected to drop off and pick up their students at their designated door.
- We will look for creative ways for our parents to share their time and talents with us if/when we receive revised guidelines regarding risk factors from the CDC.

Health & Safety of Staff

- Daily, staff will complete a wellness checklist at home before arriving at school.
- Upon arriving at school, every staff member will be [actively screened for illness](#) by the principal or school office manager.
- At minimum, all faculty and staff will wear a face shield, protective eye gear, or glasses when interacting with students from a distance of more than six feet
- All faculty and staff will wear a mask when in close proximity (less than six feet) to students.
- Staff will be engaged in regular handwashing as well as practice proper respiratory etiquette throughout the school day.

Health & Safety of Students

- Daily, parents will complete a wellness checklist at home before sending their child(ren) to school.
- Upon arriving at school, every student will be [actively screened for illness](#).
- There will be increased hand washing throughout the day including: to start the day, before and after recess, lunch, and after using the restrooms.
- Hand sanitizer will be placed in every room and at all entrances of our school.
- Teachers will review and encourage proper respiratory etiquette with students: i.e., cough and sneeze into elbow then wash hands.
- [Signage](#) will be placed throughout the school promoting healthy practices.
- Drinking fountains will not be accessible and only water bottle fill stations will be accessible.
- Each child is expected to bring his or her own water bottle every day.

Facemasks

- When entering and exiting school, everyone will wear a face covering that covers both the mouth and nose. [CDC guidance on facemasks](#).
- Students in grades K-8 will wear a face covering at all times throughout the school day, including recess. Facemasks are not required during lunch.
- When students are supervised, outdoors, and at least 6 feet apart, they will be allowed to remove masks. These supervised mask breaks will be facilitated for each class every day as weather and schedules allow.

- Students in preschool will not be required to wear a face covering while in their classrooms but may be required in the common areas. This is due to the developmental level of younger students' ability to manage their own masks properly.
- Non compliance with facemask policy will be addressed on an individual basis.

Classroom Experience

- Preschool will be restricted to the lower level of school, grades K-4 will be restricted to the first floor, and grades 5-8 will be restricted to the second floor of school.
- Room arrangements have been altered to allow for six feet of space between desks at all grade levels. K-4 classrooms will have no more than 18 students and 5-8 will have no more than 20 students..
- Classroom doors and windows will be open to allow for air flow. Classroom ventilators will be turned on to circulate fresh air into the classroom as the weather turns cooler.
- Preschool - 4th grade classes will be in self-contained learning cohorts with specialist teachers coming into their classrooms to teach or going to our auditorium (K-4), dining room (preschool) or outside for all grades.
- Students in Preschool – 8th grade will have their own school supplies and any math manipulative kits to avoid needing to constantly disinfect.
- All computers, Chromebooks and iPads will be disinfected between student use in grades K-4. Students in grades 5-8 will be issued their own Chromebook to be used at school.
- Middle school students will spend up to four periods a day with a learning cohort of the same students. Up to four periods a day they will be in different groups to accommodate groupings of students for different classes.
- Students in grade 5-8 will have designated routes in the hallways when moving between classes to limit the spread of airborne germs.
- Off campus field trips will not take place during Phase 1 of our reopening plan.
- Meetings and conferences with teachers will be held via Zoom or Google Chat

Lunch

- All students will eat in their classrooms
- Beginning September 14, a modified hot lunch program will be offered for students that will require parents to preorder lunch.
- Lunch & milk will be delivered to classrooms

Recess/Breaks

- The playground groups will work to maintain classroom / grade level cohorts.

- The playground and school grounds will be divided into different areas to accommodate students for learning activities and recreation.
- All students will wash their hands before and after recess. (Some may need to use sanitizer since we need to limit the number of kids in the bathrooms.)
- Face coverings will be required on the playground as well as during physical education classes where social distancing (6 feet apart) is not possible.
- Students will be taken out by grade level for breaks in the morning and afternoon so students can get fresh air and have the opportunity to move.
- Each preschool - 8th grade student will be asked to supply a 6 foot standard yoga mat to facilitate social distancing during breaks and outdoor learning.

Band/Orchestra/Piano

- All band, orchestra, and piano lessons will occur virtually before or after school as well as over the weekend.

Sports/Extracurricular Activities

- During Phase I of our school's reopening, we will not offer any sports or extracurricular activities after school.

Extended Day

- Available Monday-Friday 3 pm to 5 pm Monday through Friday to K-4 students whose parents are essential workers or who would not be able to attend STM without this care.
- Extended Day will be outside as much as possible as well as use the auditorium. Students in K-4 may have contact with one another during this program.
- All other protocols in place during the school day will be followed by Extended Day.

The Faith Life of Our School

- Daily all school prayer in each classroom will begin our school day and classes will pray throughout the day and at the end of the day as a class.
- Students will continue to participate in weekly school Mass from their homeroom.
- All grades will participate in Mass via a remote link that can be viewed from their classroom. Communion will not be distributed to students during Phase I.
- All school prayer services and assemblies will be suspended during the first six weeks of school.

Social Emotional Health of Students

- We will closely monitor the impact of these new guidelines and restrictions on the mental health of our students, be engaged in ongoing communication with parents, and provide the necessary support needed for students to feel comfortable in this new learning environment.
- We will continue to build in creative ways for socialization, team building and engagement with classmates while remaining socially distant.
- Father Warren & Father R.J. will be available to provide support to students, parents and staff whether learning in class or at home.

Cleaning Protocols

- Staff will follow cleaning recommendations set by the [Minnesota Department of Health](#).
- We will increase our custodian staffing for midday cleaning of bathrooms, common spaces and high touch surfaces.
- Exposure to high touch surfaces will be limited as much as possible, including keeping bathroom and classroom doors open to minimize contact by multiple students.
- Student desks will be disinfected between classes, and exchanges of students in grades 5-8.
- PreK-4th grade desks/tables will be cleaned and disinfected as needed throughout the day.
- All classrooms will be cleaned and disinfected at the end of each day.
- Weather permitting, doors and windows will remain open to improve airflow in the classrooms.

Communication

- We will create a designated space on the school website for updates and protocols related to COVID-19.
- An update will be sent each week specific to our procedures and protocols related to COVID-19.
- We will implement a communication alert system to text/call parents if we need to implement a school shut down quickly.
- Parents will report all illnesses to the school office manager, Carol Ney.
- In the event of a suspect or confirmed COVID case at STM, the illness will be reported to appropriate contacts per MDH protocols and families will be informed through email.



St. Thomas More Catholic School
FAQ
Covid-19 Screenings, Masks, & Quarantine Guidelines

Screening

How do I screen my child(ren) before school for illness?

Use the COVID Health Screening Flow Chart. If you have additional clinical questions about your child's health status, contact your healthcare provider.

How will my child(ren) be screened at school?

When your student arrives at their assigned door, a staff member or trained volunteer will take their temperature and ask the screening questions below.

Have you had any of the following symptoms since your last day at school or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

Masks

Is my student required to wear a mask at school?

Yes. K-8 students are required to wear face masks at all times. Limited exceptions include: while eating, drinking and during socially distanced (greater than 6 ft separation) and closely supervised outdoor instruction / activity. MDH does not require children under 5 to be masked at all times.

Testing and Quarantining Guidelines

If my child has COVID symptoms or a pending COVID test, do they need to quarantine / stay home from school?

Yes. Anyone with COVID symptoms or a pending COVID test must quarantine for 10 days or until test results are received.

If my child or another household member has COVID symptoms or a pending COVID test, do all of my household members (i.e. siblings) need to quarantine / stay home from school?

Yes. Close contacts of people with COVID symptoms or a pending COVID test must quarantine until test results are received. Siblings and household members are considered close contacts.

If one of my children or a household member has a positive COVID test, do all my household members (i.e. siblings) need to quarantine / stay home from school?

Yes. Close contacts of a confirmed COVID case test must quarantine for 14 days. Siblings and household members are considered close contacts.

If my child has symptoms, but receives a diagnosis other than COVID (i.e. strep throat, norovirus) or a diagnosis of an illness related to a pre-existing condition (i.e. seasonal allergies, asthma), do they need to quarantine / stay home from school?

Maybe. Contact the school office and your healthcare provider for guidance. Follow specific return guidance from the health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual (www.hennepin.us/daycaremanual). If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

If my child has another diagnosis (strep throat, norovirus), or diagnosis of an illness connected to a pre-existing condition (seasonal allergies, asthma) do all my household members (i.e. siblings) need to quarantine / stay home from school?

No. Siblings and household members do not need to quarantine / stay home from school for non-COVID illnesses, or illness connected to pre-existing conditions.

What if my child's teacher has a pending test result?

STM will follow a standard process for having a substitute teacher in the classroom. MDH has given teachers at-home testing kits. Teachers are being given priority to expedite test results. STM has trained and ready substitutes for this scenario. If there is not a substitute for the classroom, in-class instruction may need to pause while waiting for test results.

Communication

What will happen if there is a suspected case (student or teacher waiting on test results) in my child's classroom?

1. You will receive communication from STM confirming a suspected case in your child's classroom.
2. Students (and their household contacts, including siblings) who have a pending test will quarantine at home until test results are received.
3. In-person class will not automatically cease.
4. STM will work with the school nurse and MDH to evaluate symptoms, potential for exposure and next steps.
5. Parents should evaluate the risk of continuing to send their child to school based on a suspected case.

What will happen if there is a confirmed case (student or teacher with a positive result) in my child's classroom?

1. You will receive communication from STM confirming a positive test in your child's classroom.
2. STM will work with MDH for next steps.
3. In person class may have to temporarily pause while awaiting MDH guidance.
4. Below is a list of examples of possible recommendations from MDH. This list does not include all possible recommendations from MDH. Recommendations depend on the extent of the exposure and what mitigation measures were in place at the time of exposure. Based on the details provided during the case investigation, MDH may recommend:
 - Exclusion of close contacts, which involves requiring close contacts to stay home for 14 days.
 - Closing an entire classroom, floor of the school, or entire school for 14 days. This will depend on the extent of exposure and whether there is the possibility of ongoing transmission. Any closing decisions will be made in consultation with the MDH follow-up team.
 - Take no further action.

General Questions

What resources are STM using to guide protocols and practices?

[Resources provided by the Minnesota Department of Health](#) are guiding protocols and practices at STM. Below are some of the main documents that have been influencing our planning.

[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19](#)

[Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#)

[What To Do When Notified of a Lab-Confirmed Case of COVID-19 in a School or Child Care Setting](#)

[COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs](#)



COVID HEALTH SCREENING FLOW CHART

~screen your child DAILY before school~

Symptoms

1 of the following:

- Fever (+100.4) or chills
- New cough
- Shortness of breath

and / or

2+ of the following:

- New sore throat
- New muscle aches
- New headache
- New loss of smell / taste

Exposure

Answer yes to 1+ the following

Has the student been in close contact (within 6 feet of a person while they were considered to be infectious, for 15 minutes or more) with someone:

- showing COVID symptoms?
- with a pending COVID test?
- with a confirmed COVID case?



School Office
651-224-4836
cney@more
community.org

No Symptoms
No Exposure



Student can go to school

No Symptoms
Yes Exposure



Before sending student to school, contact:

- school office
- health care provider

Student may need to quarantine

Yes Symptoms



Cannot go to school



Contact:

- school office
- health care provider

Student home until

Positive COVID
Test Result



Cannot go to school



Contact:

- school office

Student home until

- Clearance from health care provider to return to school. Applicable when a health care provider attributes symptoms to another diagnosis (i.e. strep) or a pre existing condition (allergies).

- Negative COVID test result AND
- 24 hours of:
 - No fever (without fever meds)
 - Symptom improvement

- 10 days after first symptoms AND
- 24 hours of:
 - No fever (without fever meds)
 - Symptom improvement