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**Re-opening School Plan**

**St. Joseph School**

**August, 2021**

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**Message from the Superintendent**

Dear School Leaders,

*Faith in Our Future* was a strategic planning initiative that the Office of Catholic Schools implemented in the fall of 2013 and still continues today in our 42 Catholic schools. These past few months have certainly shown us, as a faith community, that we may not know what the future holds, but what we DO know is that it rests in **Jesus Christ**:

**“For I know Him in whom I have believed and am confident that He is able to guard what has been entrusted to me until that day.”** (2 Timothy 1:12)

As we prepare to re-open our Catholic schools in August 2020 after an unprecedented pandemic, let us again look to the **One** in Whom we do believe, and let us go forth confidently with ***faith in our future*** as **He** promises to guard and protect. Amen!

***Dr. Sharon Weiss***

Superintendent of Schools

Catholic Diocese of Peoria



**Fact Sheet**

School Name: St. Joseph School

Location(s): 300 South 6th Street, Pekin, IL 61554

Pastor/Chaplain: Father Mike Andrejek

Principal: Mrs. Mary Jo Sarff

School Reopening Team Members:

School Phone: 309-347-7194

Approximate number of students: 120

Approximate number of full-time faculty & staff: 22

School email: msarff@stjosephschoolpekin.com

School website: http://www.stjosephschoolpekin.com/

Social media- links: https://www.facebook.com/

**OCS Review of Plan**

Date:

Approved Returned for Revision

**School Reopening Plan Development Timeline**

**During June 2020, the principal will:**

Collaborate with a few trusted individuals (pastor, parochial vicar, chaplain, lead teacher, school secretary) to **work on a draft** of the school’s reopening plan. This draft will outline actions that will be taken in the five areas.

**During June 2020, the principal will:**

1. Convene a meeting of the **School Re-Opening Team** to review the proposed draft.
2. Consider including other stakeholders on the re-opening team: a healthcare professional, school custodian or cleaning service employee, maintenance worker, and parish council member (if applicable).
3. The team reviews, discusses and amends the plan, as needed.

**During the last week of June, the principal will:**

1. Make final edits and submit the school’s **Building Template** to the Office of Catholic Schools no later than **Tuesday, June 30, 2020.**
2. The school’s Building Template will be evaluated by the Office of Catholic Schools and will be returned to the principal **during the month of July.**

**Before or during the first week of August, the principal will:**

1. Convene a meeting of the School Re-Opening Team to **discuss implementation** of the plan with any recent updates from the diocese, state, healthcare community, CDC, local public health department, or other agencies,
2. Confirm implementation of the plan **with the pastor(s)/chaplain**.
3. **Share plans** with faculty & staff and send communication to school families regarding the re-opening of the school for the 2020-2021 academic year. Update plan and post to school families 2021-2022 academic year.

**Health and Safety Strategies**

**Action Plan and/or Procedure**

**Please describe:**

How to maintain hygiene standards throughout the day

At the start of each day students and staff will be required to use hand sanitizer upon entering the building. Every time a student or staff member leaves the classroom they will be required to use hand sanitizer. When using the restrooms students will be limited on the amount of people in the restroom at a time. Students will be required to wash hands before leaving the restroom. Students will be required to use hand sanitizer after eating lunch.

Temperature monitoring by whom and how often (including entry into building upon arrival)

Temperatures will be taken as needed or if a student or staff member presents with a symptom.

Procedure for faculty/staff/students who become ill during the school day, for whatever reason

Any faculty/staff/students who become ill during the school day will report to the office. All persons will be set in a separate room to be evaluated. All persons will get their temperature taken and will be sent home for the day. All persons will not be allowed to return to the school without being symptom free including fever for 24 hours without medication. Parents will be contacted to pick up their student immediately when the student is determined to be ill.

Training for office staff for signs/symptoms of COVID 19 and how to isolate, if suspected

All office staff will be trained on signs and symptoms of COVID 19, all persons suspected of feeling ill will be isolated in a separate room within the office.

Documentation and location of temperature checks storage

If temperature is taken note will be placed in the students Ren Web account .

Physical distancing in the classroom and corridors and other areas of the building

Each classroom will be set up with students spaced 3 ft apart. Students will be instructed to follow the 3 ft distance guidance throughout the school building . When students are in the cafeteria they will be able to choose their seats every quarter. There will be a total of 6 students maximum at each cafeteria table.

Describe traffic pattern upon arrival, departure and throughout the school day

All staff/ students/ visitors will arrive through the school front doors and will practice the 3 ft social distance rule while traveling around the building . Students will be dismissed through the school front door. All classes will enter and exit the building by class, calling each class individually to enter and exit each day.

Monitoring hand washing and distancing in the bathrooms; sanitization during the school day

At the start of each day students and staff will be required to use hand sanitizer upon entering the building. Every time a student or staff member leaves the classroom they will be required to use hand sanitizer. When using the restrooms students will be limited on the amount of people in the restroom at a time. Students will be required to wash hands before leaving the restroom. Students will be required to use hand sanitizer after eating lunch. All monitoring of these procedures will happen by classroom teacher, support staff, or office staff.

Physical distancing on the playground, cafeteria, gymnasium(s), library, & weekly school mass or other church related activities

When students are outside no mask or distancing is required. Supervisors will monitor appropriate play during playground time. When students are in the cafeteria for lunch, each table will be 6 students maximum. When students are taking part in PE they will be spaced using the distancing guidelines.

Arrangement of faculty/staff lounge to allow for physical distancing and maintaining hygiene

The staff lounge will be disinfected daily , teachers are to follow the 3 ft social distancing requirement when in the lounge.

Signage in classrooms and throughout building areas (refer to CDC website)

Each classroom will have 2 signs posted one at each door, each hallway will have 2 posted signs. All hallways will have signs posted at the top, middle and bottom.

Vulnerable teacher and staff protection

All teaching staff will be provided with an N95 mask to be worn within the school. All teachers will have their temperatures taken as they enter the building daily. Teachers will be required to wear mask when assisting children at the student’s desk. Teachers will be provided a class safety kit with needed supplies including gloves. Teachers will be provided with water bottles for themselves and students who forget to bring one to school. Teachers will be trained on symptoms of COVID 19 and directed to send any child to the office if any illness related symptom occurs.

Training for substitute teachers, volunteers and procedures to ensure health & safety maintained

All substitute teachers, volunteers have access to the school website which includes updated guidance of school safety procedures.

Regular HVAC maintenance for ventilation and hygiene

All HVAC maintenance will be monitored and checked every 6 months throughout the year. If need arises HVAC and ventilation systems will be cleaned and checked more often then the 6 months.

How to dispose of PPE in classrooms and building areas

Teachers and students will bring masks to wear in need students will be provided with a mask from the school office. Garbage cans will be emptied daily and all waste will be disposed of to the school dumpster.

**Physical Infrastructure Strategies**

**Action Plan and/or Procedure**

**Please describe:**

Signage for health & safety and where posted in building, classrooms

Each classroom will receive 2 signs to post at each door in the room. All hallways, stairways and corridors will have signs of health and safety. All restrooms, gymnasium, library, and cafeteria will have signs for health and safety posted.

Entrance and exit traffic plan to ensure social distancing and safety

All staff/ students/ visitors will arrive through the school front doors and proceed down the main hall as indicated by arrows. When moving around the building all persons will wear a mask and follow the 3 ft social distancing requirements.

Plan for utilization of spaces with the building for special and co/extracurricular activities to ensure health & safety and social distancing

All extracurricular events will follow IESA regulations for spectators and players. Limited or no concessions will be offered during extracurricular events. The number of special activities will be limited and only held when necessary for the success of the school and parish.

Location of “sick bay” and if isolation is needed, where?

The school’s isolation area is located within the school office. The room is separate from all persons, when the room is being used for isolation a sign will be placed next to the door.

Ordering procedures for PPE

Some items were purchased before funds were made available through the CARES act including a mask for each staff member, disinfecting solution, and hand sanitizer bottles and refillable containers. All other items purchased will be done through our schools ESSER funds by District 108. If items still need to be purchased then the school administrator will place an order through OSF for supplies.

Cleaning service or in-house custodial crew – disinfectants and supplies to meet criteria for COVID 19 sanitization

Daily disinfecting takes place and supplies will be stored in the janitors closet and used daily to meet the criteria of sanitation. All staff will assist with disinfecting of classrooms and shared areas throughout the school.

Appoint of COVID 19 contact person on-site at school

Mrs. Sullivan – School Secretary

Mrs. Sarff- School Administrator

**Scheduling and Staffing Strategies**

**Action Plan and/or Procedure**

**Please describe:**

Adjustments made and/or needed for classrooms based on social distancing

Some furniture will need to be removed and stored to allow all classrooms to space desk out to follow required social distancing rules.

Staffing needs based on social distancing and vulnerabilities

Consideration for hiring a second custodian on a part time basis to be at the school throughout the school day to help with disinfecting and sanitation as their primary responsibilities.

Accommodating student needs

Students who receive services from our special education teacher will work with students within their classrooms or take students to her room or separate classroom to work. Special Education teacher will maintain social distance when working with students. If close contact is needed both the teacher and the student will be required to wear a mask. When leaving and entering classrooms, teachers and students will use hand sanitizer.

How reopening and procedures shared with school community

Once OCS has approved reopening plans the plan will be shared on the school website as well as will be shared at required parent meetings before the first day of school.

Staffing plan for high-risk and vulnerable faculty/staff

All staff will be trained on cleaning/disinfecting/ health guidelines per the plan at the before school staff meeting.

Updating remote learning plans for use when a student is quarantined at home or if state mandates “shelter in place” due to resurgence of pandemic risk level

Current remote learning plan will be updated and modified based on student/parent and staff feedback from the end of the 2019-2020. All updates will be posted to the school website. Current Remote learning is not in place for the 2021-2022 school year. In need this plan will be revisited and shared with families.

Decision on whether or not to close school “campus” and not allow visitors, guest speakers, or volunteers to be at school

As of August 2021 our school is planning to be open while following procedures outlined within this plan as well as modifications and training to all staff, and volunteers.

Plan for rotation and scheduling of grades 6-8 to minimize cross contamination

Students only switch classes for one period each school day starting August 2021.

**Transportation and Food Service Strategies**

**Action Plan and/or Procedures**

**Please describe:**

Discussion with local public school and the plan for bussing students to ensure health, safety, and social distancing for students and driver

Transportation is provided by Pekin Public Bus Department, masks are required while riding the bus.

If school has its own busses, how will health, safety, sanitization, and social distancing be maintained for students and driver

School does not have its own buses

Entry and exit building door for bus students and how temperatures will be taken upon arrival

All students will exit the buses to the playground and will be required to wear masks. Playground will be monitored for health and safety by teachers and support staff. All students will line up by class when the bell rings with required social distancing. Teachers will provide each student with hand sanitizer before entering the building.

Procedures for lunch periods, location, hygiene, food, food allergies, forgotten lunches & cleanup

Lunch times will remain split, 1st lunch PreK-2nd ( 53 students), 2nd lunch 3-8th (53 students) all students will use hand sanitizer before coming to the cafeteria. All students will be seated at tables no more than 6 students will be seated at a table. All students who are purchasing school lunch will be called up to the counter in small groups to maintain social distancing. Students will receive food from our licensed cafeteria manager. At lunch dismissal students will be clear trays into garbage cans in small groups to maintain social distancing rules. All tables will be disinfected and cleaned both before and after each lunch period by a cafeteria supervisor. All trays will be collected and taken to the dishwasher by a cafeteria supervisor.

Procedures for indoor and outdoor recess, supervision, social distancing, grouping, & equipment sanitization

Indoor recess will happen within classrooms to promote social distancing. All recess times both indoor and outdoor are supervised by teachers and support staff.

**Extended Care**

**Action Plan and/or Procedure**

**Please describe:**

Expected need for before- and after- school care in dedicated room

No before or after care will be taking place within the school for 2021-2022 school year.

Facility adjustments to ensure health, safety, and social distancing

School building door assigned for entry and exit of extended care students

Staffing needs based on enrollment and space

List of trained substitute staff to supervise, when needed

Staff training on health standards, sanitization, hygiene, and food handling

Messaging to parents regarding drop off and pick up, snacks

Disinfecting toys, games, equipment

Outdoor activities

Signage in extended care room (refer to CDC website)

Procedure for students who will become ill during extended care