

BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

Table of Contents

Message from the Principal	2
Parent Tips for Preparing Your Child for School	3
School Access	3
Health and Safety Protocols at Home and School	3
Health Check Before School	3
Travel	4
Hygiene and Masks	4
Cleaning and Disinfecting	5
Drop Off and Pick Up Procedures	5
Classroom Environments	6
Ventilation	6
Cohorts	6
Physical Barriers and Signage Guides	7
Meals	7
Instruction	7
Schoolwide Gatherings	8
Mass and Liturgical Celebrations	8
Extended School Program	9
Field Trips and Athletics and Extracurricular After School Classes	9
COVID-19 Waiver and Release Form	9
Reference Websites and Additional Resources	9
COVID-19 WAIVER AND RELEASE	10



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

Message from the Principal

Dear Parents and Guardians,

This past spring, the COVID-19 virus impacted all aspects of our lives in ways that many of us could never imagine possible. To ensure that our students would be able to continue their learning and complete the grade level curriculum, we modified instruction from on campus to distance learning throughout the fourth quarter.

For the 2020-2021 school year, we have been working diligently to adopt the best practices to safely re-open our school. In this **Back to School Plan 2020- 2021**, we have based our policies and procedures on information from the Centers for Disease Control and Prevention (CDC), the Hawaii State Department of Health (HDOH) guidelines, and recommendations suggested by the Diocese of Honolulu and the American Academy of Pediatrics Association (AAP). **Modifications to the plans may be necessary due to the changing condition of the pandemic and our ability to support on-campus learning.**

Your willingness to support this plan will help all of us to work together to establish and promote a learning environment that will keep our students and staff safe, and to minimize stress and anxiety for students, teachers, staff and parents.

We look forward to this new year and as always, remain committed to providing your children with an educational experience that supports and develops their spiritual, academic, and emotional well-being.

Bridget Olsen
Principal



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

Parent Tips for Preparing Your Child for School

- Talk with your child about the ways that the return to school will look and feel different from the past years due to the COVID-19 pandemic. The new procedures and practices require that everyone does their part to keep themselves and others well.
- Assure them that the school and their teachers will do their best to provide a safe and healthy school environment.
- Encourage them to follow new health practices, including daily temperature checks, social distancing, handwashing, wearing face covers (masks and shields), and staying within their classroom cohorts.
- Please help your children remember to bring all their necessary supplies to school every day. Student use of the office phone is restricted unless it is an emergency.
- Everyone from the students, parents, teachers and staff, administrators, and clergy must work together as a team to take care of each other!

School Access/Visitor Restriction

- To help control the spread of COVID-19, on-campus visitors will be extremely limited. Parents may not volunteer or enter classrooms at this time. All persons entering the campus must wear a mask and will be subject to health screening.

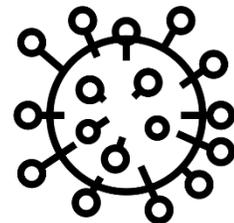
Health and Safety Protocols at Home and School

Parents must keep current Emergency Contact information in the FACTS Family Portal with the names, addresses, emails, and phone numbers of three emergency contacts.

Health Check Before School

If your child is sick, s/he may not come to school.

Parents must complete a **daily health screening form for their child one hour before school and email it to the school before arriving to verify that your child is healthy.** (See attached sample Health Screening form).



Students will have their temperature taken periodically during the day. Any child with a fever measuring 100.4 degrees or higher, or exhibiting cough, rash, cold or flu-like symptoms, will be sent to a separate isolation health room. Your child will be supervised until pick-up, which must occur within 1 hour.

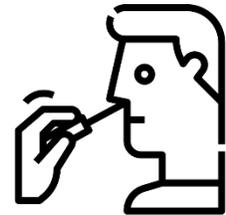


BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

All children sent home with a fever or COVID-19 like symptoms will be asked to follow local health department guidance for exclusion. Current guidance suggests a 14-day quarantine. If the child visits a health care provider and has been cleared to return to school, they must be 72 hours fever/symptom free before returning to school.

If a student or staff member has a known exposure to COVID-19 or has COVID-19 like symptoms, having a negative virologic test result, according to CDC guidelines, may be warranted for local health authorities to make recommendations regarding contact tracing and/or school exclusion or closure. Communication will be sent home.



Travel

Please avoid unnecessary travel. If you or your child has traveled outside the state of Hawaii, you are required to notify the school. The school will follow the HDOH quarantine requirements for out-of-state travelers (current requirement is a 14-day quarantine). If anyone in your child's household has traveled outside the state of Hawaii and has tested positive for COVID-19, you are required to notify the school and keep your child home for 14 days.

Hygiene and Masks



Please send your child to school in a face mask every day. If using fabric masks, be sure to wash nightly. Please label your child's mask. Students must keep one spare mask at school in a plastic bag. Students will practice sanitary storage of their mask when it is not being worn (be sure the side facing your mouth and nose is not left exposed, place the mask in a pocket or plastic bag when it is removed). All students must wear a mask outside of the classroom.

Students in Preschool through Grade 2 may remove their masks for short periods in class. Wearing of masks is appropriate only if a child can safely and reliably wear, remove, and handle the masks following CDC guidelines throughout the day. Masks should not be worn by children when they are sleeping. Older students will be given mask breaks in "Mask Free Zones" during the day.

Students will be required to wash their hands with soap and water frequently throughout the day. The recommended time for hand washing is 20 seconds. Hand sanitizer will be available in multiple locations on campus and in each classroom, but we also ask that each student bring their own personal 3-8-ounce hand sanitizer to school which will be kept at their desks. ELC



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19



students will be provided with hand sanitizers. Hand washing or sanitizing is required each time a student or teacher enters the homeroom. Hand washing or sanitizing is required prior to and immediately after using the restroom or at mealtime.

Use of drinking fountains is restricted to filling personal water bottles.

Cleaning and Disinfecting

Cleaning will be performed per established CDC protocols and is followed by disinfection when appropriate. Classrooms and playgrounds will be cleaned and disinfected daily, and hand hygiene will be emphasized before and after use of these spaces. The use of EPA approved disinfectants against COVID-19 will be used. High touch surfaces such as door handles, sink handles, light switches will be cleaned throughout the day. At the end of each school day, students will use cleansing wipes to wipe down personal spaces including desktops, face shields, and chairs.



Drop Off and Pick Up Procedures

Main school morning drop-off and end of day drop-off will be a drive through in the courtyard. Cars will enter from the main gate and should proceed to the lane closest to your youngest child's classroom. Cars will continue forward in the lane until they can safely stop and disembark or pick-up their children. Parents should remain in the car to keep the lane moving. The drop-off lanes will be open from 7:25am to 7:40am. Students in Grades K-8 must be inside their classroom by 7:45am or they will be marked tardy. Early Learning Center students must be signed into their classroom by 8:00am.

At pickup, the drive through lanes are open from 2:30pm to 2:50pm. on Monday through Thursday and 1:10pm to 1:25pm on Friday in the main school. To assist us to adhering in social distancing guidelines, please do not arrive prior to the opening of the drive through. Early Learning Center drop off and pickup schedules will vary with pickup at 2:20pm (M-Th) and 1:00pm (F). More information will be given to you from your child's teacher.

For the first two weeks of the school year, students in ELC through 2nd grade may be walked to their classrooms with their parents who agree to follow health screening procedures (temperature check) and adhere to social distancing guidelines. Parents are not allowed to enter the classroom with their child or to linger outside of the classrooms for any reason.



BACK TO SCHOOL PLAN 2020-2021

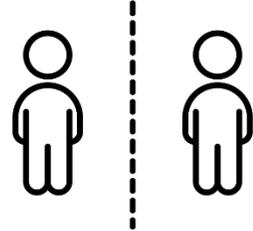
IN RESPONSE TO COVID-19

Parents who walk in may be required to use a separate entrance. This procedure is only allowed for the first two weeks of school. More information will be shared.

Classroom Environments

Student desks will be spaced 3 to 6 feet apart as per CDC guidelines. Students' personal items will be stored in their backpack, desk, or cubby. Please limit the items that your child brings onto campus each day and clean out their backpacks daily.

Students are to refrain from sharing personal supplies and other items with other students.



Ventilation

With the new information regarding the ways in which Covid-19 spreads, we are encouraging our teachers to reduce the use of air conditioning and maintain highly ventilated learning environments with classroom windows and doors opened. Outdoor learning is also encouraged when possible.

Cohorts

Cohorting or (podding) is a term that describes restricting the same group of classmates and teachers to stay together all day to decrease opportunities for exposure or transmission of COVID-19. The students' movement will remain with their classmates and in the same classroom "cohort" throughout the day. Specialty teachers (Music, Art, Technology, Spanish) will come to each classroom or connect virtually to conduct their lessons. (Physical education will be taught outside.) Restricting the movement of students helps to reduce contact with shared surfaces as each class is in a "bubble". It also facilitates efficient contact tracing, testing and quarantine of a single cohort rather than the whole school in the event of a positive case.

All teachers will wear a mask or a face shield during direct instruction and when circulating around the room or working with a student. Teachers will be provided with acrylic shields. Students will be provided with sneeze guards. All children in the Early Learning Center will remain with the same teachers throughout the school day.



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

Physical Barriers and Signage Guides

Physical barriers such as face shields and partitions will be provided where it is difficult for individuals to remain 6 feet apart.

Throughout the school signs will promote awareness of the school’s policies, procedures, and practices such as proper hand washing, proper wearing of face coverings, physical distancing, walking directions and staying home when ill. Signage and floor tape will be provided to remind students to remain at least 6 feet apart.



Meals

The snack bar will not be available at this time. Students should provide their own nutritious snacks and drinks from home.

All students **must** have lunch. Lunch options include: a home lunch (brought from home), or a hot lunch (purchased through the school). Hot lunch must be pre-ordered for the month or year and will be billed on your FACTS account. The school lunch menu is posted on the website.

Lunch time will be staggered by grades. Individually plated hot lunches will be delivered to the classrooms and classes may eat in their designated lunch areas (classroom or outdoors) while adhering to social distancing.

At no time should students share any food items. If a student forgets their lunch, the teacher will order a school lunch for him/her. Please do not drop off late lunches in the office.

All lunch rubbish will be collected, tied up in bags and disposed of safely.

Instruction

Our 2020-2021 school year begins in-person instruction on Monday, August 10th, a half-day. It is our desire to be in school at the start and to complete the year, but we are planning for distance learning should it become necessary. The teachers and staff will be working with your children during the first weeks of school to help prepare them for what to expect should instruction be modified to accommodate distance learning.

7 | *Changes to the public health situation over the course of the school year may necessitate changes to this guidance.*



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

Distance Learning will include both synchronous (two-way, real time) and asynchronous (not live, pre-recorded, independent work) learning activities. Lessons will be posted on Google Classroom and live class meetings will take place with Google Meet (PS-8). Other programs used by PS-5th may include Seesaw and Class Dojo. PK-8 will also have access to online programs including BrainPOP, Star Reading, Math and Accelerated Reader, IXL, Khan Academy, Epic, Tumble Books, etc.

Preparing your child to study in a home environment is important. Having a dedicated study area with a desk or table, lighting, and available school supplies (pencil, pens, paper and a computer or iPad) is important. Print and post a copy of the weekly schedule to help your child and you to keep everyone organized. Encourage your child to do their best, and to reach out to his/her teachers who are available throughout the school day to answer questions and help.

Students will be expected to participate daily and attendance will be taken and recorded. Instructional time will be reduced in accordance to best practices for distance learning by grade level. The curriculum will continue to emphasize instruction in Reading, Language, Math, Religion, Science and Social Studies, along with enrichment through our specialty classes. The social and emotional health of our students is equally important, and activities will be planned.

Remote work will be graded consistent with on-campus practices. Pickup of school materials (books and assignments) will be scheduled. Student work may be submitted electronically or via the drop box located on the office door.

Families who are experiencing difficulties or need an electronic device or internet access should contact the school. Parents will be provided with more information on how to connect with Google Classroom, Google Meet, and online programs.

Schoolwide Gatherings

The daily morning assembly and announcements will take place in the classroom and will be conducted over the PA system.

Special assemblies will be limited to small group meetings that will adhere to state guidelines with regards to social distancing, wearing of masks.

Mass and Liturgical Celebrations

Students will attend Mass with their class cohort. Social distancing will be followed inside of the church. Grade levels will be assigned to a Mass rotation schedule to accommodate all students safely. More information and Mass schedules will be shared by your child's teacher.



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

The church will be cleaned and sanitized following each Mass. Students will participate in daily religion classes, pray throughout the day, and are encouraged to continue service projects through virtual distancing.

Extended School Program

Morning Care will not be offered at this time. After School Care plans are still being explored for the K-8 program. Early Learning Extended Day Care will require pre-registration. More information will be provided.

Field Trips and Athletics and Extracurricular After School Classes

All field trips, after school athletic programs and classes are suspended under further notification.

COVID-19 Waiver and Release Form

All parents/guardians are expected to sign the [COVID-19 Waiver and Release](#) form.

Reference Websites and Additional Resources

- Preparing K-12 School Administrators for a Safe Return to School in Fall 2020 <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>
- Talking with Children about COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-entry <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>



BACK TO SCHOOL PLAN 2020-2021

IN RESPONSE TO COVID-19

COVID-19 WAIVER AND RELEASE

The novel coronavirus, COVID-19 (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization, causing more than three hundred thousand deaths worldwide. While medical professionals have confirmed that COVID-19 is extremely contagious and potentially deadly, there remain many unknowns regarding this disease.

COVID-19 infections have been confirmed in the State of Hawaii. In response to COVID-19 and in accordance with federal and state proclamations and orders, **St. Anthony School Kailua** discontinued on-campus learning in the Spring of 2020. However, in recognition of the various educational, social, and emotional benefits of participating in school on-campus, the School will be reopening its on-campus activities. While the School will endeavor to take reasonable preventative measures to reduce the spread of COVID-19 and to institute procedures to attempt to decrease the spread of the disease, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the School and participating in the School’s programming and activities on campus and/or in person could increase your risk and your child(ren)’s risk of contracting COVID-19.

By signing this Waiver and Release, and in consideration of your child(ren) being able to attend the School in person and/or on-campus, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by attending the School in person and/or on campus, and/or participating in the School’s programming and activities, and that such exposure or infection may result in illness, disability, and/or death. You, on behalf of yourself, your child(ren), your heirs, devisees, personal representatives, successors, and assigns (collectively, “Covered Parties”), hereby agree to release and forever discharge the School, its directors, officers, employees, agents, representatives, affiliates and/or assigns (collectively, “School Parties”) from any and all liabilities, claims, actions, damages, penalties, suits, costs, or expenses of any nature whatsoever, arising out of or in any way related, directly or indirectly, to any exposure or infection of COVID-19 to yourself or your child(ren) that may occur as a result of attending the School in person and/or on campus, participating in the School’s programming and activities, and/or while using any of the School’s facilities, equipment, or materials, to the extent permitted by law (collectively, “Claims”). You, on behalf of yourself and the Covered Parties, also hereby agree to indemnify and hold harmless the School Parties from and against all Claims.

By signing this Waiver and Release, you certify that: (1) you have read the above Waiver and Release, understand it, and sign voluntarily and without any inducement; (2) you are at least eighteen (18) years of age and are of sound mind; and (3) you are the legal guardian of the minor child(ren) listed below and are signing this Agreement on their behalf.

Parent/Guardian’s Name: _____

First Parent’s Signature: _____ **Date:** _____

Parent/Guardian’s Name: _____

Second Parent’s Signature: _____ **Date:** _____

Child’s Name and Age: _____

Child’s Name and Age: _____

Child’s Name and Age: _____