

Return to School Safety Procedures 2020-2021



**“Moving Forward
in Faith!”**



Together we will teach the children to see the world through the eyes of Christ and to model the lives of the Saints in a rigorous, academic environment.

All Saints Catholic School Return to School Plan

Dear All Saints Catholic School Parents and Guardians,

Saint Pope John Paul II tells us Never, Ever Give Up On Hope! All Saints Catholic School has never given up hope, never doubted, never tired, and never became discouraged in our confidence that we are the best choice for families in Kenosha and the surrounding areas. Since March, 2020, when schools shut down around the country, we have remained prayerfully committed to safely reopening our school. On August 25, 2020, we will reopen All Saints Catholic School with all students attending in-person five days a week.

We have outlined our plan below. We feel our plan will provide a safe return to on-site instruction. During this unprecedented, unpredictable time, we thank all of you for your support and prayers. As partners in the education of your children, we ask our families to help us:

- **Be understanding and flexible, remembering that details may need modifications.**
- **Do not send your child to school if he/she is not feeling well and/or has an elevated temperature.**
- **Continue to pray for an end to this pandemic and the good health of everyone.**

Kelly Neu, ASCS Principal

Chris Wilmot, ASCS Board President



Morning Drop-Off & Afternoon Pick-Up Overview

Morning Drop-Off & Afternoon Pick-Up Overview

Social distancing will be practiced to the best of our ability in the morning and at the end of the school day.

Parents/guardians should not enter the building with their children.

Entering the Building

- Students will enter the building through various doors. Cones will be set up to guide our students to their cohort (homeroom) line.
- These changes will affect the parking lot and the space needed for students to line up in the morning. There is no parking in the lot in the morning.

Exiting the Building

- Students will exit the building at staggered times in the beginning of the school year to assist with social distancing. We will continue to re-evaluate this.
- Parking will be available in the parking lot. We recommend that parents/guardians try to park in the same area each day to help students find their parents/guardians quickly and safely. Parking Maps will be shared in the August 19th newsletter.

Morning Drop-Off

SIT-2nd Grade: Enter at the Breezeway Door #3

3rd-8th Grade: Enter at the Main Door #2

We understand parents/guardians of younger students (SIT- Grade 1) may want to walk their child to their designated line, at least for the first week. If so, we ask that you practice social distancing, wear a face covering, and park on the street because there will be no parking in the lot.

No parents/guardians will be allowed to walk their child/ren into the school. Be considerate of our neighbors when parking. Do not block any driveways.

Morning Drop-Off Procedures

Social distancing will be practiced to the best of our ability in the morning and at the end of the school day.

Parents/guardians should not enter the building with their children.

- Students will line up in their cohorts (homeroom) in the parking lot. Cones will be set up to help guide the students to the appropriate line.
- Students will enter the building as a cohort, staggering the entrance into the building.
- Students will go directly to their classroom, not stopping at their lockers.
- **Temperature Checks:** Students' temperatures will be taken outside the classroom before they enter the room.
- The tardy bell will still ring at 7:45 a.m.

If your child has a fever of 100.4° or higher, staff will wait a bit and retake the student's temperature. If on the second attempt, the student still has a fever, the parent/guardian will be called to pick up the student.

Staggered End of the Day Pick-Up (We will continue to re-evaluate the parking situation.)

SIT Students

-Exit the Breezeway Door #3 at 3:00 p.m. on all days (except Thursdays 1:40 p.m.)

K4 Students

-Exit the 43rd Street Door #7 at 3:00 p.m. on all days (except Thursdays, 1:45 pm.)

K5 Students

-Exit the 43rd Street Door #7 at 3:05 on all days (except Thursdays, 1:50 p.m.)

1st Grade Students

-Exit the Breezeway Door #3 at 3:05 p.m. on all days (except Thursdays, 1:45 p.m.)



**SIT-1st grade
parents/guardians may wait
outside the exit door for
their child while wearing a
face covering and practicing
social distancing.**

Staggered End of the Day Pick-Up

2nd Grade Students

-Exit the Breezeway Door #3 at 3:10 p.m. on all days (except Thursdays, 1:50 p.m.)

3rd Grade Students

-Exit the Main Doors #2 at 3:15 p.m. on all days (except Thursdays, 2:00 p.m.)

4th Grade Students

-Exit the Main Door #2 at 3:10 p.m on all days (except Thursdays, 1:55 p.m.)

5th Grade Students

-Exit the Main Door #2 at 3:05 p.m. on all days (except Thursdays, 1:50 p.m.)



**Parents of students in
Grades 2-8 should remain in
their vehicles. Staff will help
students get to their cars
safely.**

Staggered End of the Day Pick-Up

Middle School Students

- Students will exit via the Breezeway Doors #3.
- At 3:15 p.m., students will be dismissed by classroom to exit the building.
- This will be the same every day, except Thursdays when they are released at 1:55/2:00 p.m.



Parents of students in Grades 2-8 should remain in their vehicles. Staff will help students get to their cars safely.



Bussing

Kenosha Unified School District provides bus service for our students.

Parents/guardians should complete the required form if they need bus transportation.

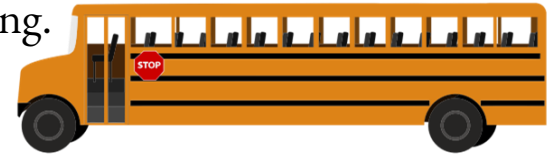
Contact Kathy Kovacs in the office asap if you have not completed the form. (262-925-4002)

Protocols for riding the bus to school and returning home:

- Students will wear a face covering.
- At the end of the day, students will wait in a designated, supervised area until the bus arrives.
- Social distancing will be practiced on the bus. Students will sit in designated seats.

Protocols when arriving at school:

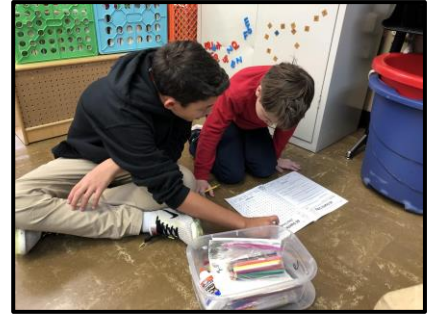
- Students will be dropped off on the 22nd Avenue side of the building.
- Students will walk around the building and join their cohort class.



Cardinal Care

Students attending Cardinal Care will follow these protocols:

- Students will buzz Main Door #2 when they arrive in the morning.
- The student's temperature will be taken before entering the cafeteria.
- Cardinal Care supervisors will practice the expectations during the first week, which will include how the children will socially distance within cohorts, homework time, and playing with the toys.
- All surface areas and toys will be cleaned every night.
- When a student is to be picked up, a parent/guardian will buzz the door, and the student will be escorted to the door. Parents/guardians should remain outside.





Health & Safety

Health & Safety Procedures

The health and safety of all of our students and staff is our priority. We are reminded that good hygiene, social distancing, wearing face coverings, 15 minutes or less of close contact, and ventilation are key components in dealing with COVID-19.

Face Coverings

Based on the state mandate regarding face coverings, we require that our students and staff, ages 5 and up, wear a face covering. Our 3-4 year olds are welcome to wear face coverings as well. Face coverings need to be school appropriate. Teachers will provide mask breaks throughout the day, and students will be coached to tell the teacher if they need a break from their mask. We will continue to address any mask mandates and designated expiration dates. Decisions about wearing masks will be made after considering CDC and Health Department recommendations.

Temperature Checks

Parents/guardians should check the temperature of their child/ren every morning before coming to school. Temperatures will also be taken before entering the classroom. If the temperature is elevated, the teachers will wait a bit and check again. Any student with a temperature of 100.4° or higher will be sent home.

Health & Safety Procedures continued...

Hygiene

Teachers will instruct and practice good hygiene with the students, with a special emphasis on handwashing and coughing/sneezing procedures.

Bathroom

Procedures will be put in place to limit the number of students in the bathroom. Additionally, cleaning protocols will be strictly followed as outlined in the Cleaning, Sanitizing, and Disinfecting Section.

Water Fountains

The water fountains will be partially closed. Students in grades 3-8 will be able to use the water bottle fillers. Younger students will have their water bottles refilled by the staff.

Ventilation

We will use fans and open windows/doors to ensure the circulation of air in the classrooms. We will encourage teachers to take the children outside for lessons and breaks.

Health Screenings

We will follow the procedures outlined by the Kenosha Health Department and the CDC.

We are relying on parents/guardians to take their children's temperature and monitoring their symptoms every morning before coming to school.

Please follow the [CDC screening check off list](#) to screen your child.

If your child is not feeling well or presents symptoms from the screening check off list, he/she needs to stay home.

If a child gets sick at school, he/she will need to be picked up as soon as possible.



Protocols for a Sick Child

- **Please do not send your child to school if he/she is not feeling well, has a fever, has COVID-19-like symptoms, or has been exposed to COVID-19.**
- If a child is not feeling well while at school, the teacher will notify the attendance office and a staff member will escort the child to the attendance office. We understand that not all children who are not feeling well will need to go home. The attendance personnel will investigate the symptoms and take the student's temperature.
- We have created a separate area in the attendance office where the child will wait until picked up.
- Parents/guardians should press the buzzer at Main Door #2 when they arrive, then a staff member will escort your child to that door.

A student will be sent home if...

➤ **he/she has one of the following symptoms:**

- Cough (new or worsening)
- Fever of 100.4° or higher
- Diarrhea or vomiting



➤ **he/she has two or more of the following COVID symptoms:**

- New loss of taste or smell
- Headache
- Muscle pain
- Shivering
- Sore throat
- Unusual Fatigue
- Chills
- Nausea
- Runny nose/congestion

Protocols for ASCS students/staff exposed to COVID-19

- **Inform our attendance office immediately (262-925-4000) so proper protocols can be put into place.**
- People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months, should self-quarantine.
- Stay home for 10 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
- This is the CDC link from August 3, 2020. [CDC Update](#)

ASCS students/staff exposed to COVID-19 continued...

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
- You provided at-home care to someone who is sick with COVID-19.
- You had direct physical contact with the person (hugged or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

Protocols for ASCS students/staff who test positive with COVID-19

- **Inform our attendance office immediately** (262-925-4000) so proper protocols can be put into place.
- Students or staff, who test positive, will be expected to work with local health authorities and self-quarantine.
- **All ASCS families will be notified if/when a student/staff member tests positive. This notification will come to our families through Mailchimp. We will honor our families' privacy and confidentiality laws.**
- ASCS administration will work closely with the Kenosha Health Department on contact tracing. As each situation could be different, we will work on contact tracing on a case-by-case basis.
- Through contact tracing, students/staff identified as being in close contact with the individual who tested positive for COVID-19 will be informed by the school. Due to privacy laws, the name(s) of individuals, who test positive, will not be shared.

Protocols for ASCS students/staff who test positive with COVID-19 continued...

- **Students/staff, who test positive, can return to school when the following are accomplished...**
 - 10 days since symptoms first appeared.
 - 24 hours with no fever without the use of fever-reducing medications.
 - COVID-19 symptoms have improved (for example, cough, shortness of breath).
- See CDC guidelines for more information. [CDC Guidelines](#)

The decision to move entire classes or the whole school to virtual learning will be based on COVID data, including our number of positive cases, in cooperation with the Kenosha County Health Department and Archdiocese.

How To Help At Home

The virus that causes COVID-19 is thought to be spread from person-to-person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby, or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one

How you can help at home to keep your student and family healthy:

- Help them wash hands often.
- Help them avoid close contact with people who are sick, even in your own home.
- Remind them to stay 6 feet apart from other people whenever possible.
- Cover mouth and nose with a cloth face cover when they are around others.
- Teach them to clean and disinfect frequently touched surfaces daily.
- Also make sure you are up-to-date on your regular vaccines! [CDC Vaccines](https://www.cdc.gov/vaccines)



Cleaning, Sanitizing, & Disinfecting

Cleaning and Disinfecting Procedures



Following a strict maintenance schedule, we will have stringent protocols for cleaning, disinfecting, and sanitizing. Sanitizing stations will be strategically placed throughout the school. Special spray cleaners have been purchased to be used at the end of the day for deep cleaning.

Throughout the day, custodial staff will...

- check, clean, disinfect, sanitize, and restock the bathrooms before school starts, before lunch, and after lunch.
- wipe down frequently touched surfaces such as door knobs, railings, entrance and exit doors, water fountains, etc.
- clean the cafeteria.
- assist cleaning and disinfecting in church and DeSimone Hall.

Throughout the day, attendance office staff will...

- use PPE when working with children who come to the office.

Cleaning and Disinfecting Procedures continued...

Throughout the day, staff and students will...

- ensure that materials that are shared, such as chromebooks, are cleaned and disinfected after every use.
- not share certain school supplies, food, drinks, or utensils.
- continually wipe down frequently touched areas, such as desks, light switches, recess equipment, etc.
- SIT-K5 will institute special protocols for daily cleaning of toys, rest mats, etc.

End of the day, custodial staff will...

- clean, disinfect, and sanitize the bathrooms.
- restock the bathrooms with supplies.
- empty and disinfect garbage cans.
- clean classrooms and hallways.



Social Distancing

Social Distancing Procedures

To practice social distancing, there are procedures and practices in place throughout the building.

- Teachers have removed extra furniture to increase space between desks in their classrooms.
- Tables have been replaced with desks in classrooms such as the science room.
- SIT, K4, and K5 teachers will use desks or creative dividers for each table.
- Traffic patterns/routes and staggered times have been identified for hallway and bathroom use.
- Students will walk single file in the hallways.
- Students will visit lockers less often and during scheduled, staggered times.
- Students will not share lockers, and they will be assigned by cohort.
- We will use tents outside to create more open air spaces for lessons.



Mass Procedures

We want to socially distance to ensure that our students and staff are able to continue to attend Mass weekly. The Holy Eucharist is an essential part of our faith and is important to the beliefs and values of All Saints Catholic School.

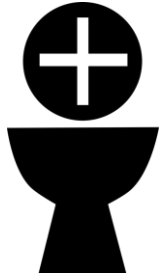
When we attend our weekly Tuesday Mass, we will be using the main floor of the church, the balcony, DeSimone Hall, and the classrooms. The students will be required to wear face coverings and to socially distance by sitting every third pew. Father or an Eucharistic Minister will come to the students to distribute communion.



Holy Rosary will be publishing in the bulletin that the 8:00 a.m. Tuesday Mass will be for the ASCS students/staff ONLY, due to COVID-19 and social distancing.

Mass Procedures continued...

At this time, older students will not be paired with younger students.



SIT-1st Grade

-Students will attend through live streaming.



2nd Grade-8th Grade

All students will attend Mass in their cohorts. Students in these grades will have a rotating scheduled time to attend Mass in person. All students not attending Mass in person will attend through a livestream in the classroom.

*All students participating in Mass in the classroom will still be able to receive communion.

We will continue to watch the Archdiocese rules, moving our students to weekly in-person Masses as soon as possible.

Lunch/Food Procedures

Students will eat lunch in their classrooms. We continue to work with Taher, our hot lunch provider. Taher has provided extra training for their employees, will provide PPE, and has updated operating processes.

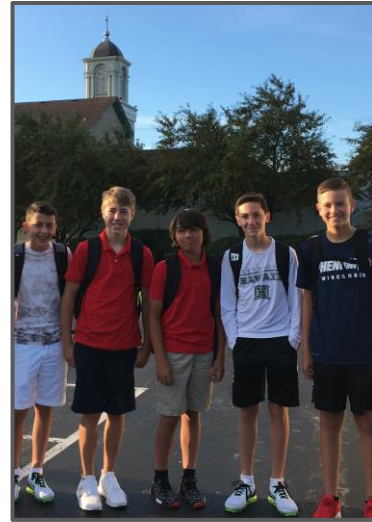
- Parents/guardians **will not** be allowed to drop off special lunches/fast food at lunchtime.
 - The microwaves **will not** be available at this time. Pack lunches that do not need to be heated.
 - Lunch boxes **should go home** at the end of the day to be disinfected.
 - There will be **no birthday treats** at this time. Teachers will make your child's birthday special!
 - Occasionally, a few classes may go to the cafeteria to eat their lunch, while still practicing social distancing and staying with their cohort.

*We are taking special precautions with food and drinks.
We do not want children sharing any food, drinks, or utensils.*

Recess Procedures

Students will continue to have their recesses while practicing social distancing.

Teachers will practice new recess expectations with students during the first week of school, which will include social distancing procedures, using classroom assigned recess equipment, exiting/returning to the building/classroom, and having fun!

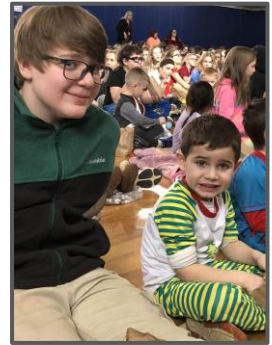


Visitors in the Building Procedures

Visitors in the school will be limited as much as possible and face coverings are required.

We request that parents/guardians not come into the building unless approved through the office.

- If a student forgets something such as a lunch or instrument, parents/guardians should use the buzzer at Door #2, and then a staff member will come to the door to get it. Please try to limit this occurrence as much as possible.
- If a student needs to be picked up for a prearranged appointment, the parent/guardian should buzz at Door #2 and a staff member will bring the student to the main door.



Other Large Group Activities



In order to practice social distancing, large group activities will be put on hold during the first semester.

*Administration/school board will continually re-evaluate the safety of reinstating these practices.

- We will participate in virtual field trips.
- Parent/Guardian meetings, including First Quarter Conferences, will be held virtually unless a unique situation develops.
- At this time, the School-wide Halloween Party is cancelled. {Teachers will plan activities for the classroom.}
- Decisions regarding Athletics will be governed by the Archdiocese and their recommendations.
- Safety drills will be practiced with individual classrooms, rather than the whole school.



Cohort Model for Instruction

Cohort Model for Instruction Procedures

(Procedures will be continuously re-evaluated for effectiveness and social distancing.)

Students will be assigned to an instructional cohort/class, which means that they will be with the same classmates throughout the day. This strategy will help to limit the interaction among the number of students and allow administration/health department to respond quickly with contact tracing if we should have a case of COVID-19.

- Teachers will be encouraged to take their classes outside for lessons, especially physical education classes.
- Students will start the year NOT changing clothes for P.E. class. Students should bring an extra pair of shoes and socks.
- Students will not switch classrooms in the beginning weeks, but instead will remain with their cohort in the classroom. The teachers will travel to the students. Special area teachers (Spanish, Art, and Music teachers) will travel to classrooms when possible.
- There will be no library for the first quarter. Teachers will encourage reading from their own classroom libraries.

Cohort Model for Instruction continued...



At this time, based on the Kenosha County Health Department recommendations, there will be no singing or playing of instruments in music classes. Music is valued and important to ASCS, therefore music and band teachers will provide alternate creative music lessons until the recommendations change.

- Teachers understand that changes in the school routines can/will affect our students. Teachers will monitor our students' well-being, conduct morning meetings, and continue to incorporate faith-filled lessons on trust, hope, and faith.
- For the first quarter, we will not be having a “No Tardies” award day. We want to respect all families and do not want to create any anxiety regarding this award. **Of course, we want our students to attend daily and be on time.** However, if your child is sick, he/she needs to stay home. When a student is absent, he/she is still expected to make up the school work. We will work with families/students having extended absences due to COVID-19.

Technology

- **SIT-2nd Grade Students** will be using *SeeSaw* in the classroom and if we need to move to virtual instruction.
- **3rd-8th Grade Students** will be using *Google Classroom* in the classroom and if we need to move to virtual instruction.
- Our goal is to have 1:1 chromebooks for students in Grades 1-8 this year.
- Our school will provide support for students, parents/guardians, and staff in device repairs, virtual learning issues, and any technology support.
- Families will be asked on the Consent Forms if they would need Chromebooks for their children in the event we need to move to virtual instruction. The school will lend Chromebooks to those families that sign the Equipment Agreement in the online Consent Forms.

Virtual Learning Procedures

Virtual/Remote Learning Procedures

- ASCS's Reopening Plan is to stay open, in person, 5 days a week!
- Virtual learning/remote learning will be available for students who have tested positive or have been exposed to COVID-19 and have to be quarantined.
- The decision to move a class or the whole school to virtual learning will be made through the guidance of the Kenosha Health Department and the Archdiocese.
- Our virtual/remote learning plan is guided by instructional best practice, ASCS technology capabilities, and the feedback we have received from parents/guardians through the Spring Survey, emails, and phone calls.

Virtual/Remote Learning Procedures continued...

Virtual learning will have specific outlined expectations for staff and students. Staff will undergo additional training and professional development to ensure quality virtual instruction and consistency. These expectations will be communicated to students and parents/guardians within the first few weeks of school. Students will practice these expectations during the first few weeks.

- All students will be instructed in their classroom on using the platforms: Google classroom (grades 3-8) and/or Seesaw (SIT-2). Both of these platforms provide the vehicle for our teachers and students to communicate regularly, demonstrate instruction and learning, and interact with each other.
- Zoom and/or Google Meets will be used to meet with students/small group/classes.
- Screencastify and/or other programs will be used to record lessons for students.
- Instruction will be a mix of synchronous and asynchronous instruction, which means real time instruction/interactions and clearly assigned/independent work with specific assigned due dates.
- We will provide technical support for the duration of virtual learning.



I plead with you –
never, ever give up on hope,
never doubt, never tire,
and never become discouraged.
Be not afraid.

– Pope John Paul II



“Together we will teach children to see the world through the eyes of Christ and to model the lives of Saints in a rigorous academic environment.

Thank You for taking the time to review our new procedures!