Information in this document is aligned with the CDC, Chester County Department of Health, PA Department of Education and Office of Catholic Education CSO Task Force. Please note all directives are subject to change as new regulations are implemented and the information contained herein is subject to change.

St. Norbert School Onward

Best Practices and New Opportunities as We Move Forward

Updated: August 10, 2020

PLAN & PHILOSOPHY

Introduction

This document will provide information regarding the plan to return to Brick and Mortar learning for the 2020-2021 school year. Before we discuss the specific aspects of the plan, let's start with an introduction to several of the key foundational premises upon which the plan is built.

Partnership – Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time. It is our goal to open up this school year and to remain open. This cannot be possible unless the school and parents agree to the importance of monitoring your child's health on a daily basis. Most importantly, this means that children who are experiencing the following symptoms must be kept home until medically cleared to return to school: Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea. With parental cooperation in this matter, we will be able to keep the schools open and safe.

Cohorting – Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Cohorting forms groups of students who stay together through the school day to minimize exposure for students and teachers across the school environment. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. If a case of COVID-19 were to surface with a cohort, we would then move to virtual learning at home with just the identified cohort. The rest of the school would continue to operate with in-class instruction.

Social distancing – Social distancing is also a fundamental practice in all of our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens your chances of catching COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.

Use of Masks – All students are required to wear a cloth mask/face covering during the school day. Staff and faculty will monitor students as needed to ensure proper mask use during the school day.

Cleaning – The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. Children are encouraged to bring their own water bottles to school, as common water fountains will not be in use. With this enhanced cleaning, a safer environment can be established.

Monitoring health – Every day, parents are primarily responsible for monitoring the health of their children. Teachers will be reminded to check the health of their students during a common activity. Temperatures of all students and staff will be taken when they enter school. Additionally, the school will implement random temperature monitoring.

Virtual Learning – Use of both distance learning and virtual learning. We will make two types of non-traditional learning available.

1) If a child is sick, or a parent suspects the child may be sick, we will have an option where the child can join the class via a telecommuting practice. The major subjects will be available through this method. Materials will be exchanged through the Learning Management System (LMS)–Google Classroom.
2) In the case where a cohort has been dismissed from school and COVID-19 has been identified, the entire cohort will utilize distance learning for the isolation period. Lessons will be delivered through a telecommuting platform (Zoom or Google Meet), with heavy reliance on the LMS.

Modified Attendance – Since we are encouraging parents to monitor health closely and keep children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when children cannot or do not participate in any of the virtual lessons, they will be marked absent.

BEST PRACTICES MOVING FORWARD

St. Norbert School will make efforts to monitor the health of their students and staff, although it is not required or suggested by the CDC. Specifically, they suggest schools and child care programs are **not expected** to screen children, students, or staff to identify cases of COVID-19. If a community, or specifically a school, has cases of COVID-19, local health officials will help identify those individuals and follow up on next steps.

Below is some specific guidance related to situations involving the school, community, and COVID-19.

Process

If a student becomes ill with general illness

1. All parents are required to conduct a health screening each morning before school. If your child is showing signs of illness and/or fever, they MUST stay home.
2. If a child becomes ill during the school day, our nursing staff will isolate the student and call the parent/guardian to pick up the child. Please provide more than one emergency contact in case a parent cannot be reached.
3. A doctor's note is required to return if they are out for 3 or more days, and a child must be fever-free for 24 hours before being admitted back into school.

If a staff member or student has a confirmed case of COVID-19

1. If a student/teacher tests positive for COVID-19, the child, their siblings, the teacher and their entire cohort must quarantine at home for 2 weeks.
2. The teacher(s) will employ distance learning to maintain academic continuity. If the staff member is impacted and cannot teach, a substitute teacher will be used for virtual learning.
3. A doctor's note must be obtained to return to school.
4. If a cohort is required to quarantine due to COVID-19 complications, no name will be used in notifying families involved. It is very important that we trust each other during this time so that timely and efficient reporting can occur and exposure can be contained.

If the student's parent or family member tests positive for COVID-19

1. The entire family must quarantine at home for 2 weeks.
2. Students will attend school virtually.
3. Please notify the school if anyone is being tested in your family. This is prior to when the results are obtained.

If a faculty/staff member's family member tests positive for COVID-19

1. The teacher must quarantine; however, the class/cohort will continue to report to school according to the hybrid schedule. A substitute teacher will be present in the classroom, if needed.

BUILDING OPERATIONS

Introduction

There are several key practices that will be implemented in each building to help maintain a safe learning environment.

Philosophy

A foundational premise when designing a safe learning environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

1. Visitors/volunteers to the school will be limited and must proceed via the Entry and Exit Policy below
    a. Visitors will be served at the office window while in the foyer without being admitted to building, if possible.
    b. Mail will be managed through the foyer/access window
    c. Students will not wait in the office area for early pick-up, they will be called down from their classroom.
    d. All Visitors/volunteers must wear a mask, practice hand washing, and observe social distancing
2. High touch surfaces will be cleaned frequently with extra cleaning on Wednesday, such as door knobs, remotes, and light switches.
3. Signage will be in each classroom and throughout the building reminding students to practice good hygiene.
4. Hand sanitizer will be available in the hallways near entrances and in other strategic areas.
5. Each student is given their own supplies to reduce the need to share supplies.
6. There will be no group singing for the immediate future.
7. Specials teachers and departmental teachers will teach virtually in the students' classroom, rather than the children traveling to other classrooms. Virtual instruction of specials teachers will also take place. The exceptions are honors math and science.
8. No outside food for sharing will be available.
9. Ventilation is important. Windows will be opened; however, the proper operation of the building HVAC system will be considered.
10. Field trips and in-person extracurricular activities are canceled until further notice.

ENTERING THE BUILDING

Introduction

Entering the building every morning is the activity which unofficially begins the day. It is important that this is smooth, stress free, efficient and conducted in a manner that keeps the children safe.

Philosophy

A foundational premise when designing a safe entry throughout the day and controlling transmission of any virus, is to help keep it from the building. During the entry into the building, social distancing and hand sterilization will be implemented. The use of hand sanitation and social distancing is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

1. Temperatures of students, visitors/volunteers, and staff will be taken when they arrive at the school
    a. If a child has a fever or suspected illness, that child will be isolated with the nurses in the St. Raphael Room
    b. A further evaluation will be undertaken to determine if the child needs to be sent home.
2. Students will immediately sanitize their hands by using sanitizers or washing hands upon entering the school.
3. Buses will empty one at time per entrance, so social distancing can be maintained and each child's hands can be sanitized.
4. Entrances monitored by staff to help ensure students maintain social distance.
5. Use of a mask is mandatory as students ride the bus, enter the building and travel to the classroom.
6. Students will store their mask in a storage bag if they are going to remove it once they reach their desk.
7. Each student will have 2 extra masks, if needed.
8. Encourage parents to review the daily monitoring questions/symptoms prior to students arriving at school.

TRAVEL THROUGH THE BUILDING

Introduction

Movement about the building is essential and cannot be eliminated. Schools need to devise a plan to allow for travel throughout the building while keeping the students and staff safe.

Philosophy

Students need to travel from the bus, to their classroom, to the lavatory and other essential areas. The specifics will differ from school to school, because each school's physical layout is different. As this plan or movement is developed, please keep in mind the use of masks, social distancing and maintaining cohorts.

Process

1. As students/staff/volunteers/visitors travel about the building, masks will always be worn.
2. The hallways and staircases will all be one directional.
3. Restroom breaks and movements will be scheduled by class and location.
4. Planned travel, such as to recess or lunch, will be arranged so several cohorts are not in the hallway simultaneously.
5. If students need to travel to classes at other discipline areas, such as science or math class, at the same time, a dedicated plan needs to be established to minimize students being in the same area at the same time.
6. Material and books will be kept local and discourage students from traveling to other rooms. This may include keeping backpacks, book pouches, coats, on the back of a chair.
7. Increased cleaning of all commonly touched items, like railings and door knobs, will be done throughout the day as well as before and after school. Wednesdays will be used as an additional cleaning day in the school.
8. Doors will be kept open during the change of classes to avoid unnecessary touching by students.
9. If the elevator is needed for a student or staff member, masks will be required. Buttons and keys will be wiped down after use.

CLASSROOM SETUP

Introduction

The organization of the classroom is important in supporting the academic progress of students. Classroom space will provide an environment that allows teachers and students to interact comfortably and safely. With this in mind, careful consideration has been given to the strategic placement of furniture, learning centers, and materials in order to optimize student learning, reduce distractions and keep children safe.

Philosophy

A foundational premise when designing a safe classroom environment are the concepts of Maintaining Cohorts and social distancing. The use of Cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

1. St. Norbert's will move any non-essential furniture, materials or equipment that is not needed and store them in a place outside of the room.
2. Desks will all face in the same direction.
3. Desks will be placed 6 feet from the center of each desk to the center of the next desk, where possible.
4. All throw rugs and roll-up carpets will be removed from the room. Early learning Education Center carpets will be sanitized each evening.
5. Rooms will be planned around 24 students per room. The total class enrollment in each grade will be limited to 24 students. There may be grades with less than 24 students physically in the classroom as some students will be participating in remote learning from their homes.
6. Early Learning Center will follow the DHS guidelines.

CLASSROOM MATERIALS

Introduction

The organization of the classroom is important in supporting the academic progress of students. The use of a variety of materials is essential for learning. This includes books, writing instruments and materials for special area subjects.

Philosophy

A foundational premise when designing a safe classroom environment are the concepts of Maintaining Cohorts, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

1. Classrooms will eliminate, when possible, the use of shared materials.
2. Classrooms will set up areas where students can store personal items that keep them isolated from use by others.
3. When materials must be shared, cleaning in between uses is essential.
    a. Establish procedures to wipe down materials before and after every use.
    b. Remind children to wash their hands after using a shared item.
4. If a student travels to a room, an area and place will be established for the traveling student to store items away from being used by others.
5. Desks and chairs will be cleaned after each day.
6. All workbooks must be covered with contact paper for the ability to wipe down. Hard covered books will not have book covers/socks to facilitate cleaning.
7. Each child will have a bag containing all needed supplies.

ST. RAPHAEL ROOM – Room of Healing

Introduction

When students are experiencing discomfort or potential symptoms of COVID, they need to be removed to a place where they are isolated from others.

Philosophy

The concept is to provide a safe supervised staging area where students can wait until they could get transportation from school.

Process

1. The St. Raphael room will be used for evaluation of all illnesses. The Nurses office will be used for injuries and generic illness.
2. The teachers will contact the nurses when a child is sick in their room. This enables the nurses to socially distance the children and isolate if needed.
3. The rooms will be sanitized after each use.

CATHOLIC IDENTITY

Introduction

Excellence in education is characterized by having a strong curriculum, student engagement, utilizing quality instructional methods, making good use of data and regular communication with parents and stakeholders. What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.

Philosophy

Catholic schools have a twofold objective to provide an education that is academically excellent and one that is deeply rooted in Catholic identity. The challenge is to ensure that the education delivered, regardless of the mode of delivery, meets these criteria.

Process

1. There has to be a level of intentionality across all grade levels and all subject matter that course content is intentionally Catholic.
2. When face-to-face instruction is possible, school Masses will follow the St. Norbert Parish protocol and the classes will be divided among the different months. Social distancing and mask policy will be followed.
3. Attendance of parents and general community at the school liturgies may have to be suspended depending on local guidelines. If the Mass is live-streamed, parents and families will be invited to attend.
4. When it is necessary to deliver remote instruction to all students, maintain the emphasis on school liturgy by streaming all-school Masses.
5. Provide opportunities for daily prayer in a community.
6. Increase opportunities for cross-grade faith sharing using virtual means (e.g., prayer buddies meeting virtually).
7. Begin all classes sessions including virtual classes with a prayer.
8. Support the faith life of faculty and staff through community prayer and scripture study.
9. Invite parents and families to join in virtual prayer and faith life.
10. Connect the current events with a Catholic perspective (using the tenets of Catholic Social Teaching, the Virtues, etc.) as a framework to support understanding.
11. Create approaches to minister to families who experience food insecurity, financial issues, and other crises.
12. Promote service learning experiences in virtual spaces.
13. Find opportunities in the current situation that would lend themselves to a community response (acknowledgements and prayers for police, first responders, holding food drives, etc.)

LUNCH

Introduction

Lunch in school serves multiple purposes, it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to satisfy all of these goals while keeping children safe.

Philosophy

A foundational premise when designing a safe lunch environment are the concepts of maintaining cohorts and social distancing. The use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

1. Students will wash hands before lunch.
2. Students will stay in their cohort as they eat lunch, separate from other cohorts.
3. Classes will eat in the classrooms or dining hall on a rotating schedule. Students will remain socially distant during lunch. Dividers will be used on all lunch tables in the dining hall.
4. The table and desks will be wiped down with disinfectant before and after each meal.
5. There will not be any shared meals.
6. Students will wash hands after lunch.

RECESS

Introduction

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills, such as conflict resolution, decision- making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to ensure our students have a safe recess.

Philosophy

To the extent possible, recess will continue applying safe physical contact of equipment and social distancing. The term "social distancing" refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, six feet of separation is the distance that will be kept between people interacting within their peers. Games that utilize physical and social activities, yet limit physical contact will be played.

Process

1. Students will go to recess using the procedures established in school operations regarding movement between and within the buildings.
2. Students will wash/sterilize their hands before going to recess.
3. Students will follow movement policy while going to recess, including staying with their assigned cohort.
4. Students will wear masks going to recess. Every student will be asked to bring a fanny pack or belt bag to school daily to wear around their waist during the school day to store his/ her masks (primary mask and replacement masks) on their person safely when not in use (e.g., eating lunch, playing outside). Students must retain social distancing.
5. Equipment will be disinfected before each recess.
6. Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease. No sports equipment will be distributed. Gaga pit will not be used. Recommendations of specific outdoor recess activities are in the process of being determined by the Archdiocesan Physical Education committee.
7. In the case of inclement weather, alternate recess plans will be made by the classroom teachers and administration.
8. Students will wash/sterilize their hands before returning to class/lunch.
9. If a student is injured during recess, the nurse will be called to assist.

AFTER SCHOOL ACTIVITIES

Introduction

Catholic School buildings are regularly used by various groups and activities after school hours. During the Coronavirus, these activities may need to be curtailed or modified. The After school Activities subcommittee of the Catholic Schools Onward, CSO, will make recommendations.

Philosophy

Our students have experienced significant challenges since the shutdown on March 13, 2020. Where possible, keeping as many after school activities running, would help our students.

Process

1. In person extracurricular activities are canceled for now.
2. Any activities that may take place virtually, such as HASA meetings, State of the School Meeting and Back to School nights, will take place virtually.
3. Outside groups (e.g.. Walking with Purpose and That Man Is You) are restricted from the school.
4. If and when a decision is made regarding CYO Sports, recommendations will then be made in regard to use of the buildings.

EARLY CHILDHOOD / PRE-K

Introduction

The need for careful strategic planning has become a reality in the "new-normal" circumstances including the pandemic-related quarantines. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. Care needs to be taken so that they are safe and learning in a healthy environment. This guidance is for situations in which students below the first grade are enrolled.

Philosophy

Students and their families will be provided with safe, quality, Catholic childcare in our schools and Early Learning Centers. Educators need to nurture a sense of community, curiosity and a love of learning at these beginning levels. Freedom from anxiety and a sense of happiness will permeate the students' learning experience.

Managing Respiratory Droplets within the classroom

1. **Masks:**
   a. STAFF will wear masks when they are speaking within 6 feet of children in small groups or individually.
   b. STAFF will not wear masks when they are instructing and reading stories 6 feet away from the children.
   c. STUDENTS will wear masks at parent request.
   d. NOTE: students who have a difficult time keeping hands away from their masks defeat the purpose of the mask. If this occurs, parents will be notified that the mask is counterintuitive to safety.
2. **Windows/Doors:**
   a. The Early Education Center (EEC) classrooms are heated and air-conditioned. However, to circulate fresh air into the classroom, two windows will remain cracked during the school day. At least one classroom door will be opened during the day to help circulate air out of the classroom.
3. **Hand Washing:**
   a. STAFF will monitor students as they wash hands with soap and water for 20 seconds when they:
   b. First come into the building
   c. Before and after eating snack
   d. After coming in from recess
   e. Before and after eating lunch
   f. Before and after each CENTER activity/sensory bin.
   g. Though soap and water is the best form of hand washing, CDC approved Liquid Hand Sanitizer may be used during the course of the day. Pre-K children will wash hands hourly while they are in school.
4. **Play:**
   a. Play is the best form of education. Each classroom within the EEC will be divided into two areas.

b. With STAFF instruction, half the children will have full access to the toys/materials/centers within a designated side of the room for the whole day.
c. The children will rotate onto the other side of the room the following day. This will allow children to explore in small groups all the resources within the room while allowing maintenance/staff to do a thorough cleaning after each day.
d. The Staff member designated to each side of the room will make sure all tables are sanitized before and after eating and ensure children are correctly washing their hands.
    i. The classrooms will have a bin to collect any and all toys/materials that come into contact with a child's mouth, nose, and eyes.
    ii. These toys/materials will be sanitized before another child can use them. This will be easily managed because a staff member monitors half the class.

5. **Rugs:**
    a. Sitting on the floor is a developmentally appropriate way for children to learn and engage in the world around them. Rugs will be sprayed with a CDC approved sanitizer at the end of each day and vacuumed at the beginning of the next school day.
6. **Entering and Exiting the Building for PreK3 and PreK4:**
    a. Parents are to assess their child's health every morning before bringing the child to school. To lessen the spread of the virus, they are to take the child's temperature and make sure they have no cough. Parents will sign a form, or use an app, saying that they agree to this and that their child is healthy. If they are sick, they are to notify the school immediately and CDC guidelines are to be followed.
    b. Parents/siblings are not to enter the school building. Drop off is from the car at 8:15 (7:45 if using am Extended Day) at the stained glass door of the Early Education Center. A RAILING will be installed for the children and the drain grid will be covered with a TEK board. A STAFF member will help the child from the car and escort them to the EEC door where another staff member will walk them to get their hands washed to start the day.
    c. At the end of the day, parents will place the name placard in the car's front window and form a line outside the school. Teachers will call each child's name so they can exit the building from the PAC doors and walk to the correct car.
7. **When a Child Becomes Ill at School:**
    a. If a child shows possible symptoms of the COVID virus, CDC guidelines will be followed and the nurse will call the parent for immediate student pick up from school. The student will be placed in an isolated but comforting room (St Raphael Room) until a parent can pick them up from school.
    b. If a child becomes hurt or sick (non-COVID symptoms), the nurse will be notified and the child made comfortable. A parent will be notified by the nurse so they can pick the child up from school.
    c. All EEC classrooms have a non-contact thermometer to be used with the children. This will lower the foot traffic in and out of the nurse's station. Once a child registers a 100 or higher temperature, the nurse will be notified immediately so she can contact the parent.
    d. All EEC classrooms have a medical bag to handle small cuts. Therefore, students who can be treated carefully and lovingly within the classroom will not go to the nurse’s station.
    e. For any child with compromised conditions, individualized plans will be drawn up with input from the child's physician and the school nurse. Staff will be informed of the plan.

8. **Cohorts:**
    a. Each EEC classroom will be its own cohort. Except for the PreK3s coming to use the PreK4 bathroom, no students or STAFF will have contact with the other classrooms (in case of an emergency, the Principal, Director, Nurse, and Maintenance Staff may enter the classrooms).
    b. For recess, each classroom will have a designated area for outside play. PreK3s and PreK4s will rotate every other day between the EEC playground and the blacktop. Kindergarten will use the jungle gym area of the yard. To keep the cohorts safe, children will not be able to play with other classrooms. Without causing stress (knowing that young children need to be allowed to run and play), staff will calmly remind children to keep a safe distance. A disinfectant sprayer can be used to sanitize/disinfect playground equipment.
9. **NOTE: During this pandemic, we will try to instruct outside when possible.**
    a. STAFF must make sure they keep the children in the designated area assigned to their cohort.
    b. Individual clipboards will be available so each child has a hard surface to write on.
    c. Individual iPads will be used for review of lessons taught
    d. Outside classrooms
        i. Prayer garden
        ii. Possible tented area or partially enclosed area
        iii. Outside classrooms will be defogged after each use.

CARES and Extended Day

Introduction

It is integral for our schools to provide a CARES and Extended Day program especially during the current circumstances. The after school programs are an offshoot of the regular school day; thus, all procedures in place for the school will be adhered to during the CARES and Extended Day program.

Philosophy

It is paramount that we provide a safe, healthy and sanitized environment for those students entrusted to our care before and after regular school hours. It is important to engage these students in a social setting which they have not experienced in months and to provide a pleasant atmosphere for them. We are the protectors and providers for these students during the hours they are entrusted to us.

Process

1. Social and safe-distancing practices are to be observed**.**
2. The cohort model will be kept, where feasible, to two groups: PreK3/PreK4/K in one group and then all other school aged children in the other group. The adult monitors will stay within their assigned group with a 10 to 1 ratio.
3. Parents will not be allowed to enter the building. AM Extended Day children will enter at the stained-glass EEC door. After school CARES will dismiss from the red cafeteria doors. Adult monitors will sign out the children, include the name of the guardian, and what time they were picked up.
4. CARES and Extended Day children will have to pack their own snack and water. Older children's materials and personal belongings will be kept separate on the windowsill in the cafeteria (make a line with painters' tape on the windowsill to keep their belongings from touching each other). Younger children will keep their belongings outside the PreK4 classroom on the floor.
5. Employees will follow the same health checklist practices as school employees:
    a. Fever or chills
    b. Cough
    c. Shortness of breath/difficulty breathing
    d. Fatigue
    e. Muscle/body aches
    f. Headaches
    g. New loss of taste or smell
    h. Sore throat
    i. Congestion or runny nose
    j. Nausea or vomiting
    k. Diarrhea
4. CARES operational guidelines will follow school guidelines
5. For dismissal, teachers will walk older CARES children to the cafeteria and PreK/K children will go to the PreK 4 room.

6. The cafeteria, PreK4 room, and outside play equipment are to be sanitized before use of the after school programs. Once sanitized, the younger children will go to the PreK4 classroom to use the restroom, pray, and take attendance. The older students will go to the cafeteria to use the restroom, pray and take attendance.
7. The two groups will play outside and have their snack. If requested, older students can start homework outside. Students/STAFF will remain outside when possible as this is the safest place for students to play and eat. Hand sanitizer will be provided during outside play/snack.
8. If it becomes too uncomfortable outside, younger students will return to the PreK4 room to wait for parent/guardian pick-up and older students will go into the cafeteria. Staff will make sure children start homework and have entertaining activities while reminding them to keep socially distant. NOTE: While it is in use, it is imperative that the cafeteria has air circulating. If windows in the cafeteria cannot be opened, students will sit near the kitchen with the vent turned on.
9. Materials/rooms used by students during CARES and Extended Day will be sanitized at the end of the day with the use of a sprayer disinfectant.
10. Hand washing will be with soap and water when possible, but hand sanitizer can be used.
11. The SNS playbook recommendations will be used for any suspected COVID illness:
    a. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school.
    b. Individuals who are sick will go home or to a healthcare facility depending on how severe their symptoms are.
    c. CDC guidance for caring for oneself and others who are sick will be followed.
12. With limited staff, there may not be a place to safely isolate the sick student. If needed, adults and students will stay on one side of the cafeteria while the student who doesn't feel well can be made comfortable on the other side.
13. Call for home transportation immediately
14. Students/Staff can return when:
    a. 3 days with no fever and
    b. Symptoms improved and
    c. 10 days since symptoms first appeared or if cleared by a medical professional.
15. If case is confirmed, please see aforementioned section (confirmed case of COVID-19)
16. Emergency action protocol set forth in the CARES manual will be followed:
    a. In extreme cases, contact 911 immediately
    b. Contact parent
    c. Fill out incident report, inform principal
    d. Follow-up with parent at end of day and inquire on health/safety of child
17. Keep the CARES mobile phone ready for use from September to June.
18. Communicate this plan to parents so they are aware of all expectations. Include their obligation to take daily health checks before sending their child to school. Parents will sign a form in the registration packet agreeing to this obligation.

STUDENT AWARENESS

Introduction

COVID-19 and the resulting shut down of activities that students were accustomed to has created anxiety in many students. It is important to take steps to educate students in a manner that does not heighten fear and anxiety.

Philosophy

To develop activities that will help students learn about COVID-19 in a rational and non-threatening manner.

Process

1. Provide lessons on COVID-19, along with the precautions and steps to take to prevent the spread of the disease. These include:
    a. Frequent hand washing and social distancing
    b. Staying within the cohort
    c. Not exposing others to sickness
    d. Coughing in a safe manner

VIRTUAL LEARNING

Introduction

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines, (including individual or small group situations) weather-related situations, and building maintenance issues. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

This guidance is also for situations in which a child cannot attend class. This may be because a parent is not comfortable sending their child to school or because the child must do a limited time of quarantine.

Philosophy

Instruction will continue to apply best practices incorporating our Catholic Identity and based on educational research and sound pedagogy. The term "virtual learning" refers to adapted instructional practices utilized by means of online instruction and interaction with students using various technology devices and platforms through both synchronous and asynchronous methods. Virtual learning can take place in situations where students are unable to be physically present in the school building.

Process

1. St. Norbert School will use a Learning Management System to centralize materials, lessons, instruction, assessments, feedback and communications. Our platform will be ZOOM or Google Meet and Google Classroom.
2. Direct instruction will take place on a daily basis as teachers:
    a. Provide a continued focus on our Catholic identity throughout instruction and in all content areas.
    b. Provide virtual direct instruction
    c. Provide additional assignments to be completed when not live streaming classes.
    d. Provide materials that are age- and grade-appropriate.
    e. Use textbook online components with timely follow-up.
    f. Use assessments with timely feedback.
    g. Ensure goals are met regarding mastery of the curriculum for the year.
    h. Use small group and large group instruction to meet needs of students, when possible.
    i. Have regular communication with parents/guardians.

3. Teachers are to encourage age appropriate physical movement to avoid sitting too long. This idea comes from both educators of young people and the science behind adult learning as well. Instructing students to stand up and shake it out is a big deal. Movement breaks help kids stay alert and focused.
4. Zoom protocols will be put in place:
    a. Students must arrive on time for class
    b. Students will wear SNS spirit wear in a virtual class
    c. No eating during classes; water bottles will be permitted.
    d. Students will sit at a desk/chair or table and chair, preferably not on a bed in a bedroom or on a couch. The recommendation is to ensure proper posture.