August 13, 2020

St. Joseph’s Catholic School families,

Thank you for your patience, perseverance, and prayers as we adapt and adjust to a new normal for our upcoming school year. As a part of this new normal, the goal for St. Joseph’s is to start in person on August 27th. This is one week later than the original start date of August 20. Though this school year will look very different than the start of other school years, we are prepared and excited to safely educate the students at St. Joseph’s. This means being prepared in a manner that gives us the best opportunity to deliver education to our students while partnering with our parents, students, teachers, staff, and community.

St. Joseph’s Health and Safety Plan outlines specific scenarios that we may experience this year, depending upon on how COVID-19 affects our community and state. Despite taking every precaution outlined in our plan, there is no guarantee that our school will not be without risk of COVID-19. We ask that our families partner with us to reduce the risk, both in and out of school. While these actions may not prevent a student or staff member from coming in contact with COVID-19, our desire is to diminish the risk.

We have researched and worked diligently to create a Health and Safety Plan that will assist us in accomplishing a safe start to the school year. The health and safety of our students and staff is our top priority. With guidance from the Bismarck Diocese, Upper Missouri District Health Unit, North Dakota Department of Education, our teachers and staff, School Board, and parental input we have strived to evaluate each situation and make thoughtful decisions.

The following precautions are basic steps to remain open and continue in-school learning:

1. Handwashing/sanitizing personal surfaces
2. Practicing appropriate physical distancing
3. Remaining home if one has symptoms
4. Wearing masks/shields when social distancing is not possible
5. Checking temperatures of students and staff daily
6. Limiting visitors
7. Working closely with families to ensure all steps are enforced

We realize there may be additional questions regarding this plan. Please contact the school, and we will answer your questions the best that we can.

Thank you for taking time to review St. Joseph’s School Health and Safety Plan.

God Bless!

Julie Quamme

St. Joseph’s Catholic School Principal

**ST. JOSEPH’S SCHOOL HEALTH & SAFETY PLAN**

**Assurances**

* St. Joseph’s Catholic School will provide learning to all students, regardless of level of concern for COVID-19.
* St. Joseph’s Catholic School will play an important role in providing a safe environment for our students and staff.
* Our Health and Safety Plan is an outline on how families, students, staff, administration, state officials, and the community can work together to address and work through the daily and weekly challenges that we will face and overcome.
* St. Joseph’s Catholic School will work closely with the local and state health departments and make decisions based on their guidance.

**St. Joseph’s Catholic School COVID-19 Response Team**

This plan was put together through the consultation of St. Joseph’ School administrative team, teachers and staff, school board members, and parents. A COVID-19 Response Team will be identified to continue to meet and respond to issues that will arise throughout the school year. The plan will remain fluid and flexible as we address each scenario.

**Members of the COVID-19 Response Team will include:**

School Superintendent - Father Kovash

School Principal - Julie Quamme (Team Coordinator)

School/Church Business Manager - Ray Urbi

Technology Support – Lacey Cote

Facilities – Keith Bodin

Teacher – Patricia Maddison and Samantha Mendis

Staff – Julie Lysne

School Board Member – Heidi Coughlin

**St. Joseph’s Catholic School COVID-19 Coordinator – Julie Quamme (701-572-6384)**

Coordinator will be responsible for the health and safety preparedness and responsible planning. Coordinator will be available to the NDDoH 24 hours a day, 7 days a week to respond to phone calls from public health. The Coordinator will assist public health in identifying and notifying close contacts in the school setting. The coordinator will also report cases of COVID-19 in the school to health officials and the State Superintendent’s office.

**Parent Responsibilities**

**At the start of each school day, parents are asked to review this daily checklist with their child before coming to school. Use this checklist for symptoms EVEN IF the child has NOT had contact with a confirmed case of COVID-19 in the past 14 days.**

**Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?**

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

**Does your child have new or worsening shortness of breath?**

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

**Does your child have a new or worsening cough?**

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

**Does your child have a fever of 100.4 or greater?**

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

**Does your child have chills?**

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

**Does your child have a sore throat?**

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

**Does your child have a new loss of taste or smell?**

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

**Does anyone in the household have any of these symptom**s?

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

If you answered **YES** to any of these questions, **DO NOT** send your child to school. Contact your healthcare provider and your child’s school to inform them of your child’s absence.



If you are able to answer **NO** to ALL questions, please send your child to school.



**Health and Safety Guidance**

St. Joseph’s Catholic School is committed to providing a healthy and safe work environment for all who enter our schools. The following guidelines outline the school’s plan to respond to COVID-19.

**PHASES OF CONCERN**

The following phases will be used to define the school and community risk level associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. The risk level is evaluated by the NDDoH and the St. Joseph’s Catholic School Response Team.

**Blue/Green Phase:**

Defined as new normal. Maintain standard precautions.

**Yellow Phase:**

Heightened exposure risk. Transmission is controlled.

**Orange/Red Phase:**

Significant transmission and high risk of exposure.

**PROTECT YOURSELF and OTHERS**

**Wash hands often**

* Wash with soap and water for 20 seconds after using the restroom, blowing your nose, sneezing, or coughing.
* If soap and water are not available, use hand sanitizer (provided in all classrooms and common spaces).
* Avoid touching your eyes, nose, and mouth.
* Students and staff are encouraged to wash their hands frequently throughout the day.

**Avoid close contact**

* Maintain social distance from others, particularly those who are considered high risk.
* Adjustments to use of common areas, PE, music, and lunch/cafeteria areas may be altered to increase physical distancing. Outdoor areas will be considered as alternatives.
* The sharing of materials will be limited or eliminated.
* Visitors will be restricted and screened.
* All outside visitors will be required to wear masks when entering the building. Parents will ONLY be allowed in the office area.
* Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
* Throw tissues away and wash hands or use hand sanitizer to prevent spread of disease.

**Clean and disinfect**

* School staff and students should clean and disinfect frequently touched surfaces often.
* Students will have individual/personal school supplies.
* No classroom community materials are allowed.
* Custodial staff will clean classrooms daily.

**Cover your mouth and nose with a mask/shield when around others**

* Educators will be required to instruct students on how to properly wear face masks/shields and when they will be used in school.
* The wearing of masks will be applied based on the phases outlined within the ND SMART RESTART GUIDANCE.

**Monitor your health daily**

* Staff and students who are sick should stay home.
* Temperatures of symptomatic students or staff may be taken at the school office. Symptomatic students will be isolated, and their guardians contacted.

**GUIDELINES FOR FACIAL COVERINGS**

**BLUE/GREEN** **Phase**

* Face masks for students and staff are optional, except when appropriate physical distancing is not possible.
* All students (except preschool and kindergarten) and staff must wear a mask when entering the building and standing in line for temperature monitoring until they reach an area when appropriate physical distancing is possible.
* Students will be asked to have a mask available for events and when physical distancing is not possible.
* Any staff in close contact with a student or group in a small space for more than 15 minutes will be required to wear a face mask.
* **All visitors to St. Joseph’s School will be required to wear a face mask***.*

**YELLOW Phase**

* Face masks will be required by students and staff.
* Temperature monitoring will continue.
* **All visitors to St. Joseph’s School will be required to wear a face mask***.*

**Instructional Models**

The instructional model will be guided by the current phase of concern and by the risk level in the community, as defined by the Phases of Concern listed above. This is a guide, as instructional models could be altered based on other factors, such as occupancy levels, age of children, and abilities to maintain certain classes online.

**Traditional Learning**

All instruction is delivered in school, with some building and group modifications. Teachers and students maintain a daily schedule. Preventative practices will be enforced to ensure staff and student safety.

**Distance Learning**

The majority of students report to school for in-school learning. Those who are immune-compromised or have a family member within the primary residence who is immune-compromised, and those determined to have to isolate or quarantine due to close contact, exposure, or a positive COVID-19 test will have a distance learning platform for learning.

(Those who are immune-compromised fall under the identifying High Risk Populations guidelines outlined by the CDC.)

The distance learning platform will be provided as an option for students/families who have concerns about returning to school this fall. This option for families will be established before school begins and cannot be changed until October 20th.

All instruction will be delivered off school property through the use of the distance learning plan, which has been developed and updated for the 2020-21.

**Health & Safety Protocols**

**Student and Staff Health**

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. St. Joseph’s Catholic School will take the following measures to ensure all students and staff are healthy while they are at school.

**Identifying Students and Staff at Higher Risk**

* **Students**: If a child is at-risk, based on a health professional’s diagnosis, it is the parent/guardian’s responsibility to notify the school. This information will be provided to the Principal (COVID-19 Coordinator) who will contact the family and discuss instructional model options.
* **Staff:** If an employee is at-risk, based on a health professional’s diagnosis, it is the employee’s responsibility to notify the principal.
* When NDDoH or Upper Missouri District Health Unit informs the school of a student or staff member that is COVID-19 positive, that information will be communicated to the principal and appropriate individuals as allowable within the school policy and law.

**Isolation and Quarantine**

* Definitions
* Isolation – A preventative strategy used to separate a person who is sick with the virus from healthy people.
* Quarantine – A preventative strategy used to monitor a person who is not sick but has been exposed to the virus for a period of time.
* St. Joseph’s Catholic School will follow isolation and quarantine guidelines and directives as set by the NDDoH and Upper Missouri District Health Unit.

**If a student or staff member becomes sick at school or a school event**

* Student
* Direct/escort the child to the designated isolation area of the building.
* The child shall be provided a face mask and isolated in the designated area.
* Parent/guardian will be contacted to pick up their child.
* Staff
* Inform your supervisor immediately. Leave the school building/grounds and consult with a health care professional.

**Return to School**

* A student or staff member will be allowed to return to school as directed by the NDDoH Guidelines, which includes being fever free for a minimum of 72 hours without fever-reducing medication.

**ND Health and Safety Resources**

ND K-12 Smart Restart Guide – RESOURCE

ND Department of Public Instruction – <https://www.nd.gov/dpi/parentscommunity/nddpi-updates-and-guidance-covid-19>

ND Department of Health – <https://www.health.nd.gov/diseases-conditions/coronavirus>

COVID-19 Exclusion Guidance – Decision Tree for Symptomatic Individual in Child Care Programs - RESOURCE

Schools During the COVID-19 Pandemic – Re-Opening Decisions (Source CDC.gov) – <https://www.cdc.gov/coronavirus/2019-nCoV/index/html>

**OPERATIONAL GUIDANCE**

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| Blue/Green | |
| **Instructional Delivery** | * Parents and students have the choice of in-school instruction or distance learning. |
| **Priorities** | * Ensure students and staff who are symptomatic stay at home. * Implement reasonable accommodations to reduce school-wide and community risk. * Distance learning will be made available for those who choose and to those determined to have to isolate or quarantine due to close contact, exposure, or a positive COVID-19 test. |
| **Schoolwide Practices** | * Temperature checks will be conducted each day for students and staff upon entering the school building. * School doors will not open until 8:00 each morning. * Students in grades 1-6 will enter through Door #5, with a mask covering, and will go to a temperature monitoring station upon entering the school. * Preschool and Kindergarten students will enter through Door #4 with their parent and go to their classroom. Parents are required to wear a mask; students are not. * Students wanting breakfast will go to the breakfast station, take a breakfast box, and eat in their classroom. * Masks must be worn when passing in the hallways. * Protocols for classroom/learning spaces will be implemented to promote appropriate physical distancing. * Protocols for appropriate physical distancing will also focus on cafeterias, common areas, and congregate settings. * Signs will be visible to promote physical distancing and maximum capacity in common area. * Lunch release times will be staggered. * Building will be routinely cleaned and disinfected according to the CDC guidelines with a specific focus on high touch/traffic areas. * Additional handwashing opportunities throughout the day. * Hand sanitizer will be available in each room and common areas. * Implement a hand sanitizing routine upon entering and exiting all rooms by students and staff. |
| **Schools Events** | * School events, gatherings, and programs may be limited, changed, or cancelled in an effort to promote physical distancing. * Access to school may be limited with new protocols. * St. Joseph’s School administration will determine if school events will be held. |
| **Classrooms** | * Classrooms will be arranged to promote appropriate physical distancing. * At tables, dividers may be used. * Technology devices will be issued to students (1:1) in grades K-6, pending availability. * Students will be trained on how to access online learning resources adopted by the school. * Students will need to have individual/personal school supplies; community shared classroom materials will not be allowed. * Staff and students working together and unable to physical distance will require face coverings. * Phy-Ed will play non-contact sports only and outside when possible. |
| **Common Areas** | * Classes will be separated from other classes as much as possible. * Lunchtimes may be staggered to promote appropriate physical distancing, and alternative areas to eat will be available if needed. Students will be assigned seating in the event contact tracing is needed. * Students will retain the recess schedule (AM, lunch, PM). Grades will be separated into play zones. * Students will be given an assigned space in the event the school has to contact trace. |
| **Monitor Health Daily** | * Be alert for symptoms. Monitor fever, cough, shortness of breath, and/or loss of taste and smell. * Staff and students must stay home when sick. * Temperature checks will be conducted each day for students and staff. Random temperature checks may occur throughout the day. * Parents are asked not to give their student fever-reducing medicine before bringing them to school. * Students with symptoms throughout the day will be isolated and the parent/guardian will be contacted to pick up immediately. |
| **Communication** | * Plans for ongoing communication will include a Thursday parent email update and other email updates as necessary. * Information will be posted on the St. Joseph’s School website and social media. * When rapid communication is necessary, text alerts/emails will go to all families and staff. |

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| Yellow | |
| **Instructional Delivery** | * Parents will continue to have the choice of in-school instruction or distance learning. |
| **Priorities** | * Ensure all students and staff who are ill and have COVID-19 symptoms stay home. * Physical distancing and face coverings will be required. * Distance learning will be made available for those who choose and to those determined to have to isolate or quarantine due to close contact, exposure, or a positive COVID-19 test. |
| **Schoolwide Practices** | * All students and staff must wear face coverings; mask breaks will be given. * Temperature checks will be conducted each day for students and staff upon entering the school building. * School doors will not open until 8:00 each morning. * Students in grades 1-6 will enter through Door #5, with a mask covering, and will go to a temperature monitoring station upon entering the school. * Preschool and Kindergarten students will enter through Door #4 with their parent and go to their classroom. Parents are required to wear a mask; students are not. * Students wanting breakfast will go to the breakfast station, take a breakfast box, and eat in their classroom. * Protocols for classroom/learning spaces will be implemented to promote appropriate physical distancing (i.e. 15 students per classroom). * In the event there are COVID-19 cases among students or staff, targeted closures may be required (i.e. class, grade, department). Other classrooms may remain open and continue in-school learning. * Protocols for physical distancing will also focus on cafeteria, common areas, and congregate settings. * Signs will be visible to promote physical distancing and maximum capacity in common areas. * Personal space cleaning routine for all students will include sanitizing spray and/or wipes. * Lunch release times may be staggered or require masks in line, if needed. * Buildings will be thoroughly cleaned daily, particularly in high traffic/high touch and shared areas. All cleaning will be in accordance with the CDC guidelines. * Additional handwashing opportunities throughout the day. * Hand sanitizer will be available in all rooms and common areas. * Implement a hand sanitizing routine upon entering and exiting all rooms by students and staff. * Technology support for distance learning will be implemented. * Support and train parents on use of technology tools and online curricular resources. |
| **School Events** | * School events, gatherings, and programs may be limited, changed, or cancelled in an effort to promote physical distancing. * Protective measures will be maintained in office spaces. * Access to school may be additionally limited, with new protocols. * St. Joseph’s School administration will determine if school events will be held. |
| **Classrooms** | * Blended learning may be implemented * Due to staff shortages, lessons may be streamed into additional spaces. * Classrooms will be arranged to promote physical distancing. * At tables, dividers may be used. * Technology devices will be issued to students (1:1), pending availability. * Students must have individual/personal school supplies; community classroom materials will not be allowed. * Phy-Ed, Music, and Library may be held in cohort classrooms. * Lunch may be served in the classroom. * Schedules may be altered to promote physical distancing in common areas (i.e. hallways). |
| **Monitor Health Daily** | * Be alert for symptoms. Monitor fever, cough, shortness of breath, and/or loss of taste and smell. * Staff and students must stay home when sick. * Temperature checks will be conducted each day for students and staff. Random temperature checks may occur throughout the day. * Parents are asked not to give their student fever-reducing medicine before bringing them to school. * Students with symptoms throughout the day will be isolated and the parent/guardian will be contacted to pick up immediately. |
| **Communication** | * Plans for ongoing communication will include Thursday email updates to parents. Other email updates will be sent as necessary. * Information will be posted on St. Joseph’s School website and other social media. * When rapid communication is necessary, text alerts/emails will go to all families and staff. * Technology support and resources will be available for parents. * Shared information on reducing the spread of COVID-19 will continue. |

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| **Orange/Red** | |
| **Instructional Delivery** | * School may be closed for up to 3 days for staff preparation and professional development the first time the school enters phase orange/red. No instruction will be delivered to any student during this time. |
| **Priorities** | * Reduce the risk of community spread COVID-19 by closing schools and moving to the distance learning plan for St. Joseph’s School. |
| **Schoolwide Practices** | * Distance learning/online instruction will be used for all grade levels (Preschool through grade 6). * Instruction will focus on core materials. * Attendance will be taken daily and grade standards will remain in place. * Technology devices will be distributed to those in need. |
| **School** | * Closed to general public. Staff may utilize the building for instruction or to acquire teaching materials. * All activities will be suspended or cancelled. |
| **Classrooms** | * All students will participate in the distance learning plan at home. * Students will be expected to fully participate in all activities. * If ill, parents/guardians will be required to notify the school office and/or the teacher. |
| **Monitor Health Daily** | * Be alert for symptoms. Monitor fever, cough, shortness of breath, and/or loss of taste and smell. |
| **Communication** | * Communication concerning academic expectations will be shared with students and families. * Technology support and resources for parents. * Share additional information on reducing the spread of COVID-19. |

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