



Summary of Reopening Plans 2020-2021

In developing plans for the reopening of its schools, the San Francisco Archdiocese is required to implement the health and safety standards established by the State of California Department of Public Health and/or the county of San Francisco. Following all of the guidelines that are presented to us, all decisions will prioritize the health and safety of the St. James community. Additional information can be found at the San Francisco county health department's websites.

Entrance Protocols

- Morning Drop Off/Entrance Protocols will be from 7:30 - 8:00 am daily
- All staff members, parents, students, and visitors will be required to complete and pass a health screening before entering the building.
 - a. Parents must screen their children at home.
 - b. Upon arrival at school, staff members will confirm if screening was completed.
 - c. If screening was not completed at home, staff members will conduct a screening at that moment.
- Health Screening questions are as follows:
 1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
 2. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? (For children and adults, fever is **100.4** degrees or above using a forehead thermometer)
 3. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
 4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?
 5. Have you travelled outside of the San Francisco Bay Area? (per SFDPH guidelines-p.4)
- Upon entry, all will be required to hand sanitize, wear a mask, and proceed directly to their destination.
- Families will remain in the car line and each student will stay in the car until they are met with a staff member.
- For those walking on foot to school, a staff member will administer the following health screening procedure on the side of our building (*as shown on our Entrance Protocol Drop Off Map, page X*).
- If a staff member, parent, student, or visitor answers an affirmative yes to any of the questions, they will be asked to return home. If a student is unable to return home

immediately (i.e. wait for a ride), they will be sent to the isolation room. It is advised to get tested. All information will be documented to help with tracking and tracing.

Signs to look for at Home: Screening for Covid-19 symptoms

(from CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Please use this document to screen yourself and/or your child BEFORE you come to school. We will ask if screening was done at home. We will have a testing station at school.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Student Tardy Policy

- It is vital to be on-time to account for the screening process.
- All cars must be in line by 8:00 am.
- In the event that a student is late, at least one adult of the health screening team will remain outside for 15 minutes to administer health screening,
- In the event that a student is late beyond 8:15 am, he or she will need to ring the bell, and wait for assistance. Health screening will be conducted at the main entrance.

Guidelines for Cleaning and Disinfecting

- All students and staff members will use hand sanitizer upon entering and exiting the classroom.
- We will establish practices to wipe down and disinfect desks, chairs and tables throughout the school day. Students may be asked to participate by disinfecting their own desks, chairs, and personal property.
- All desks, devices, doorknobs, and lights will be wiped down before and after every use.
- Mrs. Silva will thoroughly clean the entire school throughout the day, including door knobs, main entrance handrailing, stair railings, light switches in hallways, etc.
- Bathrooms will be cleaned at least twice a day.
- Soap and paper towels will be stocked throughout the day as needed.

Recess/Lunch Guidelines

- Students **will not** share any food or drink.
- Shared drinking water fountains will be closed.
- All students must have a reusable plastic water bottle.
- Students will sanitize immediately after eating.
- Bathroom use will be monitored by teachers to allow one student per bathroom.
- We will increase the amount of recess and lunch periods to 3 per day to limit the amount of people in the yard.
- Recesses/Lunch periods will be split by level
 - Recess/Lunch 1: K-2
 - Recess/Lunch 2: 3-5
 - Recess/Lunch 3: 6-8
- The yard will be sectioned off to give each grade a designated section to eat and play.
- Social distancing will be adhered to on the benches during recess and lunch.
- For the first 10 minutes, students will need to eat in silence to prevent spread of COVID-19 while their mask is off.
- When playing, students can only play with supplies from their cohort's basket.
- Play equipment and benches will be cleaned before and after each recess and lunch.

Dismissal Procedures

- It is vital that parents refrain from congregating during pick-up procedures.
- Parents will follow regular dismissal procedures (i.e. car line on Fair Oaks)
- Parents **must** join the car line rather than parking and coming to the entrance on foot
- Parents on foot will need to follow social distance markers on the ground while waiting for their child.
- Students will stay in their classroom until instructed to leave to meet their parents outside either on foot or in their car.

No-Sharing Policy

- Students **will not** share any food or drink.
- Students **may not** share any supplies
- Students **may not** share any personal PPE (i.e. face mask)
- Students **must have** their own personal water bottle.

Bathroom Policy

- Students should try to use bathroom during recess and lunch
- If a student really needs to use the bathroom during class time, they will follow these guidelines
 - Teacher will complete a shared Google document that tracks and traces when a student in each grade leaves the classroom to use the restroom.
 - Students will be trained to practice social distance protocols, handwashing procedures, and follow bathroom occupancy guidelines.
 - Occupancy is 2 students per bathroom at one time
 - (i.e one in the stall, one at the sink)

Instructions for Students

- Students will be explicitly taught social distancing, proper face covering usage, and general hygiene protocols using social stories, CDC guideline posters, and other resources
- Students may be required to demonstrate understanding of protocols through classwork and/or homework assignments

Policy and Instruction on Face Coverings

- Each student must wear a new or newly washed face covering every day. An extra face mask in a Ziploc bag must be kept at school at all times.
- A proper face covering is one that covers the mouth, nose, and chin, even when speaking.
 - a. Adjust the mask to your face without leaving gaps on the side (needs to cover the sides too/seal face)
 - b. Students with breathing concerns are permitted to use face shields instead of masks, but they must have a drape tucked into their shirt as well to ensure full coverage
- A mask needs to be worn all day, with the exception of:
 - a. Eating a snack while at morning and/or afternoon Recess
 - b. Eating at Lunch
 - c. During eating, masks should be held in their pocket, lunch box, or lap.
 - i. Avoid placing mask on shared surface (i.e. bench)

Handwashing and general hygiene policies and procedures

- Students and staff must wash or sanitize their hands as often as possible, especially after:
 - a. Times to sanitize: upon entering school building, classroom, after P.E., after using a tissue, and anytime deemed necessary by teacher
 - b. Times to wash hands: before and after Recess, before and after lunch, and after using the bathroom

Discipline policy for misuse of protective equipment and violation of social distancing protocols

At St. James, we are committed to restorative justice approaches. To prevent any misuse of protective equipment and violation of social distancing protocols, teachers will:

- Frontload safety procedures and protocols
- Students will demonstrate their understanding of the safety procedures and protocols.
- Post signs in the classroom and hallways as daily reminders of safety procedures and protocols
- It is understandable that students will need about 2 weeks to learn and practice all the necessary safety procedures and protocols.

In the event that a student or groups of students misuse protective equipment and violate social distancing protocols after the 2 week grace period, the following will be implemented:

- For minor infractions, students will be given 1 warning by the homeroom teacher.
 - A conversation will be held between teacher and student
 - A follow-up conversation with the parent will be held if deemed necessary
- For severe or repeated infractions, a conversation will be held between teacher, administrator, and student.
 - Follow up consequences will be given on a case by case basis
 - To ensure the safety of our community, consequences may include (but are not limited to): detention, loss of privileges, in-school suspension, out-of-school suspension.

****Please NOTE: Situations will be evaluated on a case by case basis and addressed according to student need when deemed necessary.***

Policy for Mixing Cohorts

- We will create and maintain rosters to identify composition of all cohorts.
- Staff rotation between cohorts will be limited and tracked.
- Cohorts will not be mixed with the exception of Extended Care attendees.

Policy for mixing cohorts for Extended Care

- Students will begin a health screening test (same as morning) prior to entering extended care.
- Handwashing schedules and policies will be followed.
- Students will stay within designated locations.
- Students will not share items.
- Extended Care attendees will be broken up into different cohorts.
- When a student is being picked up from Extended Care, the parent will ring the doorbell and the child will be escorted to their car.

Different Models of Instruction and Learning

*Please refer to pages in the full Reopening Plan Document for detailed explanation and family expectations of the following models:

- Model 1 - In-Person
- Model 2 - Hybrid
- Model 3 - Distance Learning

Social Distancing Outside of the Classroom

- Signs, lines, and arrows will be posted on the walls and floors to facilitate traffic and enforce distancing guidelines.
- Main entrance, offices, classrooms, and outdoor space will have sanitization stations.

Policy for Visitors and Parents

- All visitors, including parents, will follow regular entrance protocols.
- Parents who escort child to school in the morning or who wait for child on foot at dismissal, must adhere to the following procedures:
 - Put face mask appropriately on your face BEFORE you approach the front door
 - Drivers: put mask on in your car
 - Walkers: put mask on at the corner
 - Wait on markers on the sidewalk for child to enter/exit building
- Parents will be required to make an appointment to meet with any given staff member, including Mrs. Lau.
 - If it is an emergency, parents should follow “regular visitor on campus” protocol.
- Parents will ring the doorbell and Mrs. Lau will address needs through the intercom.
- If entry is necessary, Mrs. Lau (or designated helper) will meet parents at the main entrance.

Policy for Dropping off Lunch, Homework, etc.

- Dropping off lunches or homework is not allowed.

Policies for Required School Gatherings

- All large gatherings will be virtual, postponed, or cancelled.
- Per CDC guidelines, field trips are prohibited until further notice.
- Birthdays and holidays will be acknowledged, but class parties and celebrations will be modified (no food or goodie bags are allowed at this time).

Notice of Infection and Confidentiality Regulations

- The Saint James community will be notified upon Covid-19 exposure.
 - If a member of the community is exposed to or contracts Covid-19, the names of parties involved will remain confidential
- The department of public health will be contacted, and the specified guidelines will be followed.
- All parties involved will be advised to get tested and NOT return to school until confirmed, negative results.
- If tested positive, the individual must quarantine for 14 days.
- If an individual travelled outside the San Francisco Bay Area (not including commuting into the city of San Francisco), he or she is advised to stay home for 14 days before returning to school.
 - Families are highly advised to abstain or limit any travel outside the San Francisco Bay Area to limit exposure, as well as take in account increased absences.

St. James Catholic School



Reopening Plans

Fall 2020

2/1/21 UPDATE: This Operations Plan has been updated to reflect the State of California's COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year issues on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, the school has posted a COVID-19 Safety Plan (CSP) on the homepage of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this Operations Plan.

Face Coverings:

Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.

All staff must use face coverings in accordance with CDPH guidelines

- CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings
- For staff, bandanas, gaiters and similar face coverings are no longer acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others

Classroom Spaces

- Distance teacher and other staff desks 6 feet away from student and other staff desks
- Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made
- Under no circumstances should distance between student chairs be less than 4 feet
- If 6 feet of distance is not possible, optimize ventilation, use desk partitions, or arrange desks to minimize face-to-face contact

Positive COVID-19 Case

In the event of a positive case, the school will:

1. Schools must adhere to required reporting requirements and notify, as described below, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case,
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Assist LHD in identifying close contacts of the case. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.

4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

Required COVID-19 Reporting

- The school will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a campus within the 10 days preceding a positive test for COVID-19. Specifically, the school shall report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within **twenty-four hours** from the time an individual within the local educational agency or private school is first made aware of a new case.
- The school liaison to the LHD is: **Alex Endo, Principal**

Cluster or Outbreak at School

When either a school or LHD is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school). CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

During the investigation, the school will:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.

7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures (see sample notification #3 in Appendix 2).
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

School Closure Determinations

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

Testing

Symptomatic testing: If a student or employee exhibits COVID-19 symptoms, the individual is sent home (or stays home). Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider. While waiting for results, the student or employee will not be able to return to school.

Response testing: If a student or employee is exposed to a confirmed case of COVID-19, the student or staff member is required to quarantine for 10 days. Testing for COVID-19 is encouraged. The student or employee can use the testing sites available on the County's website or make an appointment to see their medical provider.

Asymptomatic testing: Employees participate in asymptomatic testing. The school has established a schedule for testing so that employees are tested once every two months. The employees use the testing sites available on the County's website.

Travel Requirements

The State of California has updated its travel policy with the following provisions:

- Non-essential travel (for recreational purposes) should be limited to 120 miles from the person's home.

St. James Reopening Plans

UPDATED: 7/30/20, 2/1/21

- Californians who travel outside the state or the country must quarantine for 10 days upon their return to California.
- Visitors to California from other states and countries must also quarantine for 10 days upon their entry into California.

With this in mind, please limit recreational travel to no more than 120 miles from your home. If you must travel outside of California or outside of the United States, you will need to quarantine for 10 days upon your return to California.

St. James: ADSF Logistics & Planning Reopening CHECKLISTS

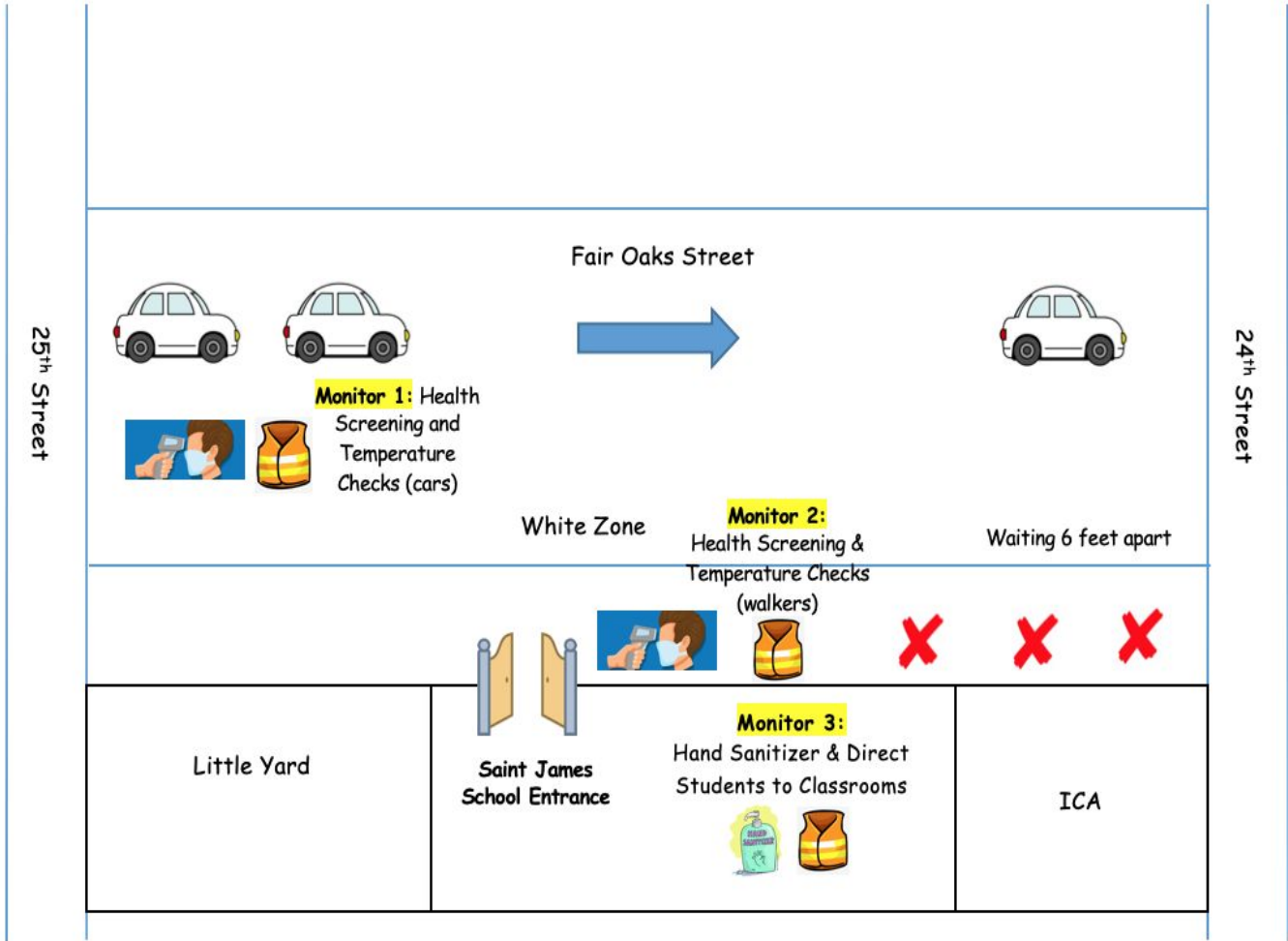
Entrance Protocols

Schools will need to create systems and procedures to handle the daily routines of the school and control access to the building.

Morning Drop-off Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Drop off Map Reflecting Distancing Guidelines (10 ft.)			Drop Off Map
Map of temperature checks and hand washing/sanitizing stations (county dependent)			Map of Hand Sanitizing
Drop off hours published			Drop Off Hours
Record keeping of refusal of admission (per county guidelines)			Refusal of Admission Records

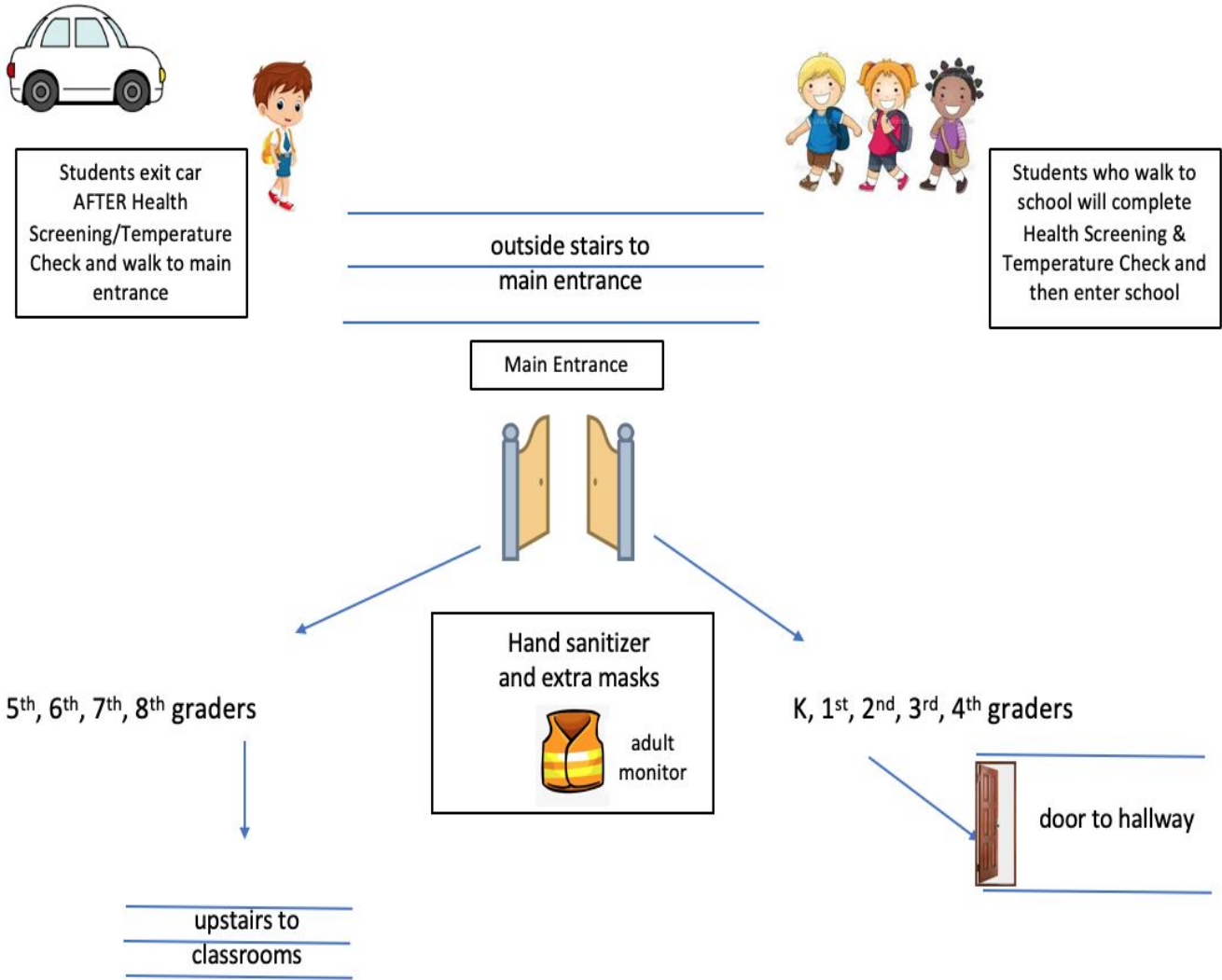
Entrance Protocols

Drop Off Map Health Screening and Temperature Checks



Entrance Protocols

Map of Handwashing and Sanitizing Station



St. James School

Morning

Drop Off Time

7:30 a.m.- 8:00 a.m.

Health Screenings

Schools will need to establish a standard routine of checking the health status of all students that enter the school.

Health Screening Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Develop routines, daily health checks			Health Screening Procedure
Create Health Screening			Health Screening Procedure (at the end of the document)
Purchase Health Check Equipment (county dependent)		✓ Alex & Gigi	
Purchase Essential Protective Equipment (EPE)		✓ Alex & Gigi	

Health Screenings

Health Screening Procedures

7:30 - 8:00am Entrance Protocols

8:00am Mr. Endo Check-In Good Morning T-F (5 mins @ 8:00)

8:00 am Attendance taken

8:00 - 8:15am Morning Assembly via Zoom (once a week)

1. Families will remain in the car line and each student stays in the car until they are met with a staff member.
 - a. For those walking on foot to school, a staff member will administer the following health screening procedure on the side of our building (*as shown on our Entrance Protocol Drop Off Map*).
2. Isabel walks to the car or if on foot, students will wait in line (6ft apart).
 - a. **Ask:** Did you complete the health screening test at home?
 - i. If yes, record that they took a health screening test at home document and proceed to step 5.
 - ii. If not, administer a verbal health screening test by proceeding to step 3.
3. **Verbal Health Screening Questions:**
 - a. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
 - b. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath?
 - i. For children and adults, fever is **100.4** degrees or above using a forehead thermometer
 - c. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
 - d. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?
 - e. Have you travelled outside of the San Francisco Bay Area? (per SFDPH guidelines-p.4)

4. Based on responses to health screening questions:
 - a. In Car: If the student or parent/family member answers an affirmative yes to any of the questions, the student will remain in the car and return home. It is advised to get tested.
 - b. On Foot: If the student or parent/family member answers an affirmative yes to any of the questions, the student proceeds to the isolation room. (K Room) It is advised to get tested.
 - c. If the student answers an affirmative no to all the questions, the student proceeds into the building.
5. Each student will enter through the main entryway for hand sanitizer and mask check.
6. Once in the building, each student will proceed directly to his or her classroom.

Health Screening Procedure- Tardy Policy

1. It is vital to be on-time to account for the screening process.
2. All cars must be in line by 8:00 am.
3. In the event that a student is late, at least one adult of the health screening team will remain outside for 15 minutes to administer health screening,
4. In the event that a student is late beyond 8:15 am, he or she will need to ring the bell, and wait for assistance.
 - a. Health screening will be conducted at the main entrance.

Family and Staff Handout

Screening for Covid-19 symptoms

(from CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Please use this document to screen yourself and/or your child BEFORE you come to school.

We will ask if screening was done at home.

We will have a testing station at school.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have

COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Policy for when individuals in school community feel or demonstrate Covid-19 symptoms

1. If a teacher, student or parent feels or demonstrates ANY symptoms for more than 24 hrs. (i.e. you wake up on day 2 feeling the same way you did the previous day), then the individual is advised to stay home and get tested.
 - a. They should NOT return to school until confirmed, negative results.
 - b. If tested positive, the individual must quarantine for 14 days.

2. If 1 teacher or student tested positive for COVID-19 within a class/cohort:
 - a. The rest of the class/cohort is advised to stay home and get tested.
 - b. Each case will be reported with the Department of Public Health (DPH) and the school will follow the guidelines given to us.
 - i. i.e.- class move into distance learning, rest of school can remain open or school needs to close and transition into distance learning, etc.

3. If an individual travelled outside the San Francisco Bay Area (not including commuting into the city of San Francisco), he or she is advised to stay home for 14 days before returning to school.
 - a. Families are highly advised to abstain or limit any travel outside the San Francisco Bay Area to limit exposure, as well as take in account increased absences.

Verbal Health Screening Questions:

1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
2. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath?
 - a. For children and adults, fever is **100.4** degrees or above using a forehead thermometer
3. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?
5. Have you travelled outside of the San Francisco Bay Area?

Verbal Health Screening Questions in Spanish:

1. ¿Usted o su hijo viven con alguien o han tenido contacto cercano con alguien con tos prolongada, fiebre, síntomas similares a la gripe o han sido diagnosticados con COVID-19 en los últimos 14 días?
2. ¿Usted o su hijo viven con alguien o usted o su hijo tienen fiebre, tos o falta de aire?
 - a. Para niños y adultos, la fiebre es de 100.4 grados o más usando un termómetro de frente
3. ¿Usted o su hijo viven con alguien o usted o su hijo tienen algún otro signo de enfermedad transmisible, como un resfriado, gripe, erupción cutánea o inflamación?
4. ¿Usted o su hijo viven con alguien o han tenido diarrea o vómitos (en las últimas 24 horas)?
5. ¿Has viajado fuera del área de la Bahía de San Francisco?

Purchase Health Check Equipment (county dependent) & Purchase Essential Protective Equipment (EPE)

Items we have purchased:

- Infrared thermometer
- Sanitation station supplies
 - 3 Tiered carts
 - 2,000 Disposable face masks for students and visitors
 - Hand Sanitizer
- Building/ Class Equipment
 - 20 Face shields for staff
 - 40 Cloth face masks for staff
 - Signage for Social Distancing
 - Floor Markers for building and classrooms
 - Virtual Phone System for School Office Hours
 - Touchless Water Refill Stations
 - Front Entrance Reception Desk
- DL Apps

Items we need to purchase:

- ___ iPads (new students and K-2)
- Stand for recording devices for live lectures - TBD
- Carts for middle school teachers
- Individual student desk shields - TBD
- Walls for Isolation canopy
- Outdoor Baskets for Cohort Equipment
- Foot Pedal Sinks
- Cases of Water (Emergency Supplies)
- Storage for middle school students

Teaching, Planning, and Maintaining Social Distancing

Social Distancing in the Classrooms- **Physical Design**

On Campus Protocols (In-School & Hybrid):

Schools are responsible for creating and maintaining plans that outline and enforce social distancing measures in the classroom.

These plans must include physical adaptations and visual reminders to reinforce taken measures.

Classroom Physical Design Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Create a map of classroom space and placement of desks, including orientation to instructional space(s)			Physical Design Document
Post signage and install barriers to direct traffic around classroom space		✓	
Arrows and guidance on the floors so students have an understanding of spacing between one another		✓	
Physical barriers in classrooms (as needed)			Physical Design Document
Cleaning and disinfecting procedures for after use of instructional areas and following snacks/lunch			Physical Design Document
Individual supplies required for each student so there is not sharing (including safe storage of supplies)			Physical Design Document
Staggered dismissal times and designated hallways/stairways to maintain distancing guidelines			Physical Design Document
Staggered recess and restroom times			Physical Design Document
Verification of window safety for ventilation			
Water bottle policy to reduce/eliminate the use of water faucets			Physical Design Document

Create a map of classroom space and placement of desks, including orientation to instructional space(s) 6 feet distanced.

(These photos (10/22) are of current classrooms set up for DL. Adjustments to the front row will be made for student return.)

		
<u>Kindergarten</u>	<u>1st Grade</u>	<u>2nd Grade</u>
		
<u>3rd Grade</u>	<u>4th Grade</u>	<u>5th Grade</u>
		
<u>6th Grade - A</u>	<u>6th Grade - B</u>	<u>7th Grade</u>
		
<u>8th Grade</u>	<u>Specialist Room</u>	<u>Spanish Room</u>

Post signage and install barriers to direct traffic around the classroom

Signs posted at St. James:

- Directional arrow signs for walking
- Location markers for placement of desks
- 6 Foot markers for lines
- If two doors, clearly label enter and exit

Arrows and guidance on the floors so students have an understanding of spacing between one another

Refer to sample classroom map two pages prior.

General markings that each classroom will have:

- Arrows for walking directions
- Arrows that point to entrance/exit
- Markers on floor to stand in line when getting ready to exit

Physical barriers in classrooms (as needed)

Plan for Physical Barriers:

- Barrier for teacher desk in each classroom
- Multiple barriers for the kidney table in each classroom so that teachers can do small group instruction in a safe way
 - only in classrooms where a kidney table can fit

Cleaning and Disinfecting Procedures

Entering the classroom:

1. Hand sanitizer upon entering the classroom
2. Go straight to desk
3. Follow individual classroom procedure (supplies needs to remain with them)

Before leaving the classroom for recess/lunch, each class needs to:

1. Student-Clear and wipe down desks
2. Student-Wipe down devices, leave on desk for teacher to plug in (K-2)
3. Teacher-Wipe door handles and lights
4. Student-Take out snack/lunch (make sure to hold it; don't set it on the clean surface)
5. Student-Prayer (from his or her desk)
6. Line up 2-4 students at a time on designated spots
7. Head to hand washing station (keep a social distance while in line as well)

Recess/Lunch Procedure:

1. Begin hand washing process
2. Eat outside in designated yard and markers (on ground) within yard
 - a. For lunch, follow this schedule: first 10 minutes for silent eating time, followed by 5-10 minutes conversation time, and then 20 minutes play time
3. Sanitize hands using hand sanitizer at the sanitization station
4. Students will raise hand when finished eating.
5. Teacher will permit students to get up and play.
6. Students can stagger to use the bathroom during this time.
 - a. Students MUST ask permission to go and notify their teacher when finished, teachers track the number of students (1 student at a time)
 - b. All teachers will be bathroom monitors:
 - c. Teacher 1 is positioned by the ICA Gym fence.
 - d. Teacher 2 is positioned within the 4-square area.
 - e. Teacher 3 is supervising all play
 - *Level 1 will rotate bathroom monitoring positions.
 - f. Bathroom monitors will write down student name, grade, and time in; name will be erased once the student exits the bathroom.
 - g. Each teacher will need have their own bathroom monitoring whiteboard
7. Students can only play with supplies from their cohort's basket
8. If any equipment goes into another cohort's yard, students will notify the teacher who will retrieve the item and sanitize before returning it to given student
9. Teacher will blow the whistle at the 5 minute warning
10. After recess/lunch- students will sit on their designated areas to line up
11. Designated students will clean equipment baskets and materials
12. Designated students in each class will wipe down benches once everyone starts to walk in
13. Begin hand washing process
14. Hand sanitizer upon entering the classroom

Teacher/Staff Duties:

Morning Recess - all teachers will stay with cohort and supervise

Lunch: all teachers will stay with cohort and supervise + 1 aide

*All staff must bring walkie-talkies.

Schedule (as shown below) is TBD.

Day of the Week:	Shift 1: Monitoring eating (20 minutes)	Shift 2: Monitoring playing (20 minutes)
Monday	Lunch 1: Lunch 2: Lunch 3:	Lunch 1: Lunch 2: Lunch 3:
Tuesday	Lunch 1: Lunch 2: Lunch 3:	Lunch 1: Lunch 2: Lunch 3:
Wednesday	Lunch 1: Lunch 2: Lunch 3:	Lunch 1: Lunch 2: Lunch 3:
Thursday	Lunch 1: Lunch 2: Lunch 3:	Lunch 1: Lunch 2: Lunch 3:
Friday	Lunch 1: Lunch 2: Lunch 3:	Lunch 1: Lunch 2: Lunch 3:

End of Day Procedure:

*K-3: goes to Afternoon recess

1. Student will:
 - a. Clear and wipe down desks and chairs
 - b. Remove all broken pencils from the desk- leave them on top of the desk
 - c. Wipe down devices (K-8)- leave device on chair after putting it up
2. Teacher will:
 - a. Wipe door handles and lights
 - b. Collect broken pencils, wipe down pencils, and sharpen them
 - c. Collect devices and plug in
3. Student-Prayer (from his or her desk)
4. Rainy day dismissal every day
 - a. 1 person using the walkie to say who is arriving, 1 person loading students in the car, 1 person at the door, and 1 person on the landing (making sure upstairs and downstairs students are not mixing upon exiting)
 - b. After exiting the building, students will wait on designated spots against the building between the main entrance and lower exit for their name to be called.

Cleaning Procedures and Reminders for Ada and/or other custodial staff:

****Note: Have Ada at the girls bathroom at the beginning of each lunch period.***

1. Wipe down door knobs, main entrance handrailing, stair railings, light switches in hallways
2. Clean/sanitize little yard at the end of every day
3. Clean each bathroom (boys', girls', staff)
 - a. Make sure soap and paper towel is stocked
 - b. Complete log sheet to track when bathroom was last cleaned
4. Take out garbages from classrooms
5. Take out garbages from yard
6. Sweep classrooms/auditorium
7. Vacuum hallways
8. Mop stairs and downstairs hallways (leading to the yard)
9. Clean teacher's lounge

Individual Student Supplies List

NO supplies may be shared

Kindergarten	1st Grade	2nd Grade
2 Rolls paper towels 2 Boxes Kleenex 3 Containers of Lysol wipes 20 Solid glue sticks 1 pair of child-safe scissors 1 box 24 ct. Crayons (preferably Crayola brand) 2 boxes 8-10 ct. "Broad Line" (thick) Markers 2 Pocket folders (any design is welcome) 2 Large pink erasers 20 #2 Ticonderoga pencils, sharpened (NO mechanical pencils) - please label box of pencils 1 pencil case or box (to hold pencils, erasers, crayons, and markers) 1 reusable <u>plastic</u> drinking water bottle (label with name) 6 masks (one for each day & 1 to keep in backpack as a backup - label each with name) 1 personal hand sanitizer (label with name) 1 large hand sanitizer 1 Large backpack and lunchbox 1 Set of headphones (label with name)	1 Box of Crayons (24 ct) 1 Box of Markers (10 ct, "broad line"/large point) 1 Pair of Headphones* 1 Pencil Box or Bag* (must fit all supplies and fit in desk) 1 Pair of Scissors* (child-safe) 1 Thin Black Dry-Erase Marker 1 Highlighter 1 reusable <u>plastic</u> water bottle* 1 personal/mini hand sanitizer* 2 Folders* (any design) 2 Erasers 2 Glue sticks 2 Bottles of Hand Sanitizer (12 oz) 2 Containers of Lysol Wipes 2 Rolls of Paper Towels 2 Large Boxes of Kleenex 6 masks* (one for each day & 1 to keep in backpack as a backup) *please label with name	1 Box 16 crayons 1 Box 10 markers (large point) 1 small pencil box (plastic box- please no bags/pouches) (please label with name) 2 Packages (quantity of 6 or more) of glue sticks 1 Pair of scissors (please label with name) 1 Eraser (pink) 3 Folders (please label with name) 1 Wide-Ruled Composition notebook (please label with name) 1 Kleenex (facial tissue) Box 2 Rolls of Paper Towel 2 Containers of Lysol wipes 2 Large Hand Sanitizers 1 Set of headphones (please label with name) 6 masks (one for each day & 1 to keep in backpack as a backup - label each with name) 1 reusable <u>plastic</u> water bottle ((please label with name- must be new or newly washed daily) 1 personal/mini hand sanitizer (please label with name)

Individual Student Supplies List

NO supplies may be shared

Please note that Grades 5 will NOT use lockers.

3rd Grade	4th Grade	5th Grade
2 Pink erasers 1 Box colored pencils 1 Bottle Elmer’s glue, 4 glue sticks 1 Packages washable colored markers (1 fine tip 1 thick tip) 2 Large boxes of Kleenex, 2 Rolls paper towels 1 Empty plastic pencil box (to place pencils, glue, erasers etc.) 1 12 inch ruler, 1 bookmark 1 Package of highlighter pen 1 Bottles hand sanitizers (for use without water) 1 Clorox wipes 1 Large backpack (no wheels) 4 Spiral notebooks 1 Pair of Ear Headphones 6 Plastic folders * <u>no paper</u> * 1 Book “The One and Only Ivan” by Katherine Applegate 2 independent reading chapter books 1 reusable <u>plastic</u> water bottle (please label with name) 6 masks (one for each day &1 to keep in backpack as a backup - label each with name) 1 personal hand sanitizer (please label with name)	2 Highlighters 1 Package of colored paper 5 Spiral notebooks 2 Packages of bic pens (blue) 1 <u>Large</u> three ring binder (homework binder) 4 Packages of index cards 6 Plastic Folders 4 Glue sticks 1 Pencil box or bag 2 Packages of #2 pencils and a few pink erasers 1 Ruler 2 Sets of colored pencils 3 Boxes Kleenex 2 Rolls of paper towels 2 Packages of binder paper (loose leaf) 2 Container Lysol wipes 1 Set of headphones 1 Large backpack (no wheels) 1 reusable <u>plastic</u> water bottle (please label with name) 6 masks (one for each day &1 to keep in backpack as a backup - label each with name) 1 personal hand sanitizer (please label with name)	1 Binder (<u>one inch 3 ring</u>) 1 Package dividers (5 subject dividers) 3 Highlighters 1 Pack of index cards 6 Composition notebooks (not spiral) 1 Pencil bag (not box) 1 Package of glue sticks 1 Pair scissors 1 Ruler 1 Package lead pencils 2 Red, 2 blue, and 2 black pens 1 Box of markers 1 Box of colored pencils 1 Small calculator 2 Large boxes of Kleenex 2 Rolls paper towels 2 Container of Lysol wipes 2 Large bottle of hand sanitizer 1 headphones 1 reusable <u>plastic</u> water bottle (please label with name) 6 masks (one for each day &1 to keep in backpack as a backup - label each with name) 1 personal hand sanitizer (please label with name)

Individual Student Supplies List

NO supplies may be shared; Please note that Grades 6-8 will NOT use lockers.

Grades 6, 7, and 8

General Supplies

- 2 boxes of colored pencils
- 2 boxes of blue or black pens with cap or lid (no click pen)
- 1 box of red pens with cap or lid
- 2 boxes of pencils
- 3 highlighters (yellow, green, and pink)
- 2 erasers
- Pencil bag (no boxes)
- White out tape (no liquid white out)
- Sharpener
- 1 reusable plastic water bottle (please label with name)
- 6 masks (one for each day & 1 to keep in backpack as a backup - label each with name)
- Scissors
- Ruler
- 2 glue sticks
- 2 packs of REINFORCED binder paper
- Mini stapler with staples
- CALCULATOR
- 2 boxes of tissues
- 2 paper towel rolls
- 2 CLOROX Disinfecting Wipes
- Index cards ruled 4"x6", white
- Markers
- 1 personal hand sanitizer
- 1 set of headphones (label with name)

Language Arts

- 3 composition notebooks
- 2 yellow folders with two pockets; PLASTIC
- Post-it Page markers; assorted colors

Religion

- 1 composition notebook
- 2 purple folders with two pockets

Social Studies

- 2 blue spiral notebooks
- 2 blue folders with two pockets

Math

- 2 green spiral notebooks
- 2 green folders with two pockets

Science

- 2 red spiral notebooks
- 2 red folders with two pockets

Spanish

- 1 composition notebook
- 1 pink folder with two pockets

Staggered Dismissal Times and Designated Hallways/Stairways to Maintain Distancing Guidelines

Dismissal

All students will be dismissed at 3:00 pm.

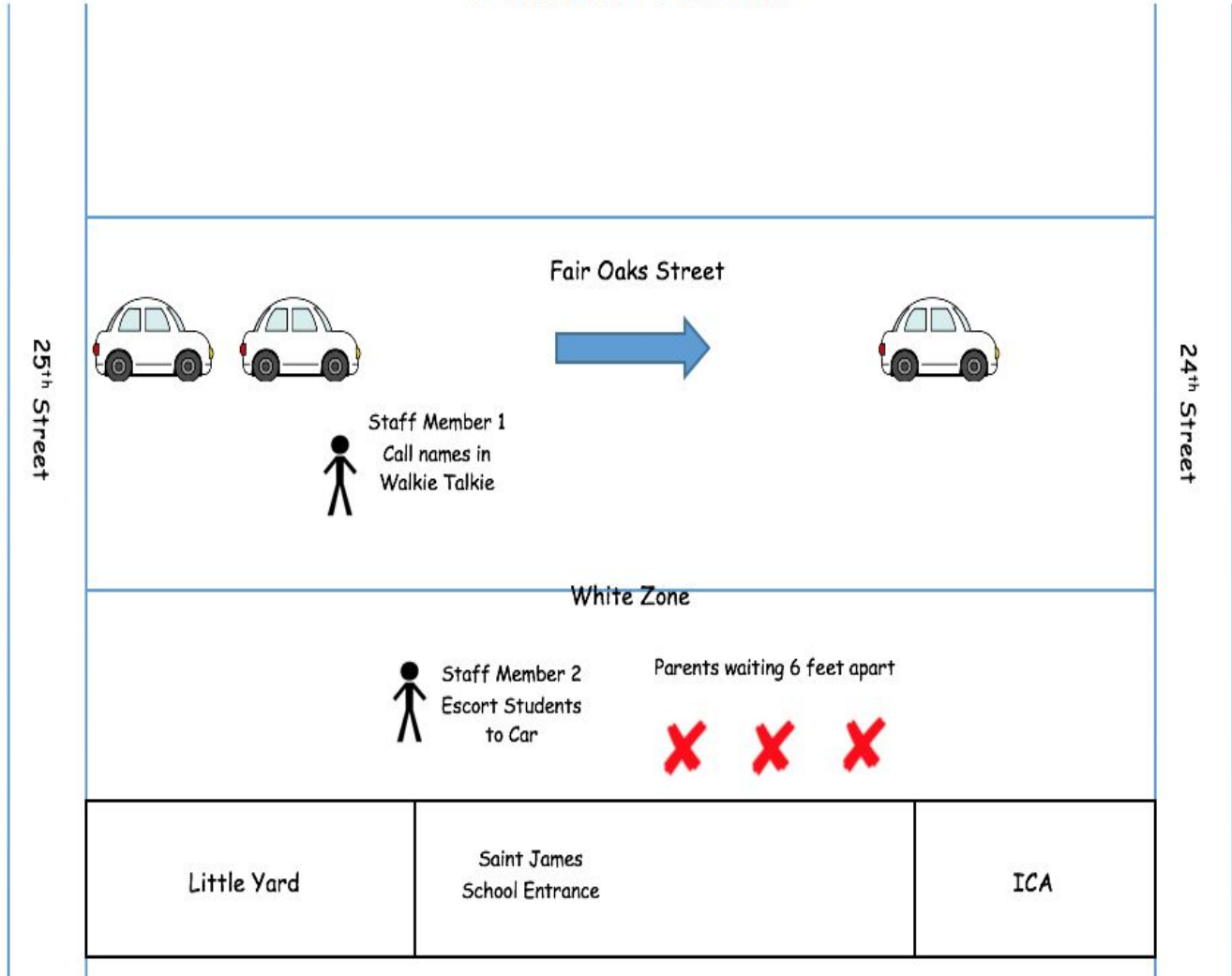
All students will exit using the main door.

We will follow our “Rainy Day Dismissal” Procedures.

- 1 person using the walkie to say who is arriving, 1 person loading students in the car, 1 person at the door, and 1 person on the landing (making sure upstairs and downstairs students are not mixing upon exiting)
- Must use stairs on the BOYS SIDE to exit building
- After exiting the building, students will wait on designated spots against the building between the main entrance and lower exit for their name to be called.

See map attached.

Dismissal Protocols



Dismissal

Designated Hallways and Stairways

Both stairways will be for both directions

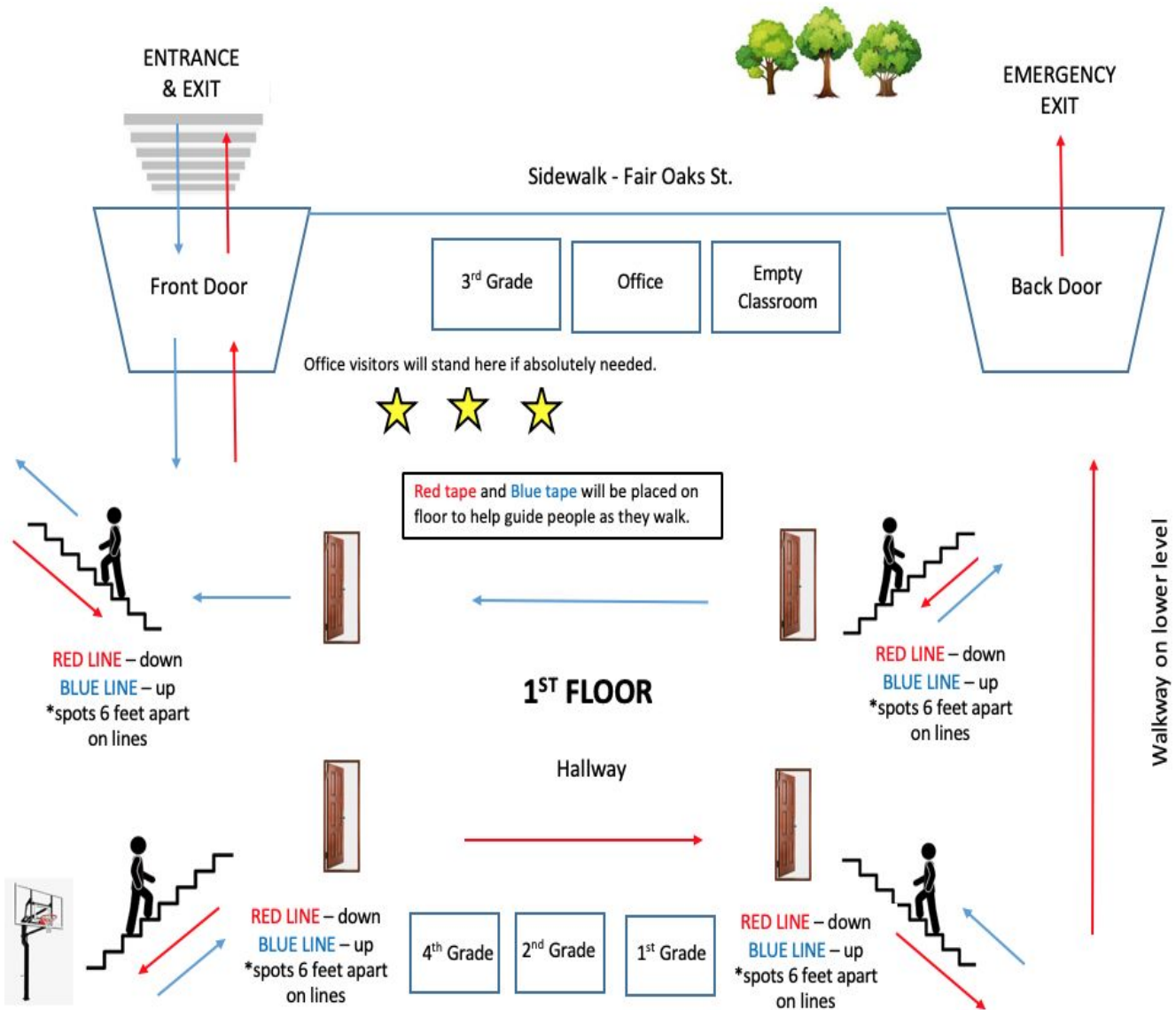
Entrance/Exit in the same door (main door with doorbell)

Red line, spots (6ft apart)- right, going down

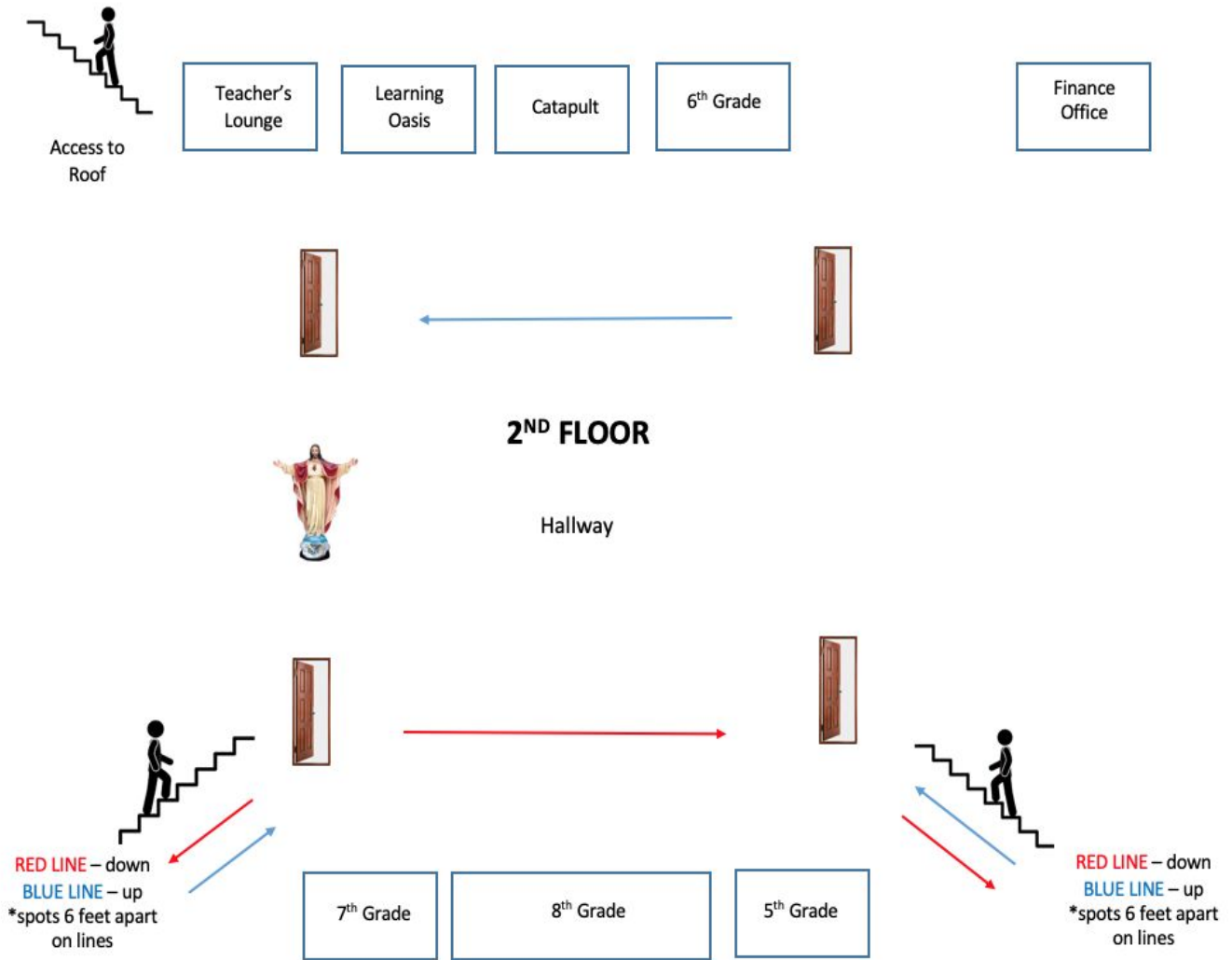
Blue line, spots (6ft apart)- left, going up

See maps attached.

Map of Designated Hallways and Stairways



2nd Floor



Staggered Recess/ Restroom Times

Plan A - No PE

- Mondays - Distance Learning day
 - TBD: Extended Care is provided based on family need
- Tuesday through Friday- in person instruction
 - Extended Care is provided each day until 6pm

7:30 am - 8:00 am	Entrance Protocol						
8:00 am	Whole School Zoom Assembly projected in each classroom						
8:15 am	Official Class Start Time						
Recess start @ 9:25 am *5 minutes prior and after- to wash hands (need 3 sinks) *teacher with class the entire time (cover for bathroom breaks) *clean up- incentives to promote efficiency amongst students	Grade:	Location of Recess	Location of Hand Wash	Hand Wash	Recess Start Time	Recess End Time & HandWash	Return to Class
	Kinder	Little Yard	kitchen	9:25 am	9:30 am	9:45 am	9:50 am
	1st grade	Yard 1	1st floor sink	9:25 am	9:30 am	9:45 am	9:50 am
	2nd grade	Yard 2	Outdoor sink	9:25 am	9:30 am	9:45 am	9:50 am
	3rd grade	Yard 1	1st floor sink	9:50 am	9:55 am	10:10 am	10:15 am
	4th grade	Yard 2	Outdoor sink	9:50 am	9:55 am	10:10 am	10:15 am
	5th grade	Yard 3	2nd floor sink	9:50 am	9:55 am	10:10 am	10:15 am
	6th grade	Yard 2	Classroom	10:20 am	10:25 am	10:40 am	10:45 am
	7th grade	Yard 3	2nd floor sink	10:20 am	10:25 am	10:40 am	10:45 am
	8th grade	Yard 1	Outdoor sink	10:20 am	10:25 am	10:40 am	10:45 am
9:50 am (K-2) 10:15 am (3-5) 10:45 am (6-8)	Continue Instruction						

St. James Reopening Plans

UPDATED: 7/30/20, 2/1/21

<p>Lunch start @ 11:05 am</p> <p>*Note: First 10 min - silent eating, followed by 5-10 min of conversation time, and then play time.</p>	Grade:	Location of Lunch	Location of Hand Wash	Hand Wash	Lunch Start Time	Lunch End Time & Hand Wash	Return to Class
	Kinder	Little Yard	kitchen	11:00 am	11:05 am	11:45 am	11:50 am
	1st grade	Yard 1	1st floor sink	11:00 am	11:05 am	11:45 am	11:50 am
	2nd grade	Yard 2	Outdoor sink	11:00 am	11:05 am	11:45 am	11:50 am
	3rd grade	Yard 1	1st floor sink	11:55 am	12:00 pm	12:40 pm	12:45 pm
	4th grade	Yard 2	Outdoor sink	11:55 am	12:00 pm	12:40 pm	12:45 pm
	5th grade	Yard 3	2nd floor sink	11:55 am	12:00 pm	12:40 pm	12:45 pm
	6th grade	Yard 2	classroom	12:50 pm	12:55 pm	1:35 pm	1:40 pm
	7th grade	Yard 3	2nd floor sink	12:50 pm	12:55 pm	1:35 pm	1:40 pm
	8th grade	Yard 1	Outdoor sink	12:50 pm	12:55 pm	1:35 pm	1:40 pm
<p>11:50 am (K-2)</p> <p>12:45 pm (3-5) until 3:00 pm</p> <p>1:40 pm (6-8) until 3:00 pm</p>	<p>Continue instruction</p> <p>K-3: 1:50- end instruction 2:00- pack up 2:10- follow end of day cleaning procedure 2:20- wash hands, eat 2:35- 2:50- recess 2:50- 3:00- wash hands/dismissal</p>						
<p>Afternoon Recess start @ 2:25 pm</p>	Grade:	Location of Lunch	Location of Hand Wash	Hand Wash	Recess Start Time	Recess End Time & Hand Wash	Dismissal
	Kinder	Little Yard	kitchen	2:20 pm	2:25	2:50 pm	3:00 pm
	1st grade	Yard 1	1st floor sink	2:20 pm	2:25	2:50 pm	3:00 pm
	2nd grade	Yard 2	Outdoor sink 1/2	2:20 pm	2:25	2:50 pm	3:00 pm
	3rd grade	Yard 3	Outdoor sink 3/4	2:20 pm	2:25	2:50 pm	3:00 pm
<p>3:00 Dismissal</p>	<p>Follow "Rainy Day" Dismissal Procedures (Note: need to consider who will watch class of the teacher who is on car duty) *Students stay in classroom until called outside for pick up *K-3- washed hands during recess *4th to 8th- hand sanitizer as they are leaving building</p>						

Plan B- Account for P.E. to use yard space

- Mondays - Distance Learning day
 - TBD: Extended Care is provided based on family need
- Tuesday through Friday- in person instruction
 - Extended Care is provided

7:30 am - 8:00 am	Entrance Protocol						
8:00 am	Whole School Zoom Assembly projected in each classroom						
8:15 am	Official Class Start Time						
Recess start @ 9:30 am *5 minutes prior and after- to wash hands (need 3 sinks) *teacher with class the entire time (cover for bathroom breaks) *clean up- incentives to promote efficiency amongst students	Grade:	Location of Recess	Location of Hand Wash	Hand Wash	Recess Start Time	Recess End Time & HandWash	Return to Class
	Kinder	Little Yard	Kitchen	9:25 am	9:30 am	9:45 am	9:50 am
	1st grade	Yard 2	1st floor sink	9:25 am	9:30 am	9:45 am	9:50 am
	2nd grade	Yard 3	Outdoor sink	9:25 am	9:30 am	9:45 am	9:50 am
	3rd grade	Yard 1	1st floor sink	9:50 am	9:55 am	10:10 am	10:15 am
	4th grade	Yard 2	Outdoor sink	9:50 am	9:55 am	10:10 am	10:15 am
	5th grade	Yard 3	2nd floor sink	9:50 am	9:55 am	10:10 am	10:15 am
	6th grade	Yard 2	classroom	10:20 am	10:25 am	10:40 am	10:45 am
	7th grade	Yard 3	2nd floor sink	10:20 am	10:25 am	10:40 am	10:45 am
	8th grade	Yard 1	Outdoor sink	10:20 am	10:25 am	10:40 am	10:45 am
9:50 am (K-2) 10:15 am (3-5) 10:45 am (6-8)	Continue Instruction						

St. James Reopening Plans

UPDATED: 7/30/20, 2/1/21

Lunch start @
11:00 am

Rob comes 2 days a
week to teach PE

Each grade has P.E.
class once a week

40 min. classes

P.E. on Yard 1
(helps with
bathroom
monitoring)

Grade:	Location of Lunch	Location of Hand Wash	Hand Wash	Lunch Start Time	Lunch End Time & Hand Wash	Return to Class
Kinder	Little Yard	kitchen	11:00 am	11:05 am	11:45 am	11:50 am
1st grade	Yard 2	1st floor sink	11:00 am	11:05 am	11:45 am	11:50 am
2nd grade	Yard 3	Outdoor sink	11:00 am	11:05 am	11:45 am	11:50 am
3rd grade	Yard 1	1st floor sink	11:55 am	12:00 pm	12:40 pm	12:45 pm
4th grade	Yard 2	Outdoor sink	11:55 am	12:00 pm	12:40 pm	12:45 pm
5th grade	Yard 3	2nd floor sink	11:55 am	12:00 pm	12:40 pm	12:45 pm
6th grade	Yard 2	classroom	12:50 pm	12:55 pm	1:35 pm	1:40 pm
7th grade	Yard 3	2nd floor sink	12:50 pm	12:55 pm	1:35 pm	1:40 pm
8th grade	Yard 1	Outdoor sink	12:50 pm	12:55 pm	1:35 pm	1:40 pm

Wednesday

*after class: hand sanitizer instead of hand wash

Grade	P.E.	Location
8th Grade	8:25-9:10	Yard 1, 2, and 3
7th Grade	9:10-9:50	Yard 1
Rob help with Recess (9:50-10:45) *Move car during this window of time		
4th Grade	10:45-11:25	Yard 1
Rob's Lunch Break 11:30-12:10		
Rob help with Lunch 12:10-1:00 *Move car during this window of time		
2nd Grade	1:00-1:40	Yard 1
1st Grade	1:45-2:25	Yard 1

Friday

*after class: hand sanitizer instead of hand wash

St. James Reopening Plans

UPDATED: 7/30/20, 2/1/21

	<table border="1"> <tr> <td>5th Grade</td> <td>8:25-9:10</td> <td>Yard 1</td> </tr> <tr> <td>6th Grade</td> <td>9:10-9:50</td> <td>Yard 1</td> </tr> <tr> <td colspan="3" style="text-align: center;">Rob help with Recess (9:50-10:45) *Move car during this window of time</td> </tr> <tr> <td>3rd Grade</td> <td>10:45-11:25</td> <td>Yard 1</td> </tr> <tr> <td colspan="3" style="text-align: center;">Rob's Break 11:30-12:10 *Move car during this window of time</td> </tr> <tr> <td>Kindergarten</td> <td>12:15-12:55</td> <td>Yard 1</td> </tr> <tr> <td>Kinder Group 1</td> <td>1:00 - 1:30</td> <td>Little Yard/Classroom</td> </tr> <tr> <td>Kinder Group 2</td> <td>1:30 - 2:00</td> <td>Little Yard/Classroom</td> </tr> </table>	5th Grade	8:25-9:10	Yard 1	6th Grade	9:10-9:50	Yard 1	Rob help with Recess (9:50-10:45) *Move car during this window of time			3rd Grade	10:45-11:25	Yard 1	Rob's Break 11:30-12:10 *Move car during this window of time			Kindergarten	12:15-12:55	Yard 1	Kinder Group 1	1:00 - 1:30	Little Yard/Classroom	Kinder Group 2	1:30 - 2:00	Little Yard/Classroom											
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<p>3:00 Dismissal</p>	<p>"Rainy Day" Dismissal (Note: need to consider who will watch class of the teacher who is on car duty) *Students stay in classroom until called outside for pick up *K-3- washed hands during recess *4th to 8th- hand sanitizer as they are leaving building</p>																																			

Policy for bathroom use during class time

- Students should try to use bathroom during recess and lunch
- If a student really needs to use the bathroom during class time, they will follow these guidelines:
 - Teacher will complete a shared Google document that tracks and traces when a student in any grade leaves the classroom or the yard to use the restroom
 - [SJS Bathroom Tracker](#)
 - **Example of Bathroom Tracker:**

Name	Grade	Returned? <i>(put an X when student returns to class)</i>
Liana	5	X

- Teacher will not permit students to leave for the bathroom if there are more than 2 boys or 2 girls already signed out on the shared document
 - 1 girl and boy from inside (going to the bathroom during class)
 - 1 girl and boy from outside (going to the bathroom while in the yard - recess, lunch, or PE)
- Students will be trained to practice social distance protocols, handwashing procedures, and follow bathroom occupancy guidelines
 - Occupancy is 2 students per bathroom at one time (i.e one in the stall, one at the sink)

Verification of Window Safety for Ventilation

Windows and doors are able to open properly and safely, and ventilation will circulate accordingly.

Fans will also be placed in each classroom to help with circulation, taking into account the direction in which the air is blown.

Water Bottle Policy

- All students will have individual water bottles - labeled with name
- All students will bring water bottles to class
- On each floor, there will be a station to refill water bottles (as needed)
- Students will not share water bottles
- Water bottles should be plastic
- In the event of an emergency, there is a supply of water bottles.

Social Distancing in the Classrooms- Instruction for Students

On Campus Protocols (In-School & Hybrid):

Schools are responsible for instructing students in the importance of maintaining social distance in the classroom. Instruction must be reinforced by visual reminders of social distancing protocols.

Classroom Instruction- Social Distancing Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Protocols developed to teach social distancing to all grade levels			Instruction for Students Document
Signs to remind students how to stop the spread of germs, how to wash hands, why face coverings should be worn			Instruction for Students Document
Policy and instruction on face coverings, including proper use and cleaning (please refer to county guidelines)			Instruction for Students Document
Handwashing General Hygiene policies and procedures			Instruction for Students Document
Sneeze and Cough protocols for students (including no touching of eyes and face)			Instruction for Students Document
Discipline policy for misuse of protective equipment and violation of social distancing protocols			Instruction for Students Document

Protocols developed to teach social distancing to all grade levels

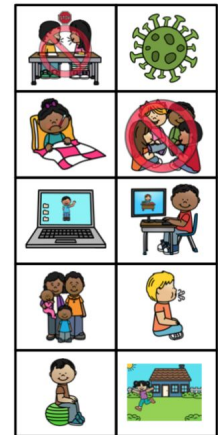
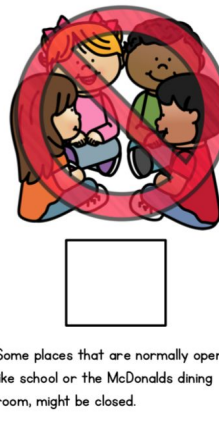
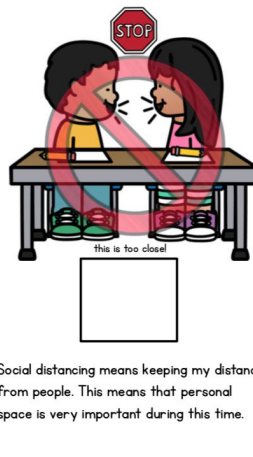
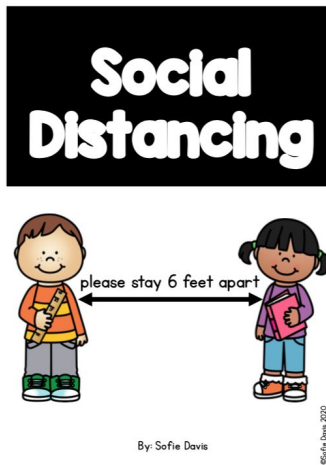
Kinder - 4th Grade

- We will teach protocols using social stories
- We will practice, practice, practice
- We will have students create their own product (pamphlet, drawing, verbal share out, sentence, etc) demonstrating understanding of protocols and the WHY

5th - 8th Grade

- We will use the "CDC Recommendations for Protecting Yourself" guide
- We will practice, practice, practice
- We will have students create their own product (pamphlet, drawing, verbal share out, paragraph, etc) demonstrating understanding of protocols and the WHY

Sample pages from a social story for K-4



Signs to remind students

HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →

-  Wash your hands before touching the mask
-  Inspect the mask for tears or holes
-  Find the top side, where the metal piece or stiff edge is
-  Ensure the colored-side faces outwards
-  Place the metal piece or stiff edge over your nose
-  Cover your mouth, nose, and chin
-  Adjust the mask to your face without leaving gaps on the sides
-  Avoid touching the mask
-  Remove the mask from behind the ears or head
-  Keep the mask away from you and surfaces while removing it
-  Discard the mask immediately after use preferably into a closed bin
-  Wash your hands after discarding the mask

Don'ts →

-  Do not Use a ripped or damp mask
-  Do not wear the mask only over mouth or nose
-  Do not wear a loose mask
-  Do not touch the front of the mask
-  Do not remove the mask to talk to someone or do other things that would require touching the mask
-  Do not leave your used mask within the reach of others
-  Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN  World Health Organization

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

who.int/epi-win

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask




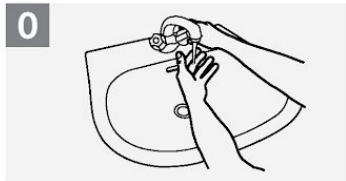
Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

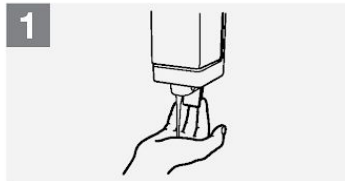
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

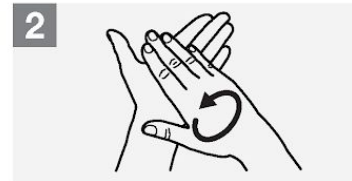
 Duration of the entire procedure: 40-60 seconds



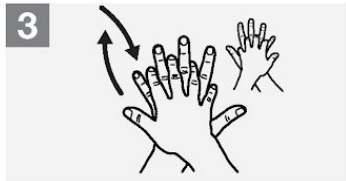
Wet hands with water;



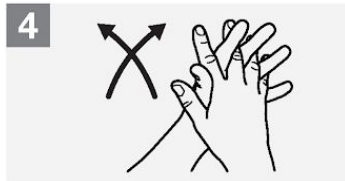
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



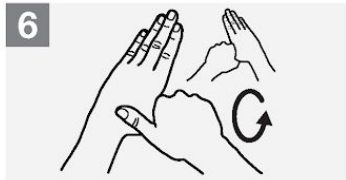
Right palm over left dorsum with interlaced fingers and vice versa;



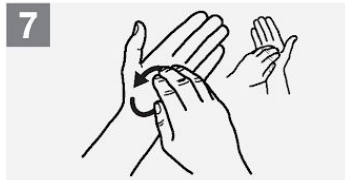
Palm to palm with fingers interlaced;



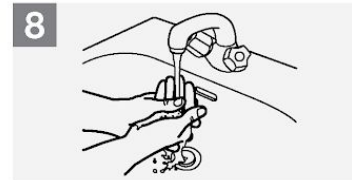
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



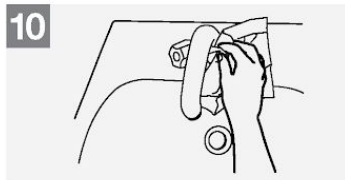
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



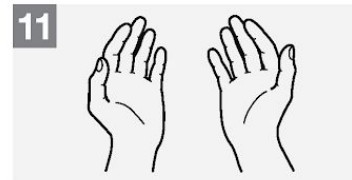
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2009

Policy and instruction on face coverings

Face Covering Policy & Instruction:

- Each student must wear a new or newly washed face covering every day.
 - a. Recommended purchase: <https://schoolmaskpack.com/>
 - b. Newly washed means washed every day
 - c. An extra facemask must be kept in a Ziploc bag at school at all times.
 - d. We will have extra PPE (i.e. face masks) for students should they lose, soil or misplace their own PPE while at school.

- A proper face covering is one that covers the mouth, nose, and chin, even when speaking.
 - a. Adjust the mask to your face without leaving gaps on the side (needs to cover the sides too/seal face)
 - b. Students with breathing concerns are permitted to use face shields instead of masks, but they must have a drape tucked into their shirt as well to ensure full coverage

- A mask needs to be worn all day, with the exception of:
 - a. Eating a snack while at morning and/or afternoon Recess
 - b. Eating at Lunch
 - c. During eating, masks should be held in their pocket, lunch box, or lap.
 - i. Avoid placing mask on shared surface (i.e. bench)
 - d. If teacher is providing a time to remove mask, you will need:
 - i. Proper ventilation/outdoors
 - ii. 6 feet apart
 - iii. Ideally, not talking to prevent air droplets from spreading

Handwashing and general hygiene policies and procedures

Hand Washing Policy & Instruction:

- Students must wash or sanitize their hands as often as possible, especially after:
 - a. Times to sanitize: upon entering school building, classroom, after P.E., after using a tissue, and anytime deemed necessary by teacher
 - b. Times to wash hands: before and after Recess, before and after Lunch, and after using the bathroom

- Students need to wash their hands with soap and warm water for 20 seconds
 - a. Recommended: singing “Happy Birthday” is about 20 seconds
 - b. Follow the instructions on the sign (washing between fingers, both sides of hand, etc.)
 - c. Avoid touching eyes, nose, or mouth afterwards
 - d. Use the paper towel to open the door
 - e. Dispose paper towel into the additional garbage bin outside of restroom

No-sharing Policy:

1. Items that should not be shared are:
 - a. Food
 - b. Water bottles
 - c. Masks
 - d. Personal hand sanitizer
 - e. All Supplies

Sneeze and Cough protocols for students

Sneezing & Coughing Policy & Instruction:

1. Students must sneeze or cough inside their shirt, with their mask on.
 - a. Students will be given a Kleenex by teacher upon request, to limit student movement in the classroom.
 - b. If the mask is soiled and disposable, students will put the soiled mask in the trash bin and will be given another disposable mask.
 - c. If the mask is soiled and non-disposable, students will be given a small baggie (Ziploc) to store soiled mask to be washed at home and will be given a disposable mask.

2. If a Kleenex is used, students (one at a time) must walk soiled Kleenex to the trash bin and then sanitize hands afterwards before returning to their seat.
 - a. Students should avoid touching their eyes, nose, or face afterwards

Discipline policy for misuse of protective equipment and violation of social distancing protocols

At St. James, we are committed to restorative justice approaches. To prevent any misuse of protective equipment and violation of social distancing protocols, teachers will:

- Frontload safety procedures and protocols
 - Utilize our regular classroom management routine
 - Implement lesson that teach the why:
 - Importance of public safety
 - Being compassionate and empathetic for others
- Students will demonstrate their understanding of the safety procedures and protocols.
- Recite safety procedures as part of morning assembly
- Post signs in the classroom and hallways as daily reminders of safety procedures and protocols
- It is understandable that students will need about 2 weeks to learn and practice all the necessary safety procedures and protocols.

In the event that a student or groups of students misuse protective equipment and violate social distancing protocols after the 2 week grace period, the following will be implemented:

- For minor infractions, students will be given 1 warning by the homeroom teacher.
 - A conversation will be held between teacher and student
 - A follow-up conversation with the parent will be held if deemed necessary
- For severe or repeated infractions, a conversation will be held between teacher, administrator, and student.
 - Follow up consequences will be given on a case by case basis
 - To ensure the safety of our community, consequences may include (but are not limited to): detention, loss of privileges, in-school suspension, out-of-school suspension.

*Please NOTE: Situations will be evaluated on a case by case basis and addressed according to student need when deemed necessary.

Emergency Protocols

The school will follow the usual protocol for earthquake, fire, and lockdown drills.

The only changes include:

- Practice new location and spacing alone with cohort before practicing as a school
- Additional social distancing outside when lining up with class/cohort
- Additional social distancing between classes/cohorts

Social Distancing in the Classrooms- Maintenance
On Campus Protocols (In-School & Hybrid):

Schools are responsible for maintaining all health and safety protocols in active/utilized classrooms and instructional spaces. The following additional protocols support maintenance efforts of school personnel.

Classroom Maintenance Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Create and maintain rosters identifying student composition of all cohorts			Maintenance Document
Limit staff rotation between cohorts and reflect all assigned staff in every cohort list			Maintenance Document
Policy on mixing of cohorts and record keeping for track and trace efforts			Maintenance Document
Maintain training for staff to recognize signs and symptoms of student illness			Maintenance Document
Policy of shared use of electronic and instructional devices			Maintenance Document
Creation of DL Plans that are in place whether students are exclusively in class or in hybrid versions of class			Maintenance Document
Classrooms outfitted with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned)		Alex & Jorge Purchased	Maintenance Document

Create and maintain rosters identifying student composition of all cohorts

2020-21 Perspective Classes

Grade	Class Size	Roster
K	20	1 Aguilera, Luis 2 Aleman, Azaliah 3 Canseco, Maya 4 Carreon, Allison 5 Conway, Kevin 6 Covell, Samson 7 Franco, Elizabeth 8 Garcia, Gemma 9 Giron, Emmanuel 10 Hernandez, Melina 11 Hinojosa, Kelsey 12 Leyva, Claudia 13 Mejia Contreras, Delilah 14 Padilla, Annabel 15 Ramaswamy, Jayin 16 Rodriguez, Daniel 17 Santana, Heybar 18 Silva, Ashley 19 Vasquez, Raina 20 Vega Sola, Cristina
1	12	1 Anzueto, Bryana 2 Bonilla Folgar, Maverick 3 Garcia, Santiago 4 Harp, Bianca 5 Ledesma, Miluska 6 Lepe Lara, Javier 7 Perez, Brandon 8 Rodriguez, Siara 9 Romero, Ethan 10 Salinas, Alexander 11 Silva, Emanuely 12 Zapeta, William
2	11	1 Arita, Valentina 2 Castro, Lilieth 3 Guzman, Camila

St. James Reopening Plans

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		4 Hernandez, Jaydan 5 Jimenez, Brittany 6 Martinez, Yahoska 7 Mejia, Susana 8 Ochoa, Yasmin 9 Rodriguez, Michelle 10 Valle, Andrea 11 Yescas, Camila
3	14	1 Cardenas, Yosef 2 Carreno, Miguel 3 Castillo, Alejandro 4 Duran, Hector 5 Franco, Ashley 6 Hernandez, Eli 7 Hinojosa, Bradley 8 Leiva, Evie 9 Montez, Lana-Marie 10 Reyes, Gemma 11 Rodas, Camila 12 Tiffer, Enzo 13 Watan, Kieran 14 Zapeta, Christian
4	14	1 Aguilera, Bianca 2 Campos, Giovanni 3 Garcia, Emiliano 4 Giron De Leon, Allison 5 Gutierrez, Jacob 6 Jimenez, Bethany 7 Marin-Valencia, Layla 8 Mendoza, Gabriel 9 Perez, Natalie 10 Prado, Nicolas 11 Rodriguez, Camila 12 Trejo, Isaac 13 Yepez, Julian 14 Zumaeta, Leonardo
5		1 Amayo, Jacob 2 Anzueto, Joseph 3 Campos, Raquel 4 Cesar Carbajal 5 Guardado, Rihana 6 Gutierrez, Jarret

		<p>7 Quintanilla, Leovanni 8 Silva, Allan 9 Tusi, Maifala 10 Yescas, Alexander</p>
6	<p>28 Group 1: 14 Group 2: 14</p>	<p>Group 1: Group 2:</p> <p>1 Bibiano, Nathalie 2 Carreon, Bridgette 3 Cordova, Geleena 4 Cuellar, Uriel 5 Delgado, Angel 6 Duran, Christopher 7 Galvan, Jose 8 Gutierrez, Estrella 9 Guzman, Daniel 10 Hicho, Aisha 11 Jimenez, Andrea 12 Jimenez, Jonathan 13 Marcial, Bryan 14 Martinez, Bianca 15 Martinez, Dulce 16 Mendoza, Dominic 17 Morales, Leyla 18 Pavon-Lopez, Jennifer 19 Reyes, Jocelyn 20 Rojas, Allison 21 Rosales, Alejandro 22 Ruiz, D'Angelo 23 Segovia Ramirez, Isaid 24 Tellez, Angelo 25 Valdez, Lucas 26 Vazquez, Fernando 27 Villanueva, Lila 28 Villanueva, Valeria</p>
7	11	<p>1 Agustin, Alex 2 Diaz, Alyssa 3 Guardado, Francisco 4 Hernandez, Joshuan 5 Leon, Yair 6 McCarver, Aliyah 7 Mendoza, Damian 8 Moya, Anakarina</p>

St. James Reopening Plans

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		9 O'Brien, Marie 10 Pineda, Andres 11 Quinonez, Marcelo
8	24	1 Aviles, Sofia 2 Bermudez, Raul 3 Betancur, Triana 4 Bojorquez Reyes, Lindsey 5 Brown, Camille 6 Cardenas, Lisandro 7 Cintora, Diana 8 Dang, Henry 9 De Leon, Arianna 10 Dominguez, Christopher 11 Ferreira, Christopher 12 Gebrzigher, Sosana 13 Gibson, Derron 14 Gimeno, Mivon 15 Huerta, Oliver 16 Huevo Cardenas, Susana 17 Joseph, Anisella 18 Marin-Valencia, Makayla 19 Munoz, Kaithlyn 20 Rivera, Gabriella 21 Rosales Jr., Oscar 22 Samayoa, Stephany 23 Sanchez-Jarquin, Amy 24 Soto Jr., David

**Limit staff rotation between cohorts
and reflect all assigned staff in every cohort list**

Grade	Class Size	Teacher	Additional Staff Member + Frequency	Room Location
K	25	C.Caputo	aide-daily R. Ellis- Fridays Leap Teacher- TBD	Auditorium
1	12	C.Herrera	R. Ellis- Wednesdays Leap Teacher- TBD	1st classroom
2	15	N.Martinez	R. Ellis- Wednesdays Leap Teacher- TBD	2nd classroom
3	15	M.McCaffrey	R. Ellis- Fridays Leap Teacher- TBD	3rd classroom
4	15	L.Alberti	R. Ellis- Wednesdays Leap Teacher- TBD L. Harp- TBD	4th classroom
5	11	L.Vantrease	R. Ellis- Fridays Leap Teacher- TBD L. Harp - TBD	5th classroom
6	29 Group 1: 15 Group 2: 14	H. Ahern	G.Curry- daily with Group 2 J. Hall- daily C.Cogliandro- daily R. Ellis- Fridays Leap Teacher- TBD L. Harp- TBD	Group 1: 6th classroom Group 2: lab
7	11	J. Hall	H.Ahern - daily C.Cogliandro-daily R. Ellis-Wednesdays Leap Teacher- TBD L. Harp- TBD	7th classroom
8	24	C.Cogliandro	H.Ahern- daily J.Hall- daily R. Ellis- Wednesdays Leap Teacher- TBD L. Harp - TBD	8th classroom

There will be a sign in sheet for each classroom/used space to track all adults who come through.
Example: Log in when Lucia comes in for Spanish; log in if Alex comes in for an observation, etc.
 Sign will be posted outside classroom door so that visitors can sign prior to entering the classroom.

Policy on mixing of cohorts and record keeping for track and trace efforts

Policy for mixing cohorts for Extended Care

- Students will begin a health screening test (same as morning) prior to entering extended care
- Students will wash hands as often as possible
- Students will stay within location (tentatively Kindergarten classroom; first floor hallway)
- Students will not share items
- Schedule:
 - Mondays - Distance Learning day
 - TBD: Extended Care is provided based on family need
 - Tuesday through Friday- in person instruction
 - Extended Care is provided
 - TBD: Mrs. Harp with K-4; AmeriCorps Volunteer with 5-8

Extended Care				
Grade	Total # per grade	Name of Students	Location	Staff Members
K				Mrs. Harp
1				
2				
3				
4				
5				AmeriCorps Volunteer
6				
7				
8				

Policy for mixing cohorts for recess/lunch

- There will be 3 separate recess times and 3 separate lunch times
- Cohorts (grades) will attend recess/lunch at the same time every day
- Students and staff will follow recess and lunch safety protocols
 - Students and staff will follow handwashing/sanitizing procedures for going to/from recess, before/after eating and after going to the bathroom.
 - Each cohort (grade) will be separated into designated sections of the yard - for sitting and playing.
- Bathroom visits will be monitored and tracked as to only allow 1 person at a time from the yard

Policy for bathroom use during class time

- Students should try to use bathroom during recess and lunch
- If a student really needs to use the bathroom during class time, they will follow these guidelines:
 - Teacher will complete a shared Google document that tracks and traces when a student in any grade leaves the classroom or the yard to use the restroom

- [SJS Bathroom Tracker](#)

- **Example of Bathroom Tracker:**

Name	Grade	Returned? <i>(put an X when student returns to class)</i>
Liana	5	X

- Teacher will not permit students to leave for the bathroom if there are more than 2 boys or 2 girls already signed out on the shared document
 - 1 girl and boy from inside (going to the bathroom during class)
 - 1 girl and boy from outside (going to the bathroom while in the yard - recess, lunch, or PE)
- Students will be trained to practice social distance protocols, handwashing procedures, and follow bathroom occupancy guidelines
 - Occupancy is 2 students per bathroom at one time (i.e one in the stall, one at the sink)

Maintain training for staff to recognize signs and symptoms of student illness

TENTATIVE PLAN OF STAFF MEETINGS AND TRAININGS

Time	Day 1
8:30-9:00	Arrival & Breakfast
9:00-9:30	Mood Check-in & Why? Growth Mindset ice breaker
9:30-11:00 *build in break	<p>Overview of COVID-19 Changes</p> <ul style="list-style-type: none"> ● Importance of social distancing, masks, hand washing, cleaning ● Understanding tracing and tracking ● What happens if someone tests positive? <ul style="list-style-type: none"> ○ Confidentiality - super important ○ Notification plan to community ● Entrance Protocols ● Health Screening & Noticing Symptoms
11:00-12:00	<ul style="list-style-type: none"> ● Student Instructions <ul style="list-style-type: none"> ○ How to teach students about COVID-19, social distancing, face masks, washing hands, sneeze/cough, discipline policy for misuse of masks/not following directions, creating a positive environment to prevent misuse of PPE ● Classroom Physical Design <ul style="list-style-type: none"> ○ Set up, walking paths, cleaning, water bottles, etc ● Collaboration of ideas, effective strategies with new seating arrangements and rules
12:00-1:00	<p>LUNCH</p> <ul style="list-style-type: none"> ● Best Practices that teachers are going to implement this year: <ul style="list-style-type: none"> ○ DL ○ Planbook - what positives did you find in using this platform? What do you need help with in moving forward?
1:00-2:00	Class Dojo Presentation (set up account/explore)
Day 2	
9:00-11:30	<p>Over of COVID-19 Changes (cont'd)</p> <ul style="list-style-type: none"> ● Teacher Schedule - specials, yard duties, earlier start time ● Recess/Lunch Schedule ● Policy for monitoring student bathroom use during recess/lunch

<p>11:30 - 12:30</p> <p>12:30 - 1:30</p>	<p>BREAK</p> <ul style="list-style-type: none"> ● Policy of mixing cohorts ● Hallways and Stairways - direction of walking/6ft. apart markers ● Bathroom Policy ● Dismissal Procedures ● Extended Care <p>LUNCH</p> <p>DL plans - setting things up right away</p> <ul style="list-style-type: none"> ● Apps and logins ● Turning in assignments ● Using zoom ● Time management (using timers, setting up breaks, etc) ● What materials will you send home?
<p>Day 3</p>	
<p>9:00-10:00</p> <p>10:00-11:00</p> <p>11:00-11:15</p> <p>11:15-12:30</p> <p>12:30-1:30</p> <p>1:30-3:00</p>	<p>PD: Parent Communication</p> <p>Year of Focus</p> <ul style="list-style-type: none"> ● Faculty Handbook ● Meeting deadlines in order to be considerate of others' time ● Take initiative to problem-solve (familiarize yourself with anything newly presented) <p>BREAK</p> <p>Shared Jobs List/Teacher Roles</p> <ul style="list-style-type: none"> ● Take initiative <p>Events - cancellations, modifications, etc.</p> <p>LUNCH</p> <p>Freckle</p> <ul style="list-style-type: none"> ● What worked? ● What reports are we going to utilize moving forward? <p>STAR</p> <ul style="list-style-type: none"> ● Review changes/updates ● What reports we should all be utilizing moving forward?

St. James Reopening Plans

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Day 4	
8:30 - 1:00	CPR Certification
1:00 - 2:00	LUNCH
2:00 - 3:00	Diversity and Inclusion Training <ul style="list-style-type: none">● Adult Mentor Text: <i>Stamped: Racism, Anti Racism, and You: A Remix of the National Book Award-winning Stamped from the Beginning</i> by Ibram X. Kendi and Jason Reynolds<ul style="list-style-type: none">○ Free curriculum guide● How to incorporate diversity and inclusion into our curriculum?<ul style="list-style-type: none">○ How can we schedule it into our day?
Day 5	
9:00-12:00	Retreat

Policy of shared use of electronic and instructional devices

Electronic Devices

- Each child will have their own device
- Ipads will be wiped down:
 - Before and after each use → K-2
 - Before recess, lunch, and at the end of the day → 3-8
- Teachers will collect ipads at end of day and plug in
- Shared devices will be limited to shared use and done if needed within cohort
 - Names will be on shared devices so to limit multiple use
- Each student will have their own personal headphones

Manipulatives

- Each child will have own set kept in bag/box at the student's desk
 - Before and after each use, student will wipe down
- Use of disposable manipulatives is preferred
- Each student will have their own dry erase board and marker (labeled)

Instructional aides

- Classroom dry erase markers and erasers will not be shared and will be wiped down periodically during the day.
- All devices used will be wiped down:
 - Before and after each use → K-2
 - Before recess, lunch, and at the end of the day → 3-8

Student supplies

- Pencils will be available on request
- Broken pencils will be collected at end of class and wiped done and sharpened
- Students will not share any supplies
- Necessary supplies (i.e. paper, pencils) available on request

Creation of DL Plans that are in place whether students are exclusively in class or in hybrid versions of class

IN-PERSON MODEL

In the event that the school is able to re-open, but some families choose to keep student at home, the teacher will need to do the following to allow online access to instruction:

1. Set Expectation for Families

Students/families at home will need to be very responsible in following along with the schedule and complete assignments daily within the school day (7:45 am to 3:00pm), as the teacher will not be able to be as accessible when working with at-school students.

2. Instruction

- a. Establish a centralized platform to post daily assignments.
- b. Teachers will live stream direct-instruction lessons with at-school students via Zoom.
 - i. Session does not need to be continuously running (i.e end mtg for recess or lunch)
- c. A general schedule of the day needs to be provided, so students know when to log back on for instruction.

3. Assignments

- a. Assignments should be planned and posted ahead of time or at a scheduled time, so that at-home students can access them after the instructional Zoom session.
- b. If there is a change in a lesson or assignment, the teacher will post adjusted assignments.

4. Questions

- a. Teachers will attempt to answer questions or check for understanding via Zoom when instruction is completed and in-school students begin independent work.
- b. If there are no questions or confusion at the moment, then at-home students can complete posted assignments.
 - i. It is advised that at-home students start posted assignments while also on Zoom, if possible, to ensure there are no questions.
- c. If a question or confusion does arise and they are not on Zoom, it is expected that at-home students can ask at the next instructional Zoom session.

St. James Reopening Plans

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- i. If the question was posed through email or message, then it is expected that at-home students will need to wait until the next available time for the teacher to respond.

HYBRID MODEL

In the event that the school is able to re-open, but is maintaining a hybrid model (i.e. DL once a week -Monday), the teacher needs to consider the following items:

**it is also advised to look at full DL guidelines.*

1. Planning

- a. Consider what core content is necessary to teach on DL day and what can be completed and can easily be followed-up during the next in-school day.

2. Instruction and Availability Hours

- a. Zoom class (direct instruction) 8:00 am -10:00 am
 - i. 8:00 am to 9:00 am- take attendance; instruction
9:00 am to 9:20 am- break (use restroom and eat a snack)
9:20 am to 10:00 am- continue instruction
(Note: Teachers consider 20 mins stretches of direct instruction. Consider age appropriate attention spans.)
 - ii. Middle School teachers meet with their homeroom, and then rotate weekly to meet with the other two grades to vary content and accessibility.
 1. Other two grades will be addressed during office hours.
- b. Additional Zoom sessions for office hours or small group instruction should occur to lessen parent/student messages/emails seeking assistance for assignments.
 - i. Small group instruction groups can rotate weekly or based on need from 11:00 am to 12:00 pm.
 - ii. Office hours should be at least 1 hour between:
 1. K-5 → 1:00 pm to 2:00 pm.
 2. Middle School → 1:00 pm to 3:00 pm.
- c. Set expectations with families of your availability to answer emails/messages.
 - i. Non-assignment related emails/ messages should be responded to within a 24 hour period.
 - ii. It is up to teacher discretion when to respond, but should take in account the specific need of the parent/student.
- d. Turn-in time for assignments should be between 8:00 am- 3:00 pm
 - i. Last assignment should be turned in by 3:00 pm
 - ii. Exceptions can be made to families who reach out to the teacher directly.

3. Assignments

- a. Consider posting up to 6 total "class" assignments on DL day that target essential standards.
 - i. Level 1: 2 Reading, 1 Math, 1 Writing/Grammar, 1 Religion or S.S. or Science
 - ii. Level 2: 1 Reading, 1 Math, 1 Writing/ Grammar, 1 Religion, 1 S.S or Science
 - iii. Level 3: 1 Reading, 1 Math, 1 Writing/Grammar, 1 Religion, 1 S.S., 1 Science
- b. What is not included in the 6 assignments should be added as extra practice-optional for students to complete.
 - i. i.e- Art or STEM based, PE activity, extra practice on Freckle, home activity (build a fort and read, cook a recipe and record yourself explaining how to make it, etc.)
- c. Homework will be given as needed.

Schedule - Distance Learning MONDAYS	
Time	Description
8:00am - 10:20am	Zoom Direct Instruction *take a break around 9:00 am - 9:20am *let students get up, go to bathroom, drink water, get snack at this time
10:20am - 11:00am	Student works independently at home
11:00am - 12:00pm	Small Groups
12:00pm - 1:00pm	Lunch for students and teachers
1:00pm - 2:00pm	Office Hours K-5 *grades 6-8 will go until 3:00 pm

****PLEASE NOTE:** Art, PE, and Spanish will be offered on campus in any model of learning (in-person, hybrid, or distance learning).*

FULL/DAILY DISTANCE LEARNING MODEL

*In the event that the school needs to transition to **full** Distance Learning (DL), the following items need to be distributed to students and families:*

1. Technology
 - a. Devices and chargers (as needed)
 - i. [DL - Device Sign-out List](#)
 - ii. Contract
 - b. Headphones (as needed)
 - c. App Information
 - i. Login card or page
 - ii. Instructions for using apps
 - iii. List or link of all apps - consider creating a [Symbaloo](#)
2. Instructional Materials
 - a. Textbooks and workbooks
 - b. Notebook, binder paper
 - c. Packet - consider updating this monthly or each trimester to reflect the topics to cover/review
 - d. Current topic manipulatives (base ten blocks, fraction tiles, geometry tiles, etc.)
 - e. Pencil bag
3. Arts and crafts supplies
 - a. Scissors, glue, colors, etc.
 - b. Paper
4. Personal items
 - a. Mask(s)
 - b. Water bottle

In the event that the school needs to transition to Distance Learning (DL), teachers need prepare by:

1. Cleaning
 - a. Follow end of the day procedure
 - b. [Page](#)
2. Planbook
 - a. Update DL Plan in your daily lesson planning - What would you do if we were to transition to DL?
 - i. Include a short description of how to modify each lesson
3. Instruction
 - a. Class Instruction, Small Group Sessions, and Office Hours Schedules are listed below
 - i. Additional Zoom sessions for office hours or small group instruction should occur to lessen parent/student messages/emails seeking assistance for assignments.

Grades K-5 Schedule

8:00 am to 9:00 am- take attendance; instruction

9:00 am to 9:20 am- break (use restroom and eat a snack)

9:20 am to 10:20 am- continue instruction

(Note: Teachers consider 20 mins chunks of direct instruction. Consider age appropriate attention spans.)

Schedule - Distance Learning K- 5th	
Time	Monday to Friday
8:00am - 9:00am	Class Instruction *take attendance
9:00am - 9:20am	Break
9:20am - 10:20am	Class Instruction
10:20am - 11:00am	Break
11:00am - 12:00pm	Small Group Instruction
12:00pm - 1:00pm	Lunch Break
1:00pm - 2:00pm	Office Hours
3:00 pm	Assignments Due

***PLEASE NOTE:** Art, PE, and Spanish will be offered on campus in any model of learning (in-person, hybrid, or distance learning).

Grades 6-8 Schedule

8:00 am to 9:00 am- Block 1
 9:00 am to 9:20 am- break (use restroom and eat a snack)
 9:20 am to 10:20 am- Block 2
 10:00 - 11:00 Break
 11:00 - 12:00 Block 3
 12:00 - 1:00 Lunch
 1:00 - 2:30 Office Hours (as scheduled by each teacher)

Time	Monday, Tuesday, Thursday, Friday	Wednesday
8:00-9:00 Direct Instruction	6th Hugh - Science/Grammar 7th James - Lit/Religion 8th Carol - Math/SS	6th Hugh - HR/PE 7th James - HR/Spanish 8th Carol - HR/Art
9:20-10:20 Direct Instruction	6th James - Lit/Religion 7th Carol - Math/SS 8th Hugh - Science/Grammar	6th James - HR/Art 7th Carol - HR/PE 8th Hugh - HR/Spanish
11:00-12:00 Direct Instruction	6th Carol - Math/SS 7th Hugh - Science/Grammar 8th James - Lit/Religion	6th Carol - HR/Spanish 7th Hugh - HR/Art 8th James - HR/PE
1:00-1:30 Office Hours	6th Hugh - Science/Grammar 7th James - Lit/Religion 8th Carol - Math/SS	Students catch up. Teachers can pull small groups as needed, offer office hours, or use time to catch up.
1:30-2:00 Office Hours	6th James - Lit/Religion 7th Carol - Math/SS 8th Hugh - Science/Grammar	
2:00-2:30 Office Hours	6th Carol 7th Hugh - Science/Grammar 8th James - Lit/Religion	

***PLEASE NOTE:** Art, PE, and Spanish will be offered on campus in any model of learning (in-person, hybrid, or distance learning).

4. Expectations with students and families:
 - a. Teacher availability to answer emails/messages:
 - i. Students are encouraged to attend Office Hours for questions related to the day's assignments.
 - ii. Non-assignment related emails/ messages should be responded to within a 24 hour period.
 1. It is up to teacher discretion when to respond, but should take in account the specific need of the parent/student.
 - b. Attendance includes: attending every class Zoom session with camera on- showing live face, and engaged during session
 - c. Focus from home includes: sitting in an upright position (ideally a table), device in a sturdy position, use the restroom prior to class Zoom session, having materials and water next to them.
 - d. Turn-in time for assignments should be between 8:00 am- 3:00 pm
 - i. Submit assignments as they are completed throughout the day.
 - ii. Final submission of assignments is 3:00 pm
 1. Exceptions can be made to families who communicate to the teacher directly.
5. Assignments
 - a. Class assignments target essential standards
 - b. Teachers will post assignments on (platform)
 - c. Some assignments may be given as optional
 - i. Level 1: about 4 to 5 total assignments - 2 Reading, 1 Math, 1 Writing/Grammar, 1 Religion or S.S. or Science
 - ii. Level 2: about 5 total assignments - 1 Reading, 1 Math, 1 Writing/ Grammar, 1 Religion, 1 S.S or Science
 - iii. Level 3: what is deemed necessary per subject
 - d. What is not included in the 6 assignments should be added as extra practice- optional for students to complete.
 - i. i.e- Art or STEM based, PE activity, extra practice on Freckle, home activity (build a fort and read, cook a recipe and record yourself explaining how to make it, etc.)
 - e. "Homework" = work assigned and completed after 3:00 pm
 - i. Homework will be given as deemed necessary
6. Grading/ Evaluation
 - a. Grading includes: attending/actively participating in class Zoom session, completing assigned work for the day, homework (middle school), and summative assessments.
 - b. Teachers will follow the same progress report and report card format and schedule.
 - c. Teachers will follow the same grading policy as in-person instruction.
 - i. If a valid reason is communicated to the teacher, either by student or parent, that an assignment cannot be turned in on time, then the late submission will not impact grade.
 - ii. If there is no communication with the teacher, late submission of the assignment will impact grade.

- iii. K-2: PR and RC evaluations will be based on 1:1 assessment via Zoom and active participation during Zoom class (as well as classwork).

7. Family Communication

- a. All teachers will continue to use the same communication platform schoolwide.
 - i. Send updates or reminders daily or weekly
 - ii. Set event reminders on Class Dojo for class Zoom Sessions, School-wide Zoom sessions, or grade-specific events
- b. Communicate student progress
 - i. Grades are updated weekly
 - ii. Comment on posted assignments that parents can review (teacher goal is to give each student at least one piece of feedback each week)
 - iii. Send an additional message about specific student performance weekly (positive praise and areas for growth)
 - iv. Check-in with families if student work is inconsistent daily
 - v. Conduct a parent-teacher conference with each family via Zoom or phone call when necessary
 - vi. Parent-teacher conferences will be conducted with each family at mid trimester

Classrooms outfitted with protective equipment and cleaning supplies for use and distribution as needed (both planned and unplanned)

General Notes:

- All teacher's desks have desk shields/barriers.
- Each classroom and outdoor space has cleaning supplies.
- Each classroom and outdoor space has extra protective equipment for distribution.

Planning for Social Distancing Outside of the Classroom

Social Distancing on Campus - On Campus Protocols (In-School & Hybrid):

Schools are responsible for creating and maintaining plans that outline and enforce social distancing measures on the school campus. These plans must include physical adaptations and visual reminders to reinforce taken measures.

Campus Social Distancing Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Develop scheduling that facilitates reduced mixing of student cohorts at school			Social Distancing Outside Classroom Document
Develop schedules and maps for entering and exiting the building			Social Distancing Outside Classroom Document
Develop schedules and maps for all outdoor spaces where heavy foot traffic is possible			Social Distancing Outside Classroom Document
Create and post signs, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus			Social Distancing Outside Classroom Document
Install sanitation stations in all populated areas			Social Distancing Outside Classroom Document
Create and enforce maps and guidelines directing students into buildings without congregating in outdoor spaces (including holding areas and passing areas)			Social Distancing Outside Classroom Document
Create and post policies that limit visitors on campus, including procedures for parents			Social Distancing Outside Classroom Document
Develop policies for all required school gatherings. All other large gatherings should be avoided. (refer to county health guidelines)			Social Distancing Outside Classroom Document
Publish communal spaces on campus that will remain closed			Social Distancing Outside Classroom Document
Update Extended Care policies to reflect all school policies for social distancing.			Social Distancing Outside Classroom Document

Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements.			Social Distancing Outside Classroom Document
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Develop scheduling that facilitates reduced mixing of student cohorts at school

General Notes:

- Morning Assembly/Prayer will occur in the classroom, via Zoom
- We will have 3 morning recess periods and 3 lunch periods as to lessen the amount of students in the yard at any one given time
- Students will be divided into sections when using the yard to prevent mixing of cohorts
- Grades 1, 2, 3, 4, 5, 7, and 8 all fit safely in their classroom, abiding by social distancing protocols
- Grade K will move classroom to the auditorium to allow for more space for social distancing
- Grade 6 will break into 2 cohorts
 - One cohort will sit in classroom
 - Other cohort will sit in Learning Oasis Lab and livestream into class
- All teachers will stay with their class during Recess
 - teachers will relieve each other for quick bathroom breaks
- All teachers will stay with their class during Lunch
 - Teachers will split the lunch period in half to have 20 minutes to eat/break and 20 minutes to supervise students
- Middle School Teachers will go into classrooms (to prevent student movement)
- Specialist Teachers will go into classrooms (to prevent student movement)
- Extended Care cohorts will be formed based on students who enroll/what grades they are in
 - Tentative Plan: Cohort 1 = grades K-4; Cohort 2 = grades 5-8
- We will have a strict bathroom use policy during recess, lunch, and class time
 - This includes teachers tracking/tracing who is in there at any given one time
- All school-wide events and assemblies will be modified, postponed, or cancelled

St. James Reopening Plans

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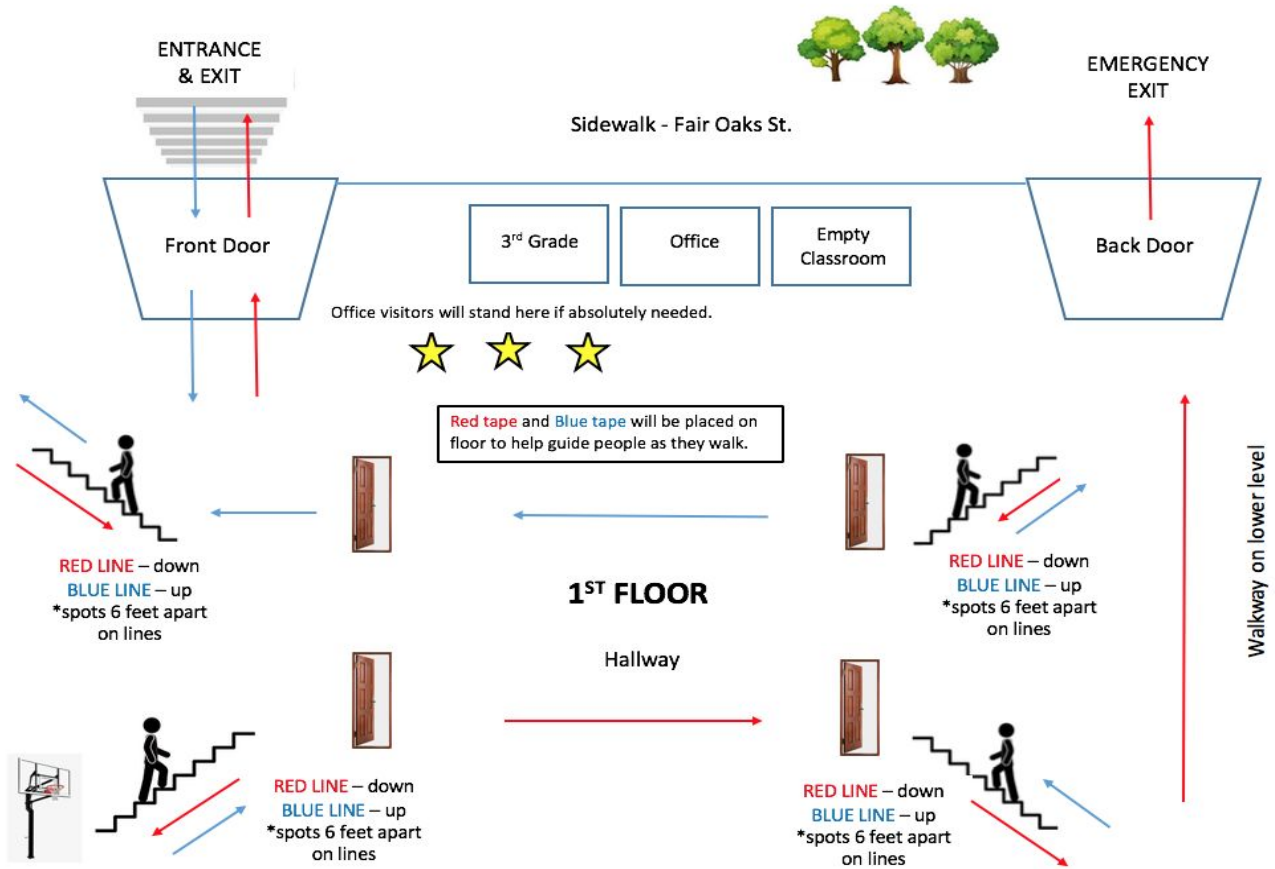
Develop schedules and maps for entering and exiting the building

Please note: **a front desk kiosk with barrier** may be placed at the front door to prevent visitors and parents from needing to walk into the building to get to the office

Schedules

- Morning Drop Off: 7:30 - 8:00 am
- Afternoon Pick Up: 3:00 pm

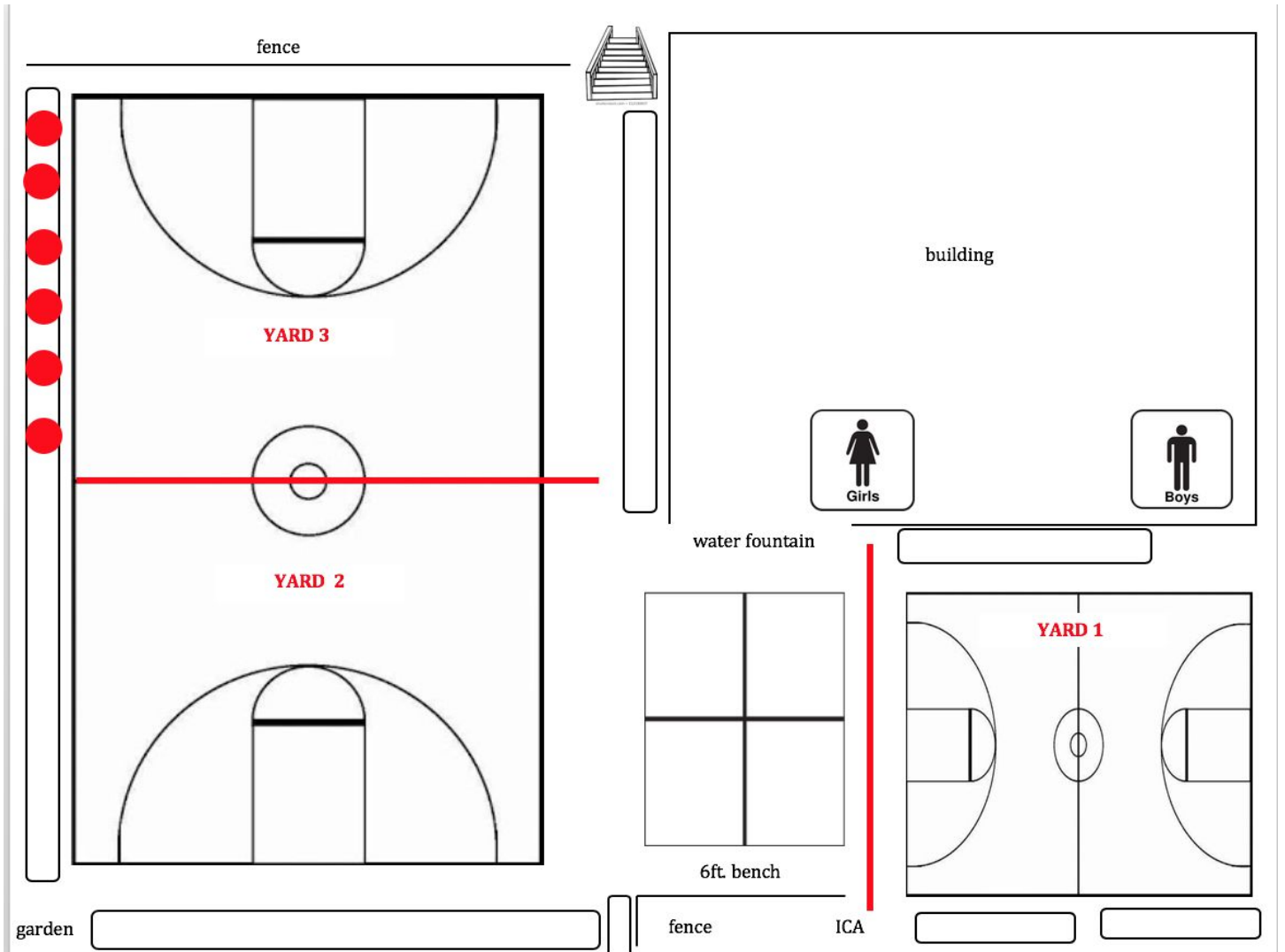
Map for Entering and Exiting Building



Develop schedules and maps for all outdoor spaces where heavy foot traffic is possible

Refer to the Physical Design section of this document for schedules of yard use - Plan A and Plan B schedule.

Map for Outdoor Space (yard)



Create and post signs, lines and arrows that facilitate traffic and enforce distancing guidelines in all populated areas of campus

Signs, lines, and arrows will be posted in the following locations:

Student Bathrooms:

- Max occupancy signs outside and inside each bathroom
- Social Distancing directions while inside (i.e. wait in your stall until sink area is clear)
- Handwashing guidelines

Teacher Bathroom

- Max occupancy signs outside and inside the bathroom
- Social Distancing directions while inside (i.e. wait in your stall until sink other person leaves the bathroom)
- Handwashing guidelines

Teacher's Lounge

- Max occupancy signs outside and inside the lounge
- Social Distancing markers on floor
- Rules for eating at table
- Handwashing guidelines

Workroom

- Max occupancy signs outside and inside the workroom
- Social Distancing markers on floor

Install sanitation stations in all populated areas

Sanitation stations will be installed in the following locations throughout the building:

1. All K-8 classrooms
 - a. Auditorium (Kinder)
 - b. Learning Oasis (6th Grade Cohort 2)
 - c. Avoid sending students to the main office - each classroom needs to have extra water bottles and snacks in case students forget
2. Main Office
3. Front door
4. Back door
5. Sink 1 - converting first floor water fountain area
6. Sink 2 - converting second floor water fountain area
7. Yard
8. Teacher Workroom (sanitizer & wipes only)
9. Teacher's Lounge (sanitizer & wipes only)

All sanitation stations will have the following supplies:

1. Hand sanitizer
2. Extra masks
3. Gloves
4. Baggies
5. Trash can
6. First aid kit

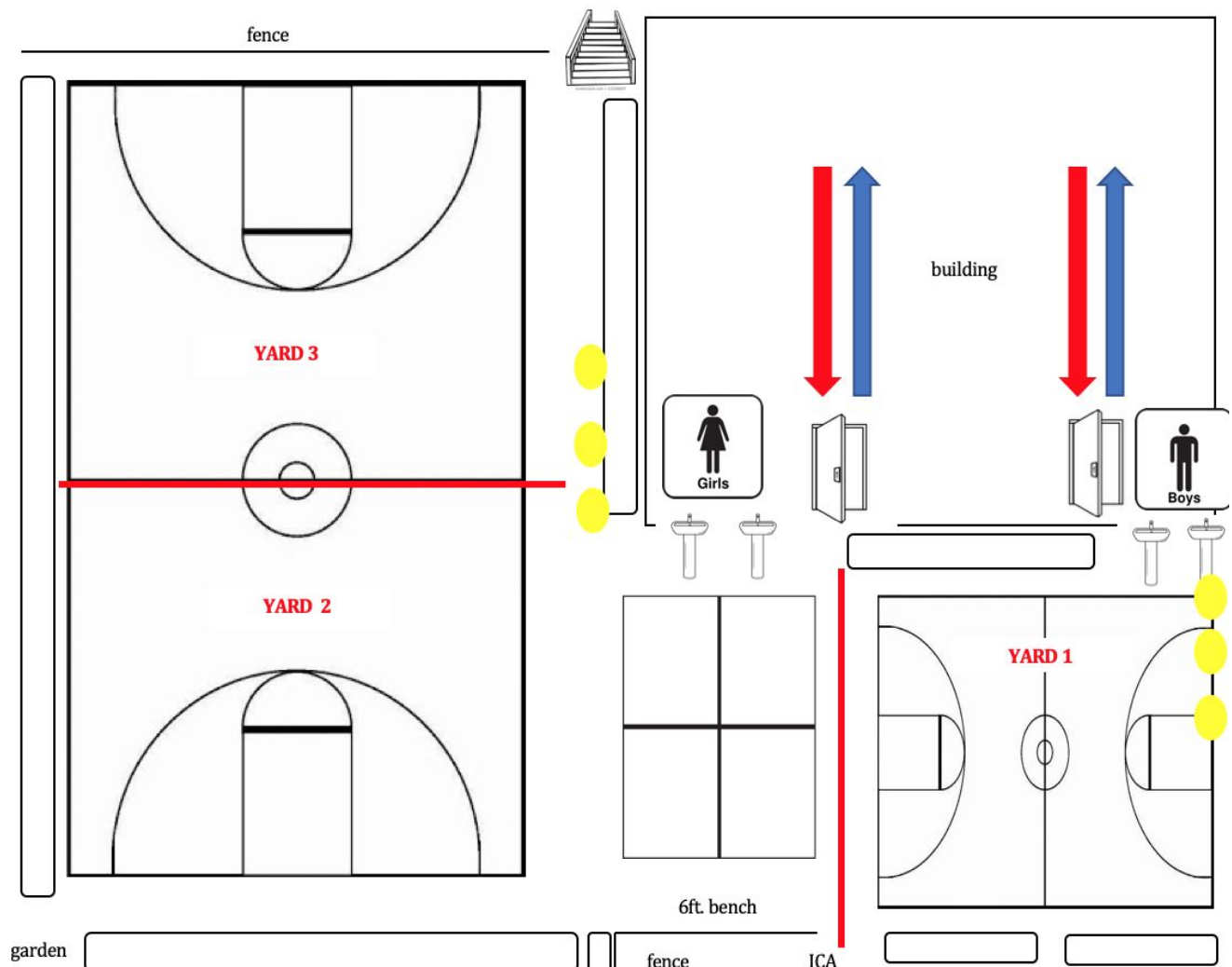
*Note - Avoid sending students to the main office unless seriously hurt

All classrooms and sanitation stations will have a 3-tiered cart to house supplies: [Target- 3-tier cart](#)

Create and enforce maps and guidelines directing students into buildings without congregating in outdoor spaces (including holding areas and passing areas)

Populated Area in the Yard

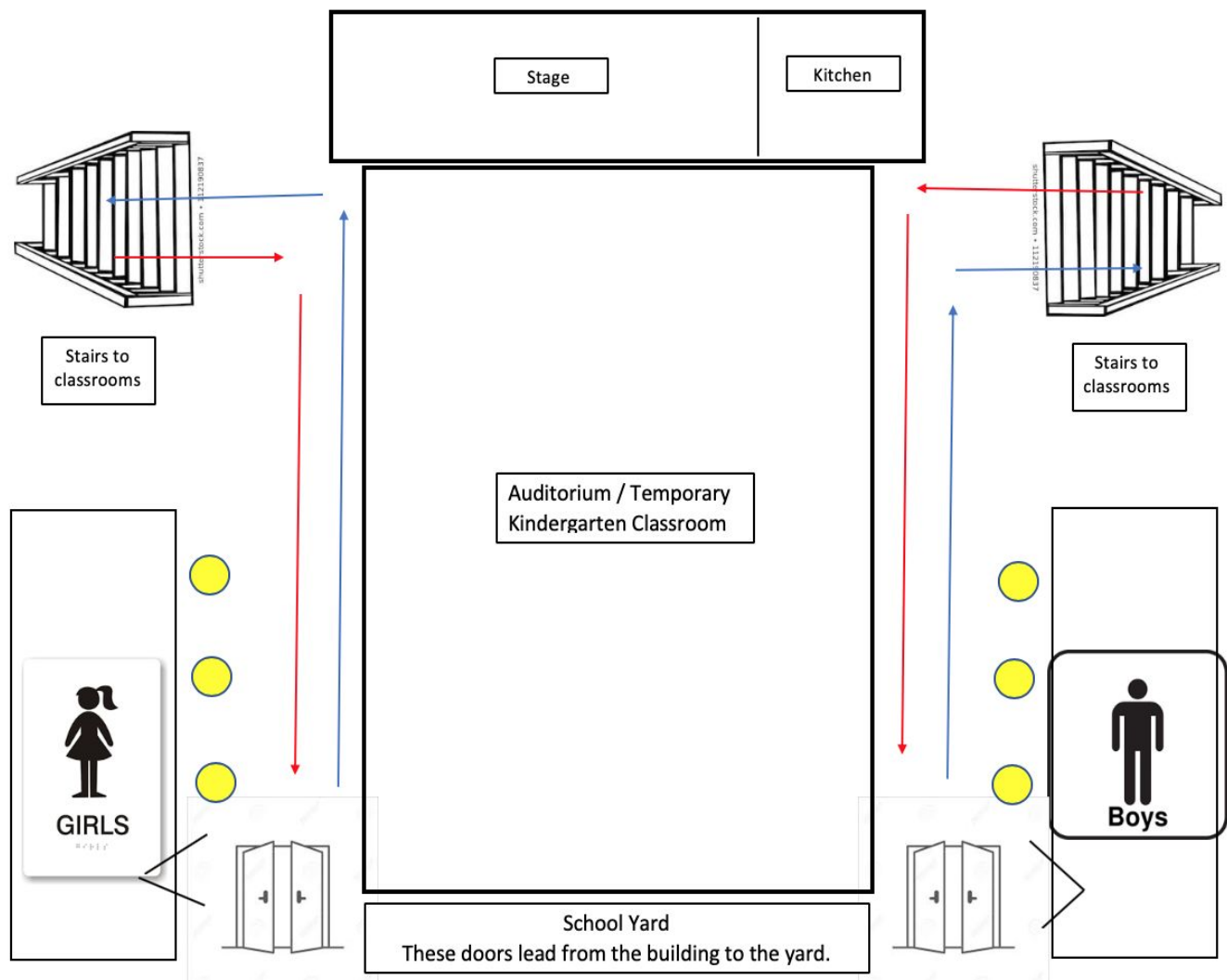
- After recess/lunch, students will stay in designated area until teacher escorts them into building for handwashing/return to classroom
 - Each grade will enter building one grade at a time
 - i.e. 1st grade will enter the building, 2nd grade waits, etc.
- **Red line/spots** (6ft apart)- exiting building
- **Blue line/ spots** (6ft apart)- entering building
- **Yellow spots** (6ft apart)- waiting to wash hands



Populated Area Outside the Bathrooms

Outside each bathroom, there will be markings on the floor to ensure that students social distance themselves from each other (in case they need to wait to enter).

- Red line/spots (6ft apart)- exiting building
- Blue line/ spots (6ft apart)- entering building
- Yellow spots (6ft apart)- waiting to use the bathroom



***NOTE: For maps that outline general hallway traffic, please refer to the Physical Design section of this document. For maps that outline entering and exiting the building, please refer to Entrance Protocols and/or Social Distancing Outside the Classroom.**

Create and post policies that limit visitors on campus, including procedures for parents

Policy for Visitors on Campus

Visitors include, but not limited to: UPS, USPS, School-related Personnel, etc.

Visitor will ring doorbell and Mrs. Lau will address needs through intercom

If entry is necessary, Mrs. Lau (or designated helper) will meet visitors at the main entrance.

Upon entry of the building, visitors will be required to:

- a. Complete Health Screening protocol
- b. Sanitize hands at the front door and again at the main office
- c. Appropriately wear face mask
- d. Wait/stand within 6ft.

Mrs. Lau (or designated helper) will complete the visitor roster

- e. Escort needed for deliveries and packages

Policy for Parents on Campus

- Parents who escort child to school in the morning or who wait for child on foot at dismissal, must adhere to the following procedures:
 - Put face mask appropriately on your face BEFORE you approach the front door
 - Drivers: put mask on in your car
 - Walkers: put mask on at the corner
 - Wait on markers on the sidewalk for child to enter/exit building
- Parents will be required to make an appointment to meet with any given staff member, including Mrs. Lau.
 - If it is an emergency, parents should follow “regular visitor on campus” protocol.
- Parents will ring the doorbell and Mrs. Lau will address needs through the intercom.
- If entry is necessary, Mrs. Lau (or designated helper) will meet parents at the main entrance.
- Upon entry of the building, parents will be required to:
 - Complete health screening protocol
 - Sanitize hands at the front door and again at the main office
 - Appropriately wear face mask
 - Wait/stand within 6ft.
- Mrs. Lau (or designated helper) will complete the visitor roster
 - If needed, Mrs. Lau will escort to main office
 - Mrs. Lau’s desk/office area will have a barrier for protection

Policy for Dropping off Lunch, Homework, etc.

Dropping off lunches or homework is not allowed.

Policy for School Tours/Prospective Families

1. School tours should be scheduled for after-school hours or on weekends (when no students are present)
 - a. We will also offer a video (virtual) tour on our website
2. Participants in school tour will adhere to the following procedures:
 - a. Complete a verbal health screening
 - b. Sanitize hands at the front door
 - c. Appropriately wear face mask
 - d. Wait/stand within 6ft.
 - e. Follow directions of tour guide

**Develop policies for all required school gatherings.
All other large gatherings should be avoided.
(refer to county health guidelines)**

- No field trips
- No snack sales
- Birthdays and Holidays will be acknowledged, but class parties and celebrations will be modified. (No food or goodie bags are allowed at this time.)
- Koins for Kids - TBD

Cancelled School-Wide Events	Events that can be adjusted or modified
Thanksgiving Play (K-2)	Back to School Night/Tostada Dinner
Christmas Concert	Halloween Carnival
Spring Concert	St. Nick's Feast Day
Talent Show	Catholic Schools Week Activities
CYO Camp	Prayer Services/ Feast Day Masses
Field Day	Sacraments- First Communion/ Confirmation
Weekly Mass	Graduation
Faith Families	
Choir	

Update Extended Care policies to reflect all school policies for social distancing

Extended Care policy

- Students will begin a health screening test (same as morning) prior to entering extended care.
- Extended Care leaders will implement times for handwashing/sanitizing
- Students will stay within designated location
 - tentatively Kindergarten classroom & first floor hallway
- Students will not share items.
- Schedule (for Hybrid Model)
 - Mondays - Distance Learning day
 - TBD: Extended Care is provided based on family need
 - Tuesday through Friday- in person instruction
 - Extended Care is provided
- Students will be placed into 2 cohorts
 - Group 1: students from grades K-4
 - Group 2: students from grades 5-8
- When a student is being picked up from Extended Care, the parent will ring the doorbell, and the child will be escorted to the car.

Refer to local sports authorities and DPH and CDC guidelines for all extra-curricular and athletic programs and requirements.

- St. James only sponsors teams in CYO.
- Our principal is our Athletic Director, therefore we are in direct contact with Melvin Landry, Reid Ellis and Tabia Ye.
- We follow all CYO guidelines.
- Right now there are no Fall sports offered.

Notice of Infection and Confidentiality Regulations

Confidentiality Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
Non-identifiable COVID-19 exposure notification form (provided by DCS)		✓ Per ADSF, these forms will be ready for us to complete soon.	
Site policy statement regarding limited notification of Covid-19 exposure on campus (Provided by DCS)		✓ Per ADSF, these forms will be ready for us to complete soon.	
Notification plan for applicable internal community regarding exposure(s)		✓ Per ADSF, these forms will be ready for us to complete soon.	
Clear <i>non-disclosure with external sources</i> training with all employees		✓ Per ADSF, these forms will be ready for us to complete soon.	
Contact information for local health department officials		✓ Per ADSF, these forms will be ready for us to complete soon.	

Managing Finances

Managing Finances Requirement, Administrator Checklist	Not Yet Started	In Progress	Completed <i>(addendum/documentation included in submitted report)</i>
<p>Tuition Conservatively estimate a potential shortfall in collections</p> <p>Communicate clearly tuition collection expectations and deferrals of obligation with a set due date</p>			SJS 2020-2021 Budget
<p>Budgeting Conservatively budget for the 2020-2021 school year considering: staffing, resources, supplies, technology, facilities, PPE</p>			SJS 2020-2021 Budget
<p>Scholarship Maximize financial aid for families</p> <p>Explore venues to financial support students</p>			SJS 2020-2021 Budget
<p>Fundraising Explore other venues for raising funds outside of events (large gatherings)</p>			SJS 2020-2021 Budget