



2020-2021 COVID-19 Regulations St. Norbert School FAQ

Information provided below 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 <u>the information</u> contained herein is subject to change.

Updated: August 10, 2020

1. Will school be open in the fall?

Yes, St. Norbert School will open under a hybrid instructional model, providing parents and students a choice of: a blend of 4 days of in-person instruction (Mon/ Tu/ Th/ Fri) with 1 day of remote learning for PreK to 8th grade every Wednesday, OR 5 days of remote learning. This will be for the entire school year unless otherwise directed by the Governor or the Archdiocese of Philadelphia.

If a parent chooses to have their child(ren) participate in 5 days of remote learning or shifts from the in-person instructional model to 5 days of remote learning, that decision is final until the end of the current trimester.

Here are important dates for the first two weeks of school:

- Only Grades 5 to 8 will report Monday August 31st, with 11:30 AM dismissal.
- Only Grades 1 to 4 will report on Tuesday, September 1st, with 11:30 AM dismissal.
- Grades 1 to 8 will report on Wednesday, September 2nd and Thursday, September 3rd with regular dismissal time of 3:00 PM.
- There will be no school on Friday, September 4th and Monday, September 7th (Labor Day holiday).
- Kindergarten will report on Tuesday, September 8th with 11:30 AM dismissal.
- Pre-K will report on Wednesday, September 9th with 11:30 AM dismissal.
- Wednesday, September 2nd and Wednesday, September 9th will be 'in school' days for those who choose in-person instruction.
- Virtual Workday Wednesdays for all students will begin on Wednesday, September 16th.





2. Are masks and/or face coverings required?

Yes, per Governor Wolf's most recent mandate, 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.

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 in PreK 3, PreK4, and Kindergarten are not mandated to wear masks; however, it is suggested these students wear cloth masks where feasible. Please note the PreK3, PreK4 and Kindergarten students will be maintained in their own cohorts and will eat lunch in their classrooms. The PreK 3 and PreK 4 students will enter the school in the morning through a separate entrance and will use the restroom in the PreK 4 classroom during the school day.

All teachers and staff are required to wear a cloth mask when in contact with students and adults. If adults are working alone in a classroom or office, the face covering may be removed. As long as students within a classroom are safely distanced 6 feet, they need not wear a cloth face covering under the supervision of a teacher or staff member. They may wear a face covering if they choose. SNS is recommending solid color cloth masks or SNS branded masks.

3. Will masks be provided by the school?

Students will be asked to provide their own mask. Select one that is comfortable for long periods of time. It is recommended each student bring multiple masks to school each day in a plastic/enclosed bag, in event of an issue with their primary mask. Color and pattern of the mask will be at the discretion of the parents; parents will be consulted by the classroom teacher or principal if a mask becomes a distraction in the classroom. No mask shaming will be tolerated.

4. What will the classrooms look like?

The total class enrollment in each grade will be 24 students. Most grades will have less than 24 students physically in the classroom as some students will be participating in remote learning from their homes. All desks will be situated at 6 feet apart where possible, facing the same direction. All marginal furniture and area rugs will be removed from the rooms. Classrooms with tables will assign student seating to maintain social distance. Hand sanitizer dispensers will be available in each classroom and office. All who enter must sanitize hands.

With classroom numbers finalized, pictures of the classrooms will be provided to the school community by August 21st





5. How will the students function within a classroom?

Each classroom/ homeroom will function as a cohort. Students will remain within the cohort for all classes. Cohorts will be distanced from other cohorts. If and when students and/or teachers leave the cohort for the bathroom, hallway travel, main office, support services, etc., a face covering must be worn and social distancing maintained.

6. Will students still receive special classes?

Yes. Special teachers will zoom into the cohort's classroom when possible. If cohorts travel to a Special teacher, face coverings, social distancing and disinfecting practices will be maintained.

7. How will students and staff travel through the school building?

Each hallway floor will be marked with directional arrows. The main stairwell (near main entrance) will be for "up" travel only and the rear stairwell (between gymnasium and cafeteria) will be for "down" travel. One cohort will travel in the hall at a time. Face coverings must be worn.

8. Will Upper School students switch classes?

There will be minimal movement among the Upper School students. Cohorts will move through the hallway one at a time. Face coverings and social distancing will be maintained. Desks and surfaces will be disinfected before and after each class in a shared classroom (e.g. math and science).

*Teachers are also encouraged to teach a lesson outside if/when feasible.

9. Will there be outdoor recess?

Yes. PreK to 4th grade will have morning and lunch recess. Each cohort will exit and enter the building separately and have designated play locations outside. Cohorts may not intermingle. Grades 5th to 8th will have lunch recess and follow the same procedures as aforementioned. Recommendations of specific outdoor recess activities are in the process of being determined by the Archdiocesan Physical Education committee. In the case of inclement weather, alternate recess plans will be made by the classroom teachers and administration.

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).

*If safe distancing can be maintained during play, face coverings can be removed.





10. Where will students eat lunch?

Lunch in the dining hall will take place during two periods with a rotating weekly class schedule. Sanitizing of the dining hall will take place between the two lunch periods. There will be a maximum of two classes eating in the dining hall at a time with 2-4 students seated at a table with clear acrylic dividers. If a class isn't eating in the dining hall, the class will eat in their classroom. Students may NOT share food under any circumstances due to individual health and safety concerns as well as COVID-19 concerns.

11. Will there be an option to buy lunch and snacks?

Lunch can be purchased. Orders must be placed ahead of time. No purchasing of lunches not ordered ahead of time. It is highly encouraged that the students bring their lunch to school. We also encourage students to bring their own morning snack as substitute snacks may not be available from the school.

12. How will hygiene practices be employed during the school day?

Reminders will be announced each morning to remind students and staff to wash/ sanitize hands regularly, wear a face covering and remain socially distant. Hand sanitizers will be available in each classroom and office and touchless hand sanitizing stations will be installed in the dining hall and school lobby. Teachers will schedule specific times during the day for hand washing/ sanitizing and health check-ins.

Students will take restroom breaks and wash their hands. The number of students in the restrooms at a time will be monitored closely. Hand sanitizer will be used when students move into or out of the classroom. Teachers will have access to a 32oz. spray bottle that will be filled with hand sanitizer that can be used to spray each child's hands upon entering the classroom.

Those Upper School students taking Honors Math class will wipe down their own desks at the end of the class period. Likewise, the students will wipe down the lab tables at the end of the class in the science lab. All students will wipe down their own desks before and after lunch when eating in the classrooms. If desired, the students are welcome to wear plastic disposable gloves if provided by their parents. The dining hall will be sanitized between the two lunch periods.

All classrooms and common surfaces will be disinfected several times a day.

13. How will the restrooms be sanitized?

The SNS maintenance staff will disinfect all restrooms every day. Sanitizing will also take place at scheduled times throughout the day. Extra maintenance staff will be employed to manage these additional responsibilities. Possible installation of additional touchless restroom features is being explored for the future.





14. What happens if a student becomes ill with general illness?

All parents are required to conduct a health screening each morning before school. (See Appendix at end of document). If your child is showing signs of illness and/or fever, they MUST stay home. Please email the school office of their absence by 8:45 AM.

There will only be one child in the St. Raphael Room (isolation room) at a time. There will be 'spill over' capacity in the regular nurses' station with safety dividers if there is more than one child at a time. Again, there will be high reliance on the parents to take temperatures before school to avoid these possibilities at the start of the school day.

If a student becomes ill during the school day or the classroom teacher suspects a student is unwell, the nursing staff will be contacted and the 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. Any child with a general illness who misses three or more days of school **must provide a doctor's note** in order to return to the school building.

14a) If a doctor orders a COVID-19 test on your child, please notify the school <u>immediately</u> so our staff can contact the Chester County Health Department for guidance with possible cohort dismissal, contact tracing and return to school orders.

15. What happens if a student or teacher tests positive for COVID-19?

If a student tests positive for COVID-19, the child, their siblings and their entire cohort must quarantine at home for 2 weeks. The teacher will employ distance learning to maintain academic continuity. A pick-up protocol for books and classroom supplies will be implemented as needed.

A doctor's note must be obtained to return to school. Confidentiality is critical. No information about student illness will be shared outside of the family. 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.

Please reference the Appendix for information from the Chester County Health Department regarding school exclusions and return to school protocols.

If a teacher tests positive for COVID-19, the teacher and their entire cohort must quarantine at home for 2 weeks. The teacher (if unaffected) will employ distance learning to maintain academic continuity.





- 15a) Every time there is a potential or positive case of Covid in the building, the school will contact the Chester County Department of Health (CCHD) for guidance in that specific scenario. All medical institutions are promoting the isolation of individuals who have been directly exposed to a confirmed case. No institution (CDC/CCHD, etc.) has specified a protocol to isolate an exposure to an exposure, but again the CCHD will be assessing every scenario on a case by case basis as they are responsible for executing the contact tracing.
- 16. What happens if a parent or family member tests positive for COVID-19?

 The entire family must quarantine at home for 2 weeks. The student(s) will attend school virtually. Please notify school if anyone is being tested in your family.
- 17. What happens if a faculty/staff member's family member tests positive for COVID-19? The teacher must quarantine, however, the class/cohort will continue to report to school according to the hybrid schedule.
- 18. What happens if our region moves to yellow?

Our model will remain the same; a hybrid instructional model, providing students a blend of 4 days of in-person instruction with 1 day of remote learning with virtual home learning as an option for families.

19. What will distance learning look like if SNS is required to close per government mandate?

The principal and teachers are preparing a general model for distance learning across the grade levels based on parent, teacher and student feedback received earlier this summer. This will include a combination of live and recorded instruction and exercise a regular schedule for each subject area. Details will be disseminated by the teacher(s) if/when distance learning is required. More information will come.

20. Which LMS (Learning Management System) will be used?

All teachers will employ Google Classroom as our preferred LMS. The teachers will publish assignments and tests through Google Classroom and let parents know how they will communicate with them.

21. What happens if families take vacations during the school year?

All students returning from vacation, must quarantine at home for 2 weeks and participate in virtual home learning until their return to school.





22. Will my child be marked absent if required to stay home and not sick?

No, students who are home but well enough to be able to participate virtually can be marked as attending for that day. A student must be present in real-time during virtual instruction to avoid being marked absent. Option C will now allow for a student to be marked present "virtually" so long as assignments are submitted by the required due date/time.

23. What if, in general, parents do not feel comfortable sending their child to school?

Families have the option to attend SNS "virtually". Religion, ELA, math, science and social studies instruction will be live streamed from the classroom and the student must attend in real-time. Students will be marked "present virtually" on Option C and responsible for submitting all required assignments by designated due dates.

Parents must decide by August 10th if a student is attending virtually or in school. Once a decision has been made, the student will follow that process until Thanksgiving. Any necessary changes may take place at this time.

24. Will live streaming in the classroom be constant? Yes.

25. What will the student experience be when participating from home in a live classroom?

- a) Your child should be able to see the teacher when the camera is pointed at the teacher.
- b) Your child should be able to see the whiteboard when the teacher has the camera pointed at it.
- c) Your child should be able to hear the classroom audio including hearing the teacher's lecture and fellow students asking questions.
- d) Your child should be able to see any videos, web sites, or other content the teacher is displaying on the large format display (ie: smartboard, TV, projector) for the inperson class . All class handouts will be available on Google Classroom.
- e) Your child should be positioned in front of the device with the video and audio turned on for the direction of the instructional time, unless directed by the teacher to allow for full participation in the class.
- f) At this time, lab work/ experiment instruction in science is still being developed.

Students participating in remote learning are expected to attend and participate from 8:00 AM to 3:00PM daily.

26. Does my child have to wear a school uniform during virtual learning?

Yes, when live streaming instruction is taking place. Please be cognizant of online etiquette including personal attire and background visuals. Our students continue to represent St. Norbert School.





Students will wear the spring uniform on Mondays and Thursdays and the gym uniform on Tuesdays and Fridays every week. The winter uniform is optional at any time, if the parents choose. All students will wear SNS spirit wear or the gym uniform on Virtual Wednesdays. The students will be allowed to wear sneakers with the spring uniform and gym uniform. The choice of sneakers will be available through Flocco's Shoes. More information will be provided.

27. Will school liturgies take place?

Yes, two classes will attend school Masses on a rotating basis in the church. Cohorts will be seated in pews at the appropriate distance from each other and face masks will be worn. The Mass will be livestreamed for the classes who will not be present in the church and for school parents. At this time, no school parents will be allowed to attend school liturgies. This policy will be reconsidered at a later date as circumstances warrant.

28. Will student temperatures be taken upon entering the building?

Yes, each student will have their temperature taken upon entry to the school building. Any student with a temperature exceeding current medical guidance will be asked to report to the St. Raphael Room for further evaluation by the school nurse.

29. Are visitors and/or volunteers permitted into the building?

Excessive outside traffic is strongly discouraged. When a volunteer enters the building, temperatures will be taken along with health screening questions. They must also wear a mask at all times and remain socially distant.

30. What if my child has an early dismissal for a personal appointment?

If a parent needs to pick up a child early, they should email or call Mrs. E with the time the child will be picked up. She will notify the teacher so the teacher can ensure the child will be ready at that time. **Children will be called to the office when the parent arrives.** No students should be sent to the office to wait for a parent. Parents should arrive with sufficient time to allow the child to be called down from their classroom.

31. Can classes take in-person field trips?

No, virtual field trips will be explored options.

32. How will classrooms be ventilated?

All windows and doors will remain open when necessary. Fans will also be on in each classroom.





33. What will morning drop off look like?

Morning drop off is from 7:45am - 8:00 AM. There is a 10-minute grace period until 8:10 AM before being marked late. Buses and car riders will drive up to the PAC entrance. Students will enter either at the PAC or the Dining Hall depending on where they are in line. PreK 3 and PreK 4 students who attend Extended Day in the morning will be dropped off at the Early Education Center Door.

Buses will unload one at a time so students can maintain social distance while entering the building. Walkers are asked to enter the building being cognizant of social distance. Car riders will drive all the way up to the PAC entrance and one family at a time will be directed to enter the building. Please remain in your cars until you reach the appropriate door and directed by school staff.

This flow will be reassessed after the first week of school.

Parents/guardians are not permitted to walk children to classrooms. In the first days of school, the PreK teachers will provide additional drop off instructions.

All students and staff must wear a face covering when entering the building. School staff will be stationed at school entrances and provide hand sanitizer to students as they enter. For students in Kindergarten to 8th grade, temperatures will be taken upon arrival. Any student that shows an elevated temperature of 99.5 or above will be sent to the nurse for further evaluation and a temperature recheck after 20 to 30 minutes. PreK 3 and PreK 4 students will have their temperatures taken once they are the classroom.

34. What if my child is late arriving to school?

Before allowing late arrivals in the building they will need to use hand sanitizer, wear a mask and have a temperature taken. Parents need to be encouraged to have their children arrive on time each day. Students that do not feel well in the morning should be kept home that day even if symptoms improve later in the day.





35. What will afternoon dismissal look like?

Grades K-8 will say afternoon prayers at 2:50 PM and dismissal lines will start at 3:00 PM. Bus lines will be called one at a time. Students will wear a face covering and remain socially distant while exiting the building and boarding the bus. If a bus is late, those bus riders will remain in their classroom until it arrives.

Once all bus riders are boarded, remaining cohorts will be dismissed one at a time and will report to the gym. Families will sit together 6' apart from other students. Walkers and car riders will exit the building at the PAC entrance wearing a face covering and remaining socially distant. PreK 3 and PreK 4 students will exit the building at the PAC center with their siblings.

Parents/guardians are asked to remain in cars with your provided Family Name posted in your windshield. School staff will call each family name as cars approach the PAC entrance.

CARES students will dismiss with their teachers to the cafeteria. Extended Day students will be dismissed to the PreK 4 classroom. The cafeteria and PreK 4 classroom will be cleaned with a disinfectant spray before the children enter the rooms. After washing hands, attendance and prayers, the children will go to the playground area for free play and snack (provided by parents/guardians). CARES personal belongings will be separated on the windowsill (painters' tape will mark placement areas), Extended Day personal belongings will separate in the hallway outside the PreK 4 classroom. No parents/guardians will be allowed in the school. When they arrive at the school, parents/guardians will remain outside the building and call Staff. Staff will walk students to the red cafeteria doors for pick up.

36. Will buses run?

Yes, the general recommendations include 2 students per seat, preferably siblings if possible. Face coverings must be worn at all times. One bus will be unloaded at a time to ensure social distance. Additional directives may be given by individual bus companies.

37. Will there be shared materials within the classroom?

If at all possible, we will restrict the use of shared materials and equipment. Students will be asked to maintain their own writing utensils, pencil cases, art boxes etc. If material is shared, teachers and staff will disinfect between each use.

38. Will there be shared technology?

No, each student will have their own device in their classroom. All school devices will be sent home nightly with the students. Kindergarten through 8th grade will have iPads and Chromebooks. Each device must be charged and returned to school daily. These devices will be used in the situation of distance learning as well.





39. Will there be a designated isolation room for ill students?

Yes, the conference room in the main office will be converted to the nurse's office while the former nurse's office will be converted to an isolation room (St. Raphael room).

40. Will there be after school activities?

All after school activities, including choir, have been suspended. This will be reassessed at a later time.

41. Will there be instrumental band?

Northeastern Music has constructed a health and safety plan according to the guidelines from the CDC and PDE as they pertain to musical instrument use in schools. This plan will be provided to those families with students enrolled in the program. Any and all components of this program are subject to the approval of OCE and school administration and should adhere to the safety plan of SHS.

42. Can CYO use the gym?

This is a pastor's decision. TBD.

43. Will CARES be provided?

Yes. More information to follow.

44. Where will PE classes take place?

PE classes will be conducted outdoors weather permitting. If not, Mrs. Keith will hold PE classes in the school gymnasium. Recommendations of specific PE activities are in the process of being determined by the Archdiocesan Physical Education committee. Self-directed PE activities will be provided if a student is participating in remote learning.

45. How will Back to School Nights take place?

Back to School Nights for PreK to 8th grade will be virtual. Details TBD.

46. Will there be Home and School Meetings?

Yes, but they will be virtual.

47. Will there be Parent-Teacher Conferences?

Yes, they will be held by phone or virtually with scheduled appointments.

48. Will large group events take place?

Events with large groups of people, which bring in people from various locations would break the cohort and be in violation of the regulations, therefore events which typically have occurred will be discontinued or if possible, restructured virtually.





49. Are classroom celebrations allowed?

The sharing of food will not be allowed due to individual health and safety concerns as well as COVID-19 concerns.

50. How will the social and emotional well-being of students be safe-guarded?

Our teachers will give special consideration to these needs as a whole class and individually. Compassion will be modeled and reinforced. SNS will be working with our CCIU team to employ resources and in-class strategies to address these needs that are age- appropriate. As a Catholic school, we are blessed to engage in discussions from a religious perspective. Relying on God's goodness and strength will equip us with the spiritual compassion most needed. Students with individual needs will be addressed on a case by case basis. We encourage you to reach out to your child's teacher if you are having concerns for your child.

51. Will school devices and books go home nightly?

Yes, all school devices will be sent home nightly with the students. Kindergarten through 8th grade will have iPads and Chromebooks. Each device must be charged and returned to school daily. These devices will be used in the situation of distance learning as well.

Each student will have access to only the books that have been assigned to them; there will be no sharing. Each classroom teacher will decide what classroom materials and books need to go home each day. In the Lower School, teachers will ensure that only essential books or notebooks are taken home. In the Upper School, many textbooks are available online and, as such, will not require being transported back and forth. Homework will be posted in Google Classroom for all the grades.

52. Will students in the Early Education Center have to wear masks?

The 3, 4 and 5-year-old students will not be mandated to wear masks. Teachers will support parents if they request their child wear a mask. But if touching their mask defeats the purpose of the mask, parents will be notified that the mask is not being worn correctly and therefore will not be used within the classroom.

53. How will teachers/staff mitigate the spread of the virus within the Early Education Center (Pre-Kindergarten 3, Pre-Kindergarten 4 and Kindergarten) classroom?

To mitigate the spread of the virus, 2 staff members are assigned to each classroom: a.) classrooms are divided into two cohorts with one staff member monitoring half the class, half the furniture, half the toys, b.) staff will monitor the students as they wash their hands every hour, c.) furniture will be wiped down after each use, d.) classroom will by disinfected each day with a sprayer, and e.) two windows and two doors will remain open all day to enhance air flow.





54. What will a "typical" in-person school day look like?

The daily school schedule is still a work in progress. Each teacher will provide a published schedule at the beginning of the school year.

The Upper School classes and Special classes will be 45 minutes long. A short mask break outside will be built into every morning schedule. The Lower School students will only move to Gym class. All other Special teachers will zoom into Lower School classrooms. The Upper School students will only move to Gym class, Science Lab and Honors Math. The other teachers will either come to the classrooms or zoom into the classrooms.

Lunch and recess will be 30 minutes each, beginning at 12:10 PM. Each Lower School class will have lunch in the classroom or the dining hall twice a week. Only two classes will eat in the dining hall at one time. The Lower School recess will take place after lunch. The Upper School students will have recess first and then eat lunch in either their classrooms or the dining hall.

The information contained herein is subject to change.





APPENDIX

Symptom Monitoring information:

Symptom Monitoring

- Take temperature with temporal or forehead touchless thermometer
- Are you taking any medication to treat or suppress a fever? Yes/No
- Are you currently experiencing any of the following symptoms¹?

Column A	Column B	
1 or more symptoms	2 or more symptoms	
Fever (99.5°F or higher ²)	Lack of smell or taste (without	Headache
Cough	congestion)	Congestion or runny nose
Shortness of breath	Sore throat	Nausea or vomiting
Difficulty breathing	Chills	Diarrhea
	Muscle pain	

[&]quot;Has Symptoms" is defined as having 1 or more symptom(s) in Column A

OR 2 or more symptoms in Column B

OR Yes to medication to suppress a fever.

² The temperature considered a fever during screening differs based on how temperature is taken. Any fever reported by an employee, even if no thermometer was used, should be considered as symptomatic.

Mode	Temperature for Fever
Walk through scanner	97.5°F or higher
Axillary and temporal	99.5°F or higher
Oral	100.0°F or higher

¹ For a current list of symptoms see CDC's website: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html





School Exclusion and Return to School Information:

DRAFT OF July 24, 2020

Below is the June 19, 2020 guidance from Chester County Health Department regarding exclusion and return to school:

Scenario	Exclude From School	Return to School After
#1 – No Symptoms	No	Not applicable
#2 – COVID-19 Symptoms	Yes	Individual should be tested for COVID-19. If test result is <u>negative</u> , return to school 3 days after symptoms are no longer present. If test result is <u>positive</u> , follow return to school guidance for scenario #3.
#3 – Positive COVID-19 PCR Test <u>with</u> Symptoms	Yes	3 days with no fever and improvement in symptoms and 10 days since symptoms first appeared
#4 – Positive COVID-19 PCR Test <u>without</u> Symptoms	Yes	10 days after the PCR test was collected If symptoms develop during 10 days, follow return to school guidance for scenario #3.
#5 – Close Contact <u>with</u> Symptoms	Yes	Individual should be tested for COVID-19. If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. If test result is positive, follow return to school guidance for scenario #3.
#6 – Close Contact of COVID-19 without Symptoms	Yes	14 days after the date of last exposure to the person with COVID-19 If symptoms develop during 14 days, follow return to school guidance for scenario #5.