

John F. Kennedy Catholic School Lower Campus

Plan of Action Steps Toward Reopening of School for the 2020-2021 School Year

This plan outlines the components of our safety measures and best practices as of July 23, 2020 as we prepare for the reopening of our school. This Action will continually be updated to adhere to state and local regulations.





Temperature Checkpoints: We have invested in non-contact Infrared thermometers that will be used to assess temperatures of students and staff. All students will complete a temperature check each and every morning on campus. Anyone with a temperature over 100°F or showing signs of illness must be sent home immediately. We will have an isolation room which will be connected to the nurse's station for students who are ill and waiting to be picked up by a parent. Daily temperature screenings will also be provided for all school employees. Parents are urged to take their child's temperature and assess for symptoms. Symptoms include: fever or chills, cough, shortness of breath, difficulty breathing, fatigue, muscular or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.



Arrival of Car Riders: Drop off for car riders will be the same as in the past. Pull in from North Road and proceed forward until you see teachers out front near the bell tower. We will no longer be able to open and close doors of vehicles or assist children out of vehicles. **Car riders may not arrive earlier than 7:45 am.**



Arrival of Bus Riders: Students cannot congregate in the cafeteria as in the past. They will need to walk directly to classrooms. As soon as students arrive, they will need to use hand sanitizer prior to proceeding to their classrooms. Bus riders will have their temperatures taken as they exit the bus and/or enter the building.



Hand Sanitizer/Hand Washing: There are hand sanitizers in every classroom, door entrances, cafeteria, as well as, hand sanitizing stations in multiple locations in the hallway. Frequent hand washing will occur throughout the day and before consuming snack/lunch and use of restroom facilities.



Restroom safety: Sensory detected hand soap and paper towel dispensers will be installed in restrooms to avoid touch contact. Teachers will have scheduled times for students to take restroom breaks and will be limited to 2 students at a time.



Specials: At this time we are not offering physical education and/or other specials to avoid student crossover. However, at times teachers will be able to incorporate some "special" activities within their classrooms.



Breakfast & Lunches: Students will consume breakfast and lunch in the classrooms. Students will still be able to purchase a hot lunch. Students are encouraged to bring water bottles with their name labeled on them as water fountains will not be available. Students will sanitize hands before and after consumption. At times, students within their cohort groups may go outside to eat lunch.



Allergy Rooms/Nut Free: This year we are a completely Nut Free School as we are not able to provide “allergy” designated areas. Instead cohorts will all eat together within the same classroom. Please do not pack a snack or lunch that contains nuts. Peanut butter and jelly sandwiches will not be available to purchase this year. See *Safe Snack List*.



Birthday Treats: At this time we are not able to accept any birthday treats, both consumable and nonconsumable.



Recess: We will stagger classes to give students some time to be outdoors as we all know fresh air is beneficial to children. We will provide safe activity zones with safe distancing markers and/or at times we will go for walks all while keeping social distancing. Students will not be able to play on the playground “structure.” If students do not go outdoors for recess then they may color (they may bring coloring books) and/or watch a video in the classroom. We will try our best to allow for stretching and movement at their designated area in the classroom.



End of day dismissal: Below are designated areas for dismissal to ensure social distancing. Entrance to pick up students by vehicle is from North Road ONLY. You CANNOT enter from Reeves Road. See below for details. There is to be no congregating on school property at dismissal and social distancing guidelines must be followed. This is not a time to discuss concerns with your child’s teacher as the best way to communicate is through email. All students must be picked up at 2:20 (Kindergarten will dismiss at 2:30 for social distancing purposes). Please give yourself adequate time to arrive at school.

- ***Kindergarten:*** Pull in from North Road and park vehicle near bell tower structure. Location will be the courtyard closer to Parish doors. Retrieve your child from his/her class. (Pick up for Kindergarten is at 2:30 for parking and social distancing purposes).
- ***1st grade:*** Pull in from North Road and park vehicle across from bell tower structure. Location will be the courtyard right outside the main office doors.
- ***2nd grade:*** Pull in from North Road and park vehicle closer to Covelli Center doors. Location will be from the gymnasium. On nice days, students will be waiting on the ramp leading to Covelli Center doors.
- ***3rd grade:*** Enter from North Rd. and turn right and move on past Parish and toward the last door on our building on your left. Park your vehicle to the right and walk to retrieve your child.
- ***4th grade:*** Enter from North Road and park vehicle closer to end of lot near Covelli Center doors. Students will be waiting in parking lot across from playground structure.
- ***5th grade:*** Enter from North Rd and park vehicle closer to end of lot near Covelli Center. Approach your child by walking in parking lot across from playground “structure” and continue walking until you see your child’s teacher. They will be standing closer to the soccer field.



End of day bus riders: We will dismiss students by grade level and walk them to buses. ALL students must wear masks while riding the bus.

Clean School Environment: ServPro has been contracted to disinfect and sanitize our campus every 24 hours in addition to staff disinfecting and sanitizing during the school day. This cleaning system includes an electrostatic sprayer that can cover both large and small surfaces.



Face Coverings: All faculty and staff will be required to wear face coverings as will all visitors to the main office. Students in grades K-5 (effective per Governor's order 8/4/20) will be required to wear a face covering for the majority of the school day (breaks may be given while seated) except for when they are outdoors, eating, or drinking. At times, students will be asked to wear face shields (we have one available for every student and will have his/her name labeled on it) when necessary. For example, students do chorale reading at times (reading aloud in unison) and/or phonics sounds especially in the early grades. Teachers would then have students wear the face shields to protect everyone from the spread of germs due to excessive airborne particles. The following are Face Covering Guidelines:

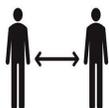
- All students K-5 must have a cloth or disposable face mask available at all times. Neck warmers or neck gaiters are acceptable.
- The face covering must fit snugly and secured around the ears or head and be worn over the nose and mouth.
- Cloth face coverings should be washed after each use and disposable face masks must be replaced daily.
- Face coverings are supplied by the student and we will supply a face shield.
- Face coverings may be solid or patterned. They may not have any political, controversial, or inappropriate graphics or messages on them. Any face covering that disrupts the educational process with graphics or wording is considered to be inappropriate.
- Face covering policies will be reevaluated throughout the year in accordance to CDC, AAP, and state/local Department of Health guidelines.



Outbreak/Symptoms: Staff and students exhibiting symptoms during the school day will be immediately isolated and sent home.

- The school will follow directives from the local health department in each case of a suspected case or outbreak.
- Parents will be alerted to cases or outbreaks as directed by the local health department. Names of infected staff or students will not be released for privacy reasons.

- Students and staff tested for COVID-19 must provide written documentation including a COVID negative test clearing them to come back to school.
- Students and staff testing positive for COVID-19 will follow the directives of the local health department. The school will follow all contact tracing directives and staff and students will not be permitted on campus until directed by the local health department.
- Absence policies are still being developed by the Office of Catholic Schools.



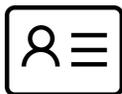
Social Distancing and Cohort Grouping: By offering in-person instruction to all students, we are aware that 6 feet of distancing is not always feasible. However, the maintenance of cohort classes minimizes the crossover among children. In other words, the same group of students will be together at all times and will not mingle with other classes or grades. Safety measures such as desks facing the same direction, one-way signs in hallways and physical guidance and markers to create significant social distancing adheres to local and state guidelines. We are looking into portable air conditioning which provides not only cooler temps, but also increased air circulation. Students in 5th grade will still have locker assignments but we will limit the number of students in this area and visits will be limited.



Mass attendance safety: Mass will take place weekly and on Tuesdays at 8:30 am. We will create a rotating liturgical schedule so students will be able to periodically attend Mass with their grade level. Staggering in pews and sanitizing when entering will be enforced.



Family Folder Safety: We are moving to digital Wednesday Family folders to avoid multiple contacts of materials. This information will be under our school website at www.warrenjfk.com under the Grades K-5 tab/Current Parents. Please view the folder every Wednesday after 3:00 pm for information.



Visitors: We have installed a plexiglass safety shield at our main office window in order to safely serve our visitors. Visitors must wear a mask while at the window and they will not have access to other parts of the building.



Behavior Consequences: This year more than ever it is absolutely crucial to follow school/classroom rules. This includes school policies, classroom rules, new guidelines due to COVID, social distancing requirements and sanitation protocols. Consequences will be assigned depending on the infraction. However, administration is responsible for the health and safety of all students and if we

feel that a student is putting others at risk due to violation of school policy, then that student will not be able to attend in-person school.



Remote Learning: In case of school shut down, classes will immediately continue online via Google Classroom.

- Teachers will post assignments and recorded videos to provide direct instruction.
- There will be regularly scheduled “zoom” meetings for students to ask questions and receive additional direct instruction. Teachers will also post these meetings to Google Classroom so that students may view them if unable to attend a live meeting.
- Teachers will communicate with parents/guardians through Class Tag. Instructions on how to sign up for this means of communication will be given the first week of school.
- Every student will be given a password and code to access Google Classroom.
- Chromebooks will be available for families who are in need of a device.
- Students are expected to keep the Chromebook in working condition and return it in the same condition that it was lent to them. If damages are incurred, then the parent is responsible to pay for the damages. A Chromebook Policy will need to be signed prior to borrowing a Chromebook.



Online Homeschool Option: We understand that due to the COVID-19 pandemic, some families feel it is best to keep their child physically home from school. Therefore, this year we are offering an online option through ACE Digital Academy where Kennedy teachers will monitor and grade student work. Below are details for this online program:

- Students will be enrolled in 4 core classes including ELA (reading, writing, spelling), Math, Science, and Social Studies. A workbook will accompany each core class.
- Kennedy teachers will monitor classes and also provide the online component for Religion.
- Kennedy teachers will grade a portion of the assignments.
- Parents may request to borrow Chromebooks.
- Once a child is enrolled online, families may have the opportunity to return to in-person instruction for the 2nd semester of school based on online grades and if there is room to maintain guidelines for social distancing.
- Students who are enrolled in the online program are not eligible to participate in any Kennedy in-person extracurricular activities or athletics.
- If Kennedy would need to shut down and return to remote learning, the online students cannot transfer into the remote learning class. The online students will continue with ACE Digital.

Kennedy tuition will remain the same for online students. Kennedy will cover all costs of the online program including workbooks.

- Participating in the online program will not impact an EdChoice Scholarship and/or other financial assistance.



Extended Care: This year we cannot provide after school care due to social distancing guidelines.



Parent Communication: As always, you will be provided with information and updates through Parent Alerts. Please always update the office with any cell phone or address changes. It is encouraged to follow us on Facebook, Twitter, or Instagram for updates. Teachers will communicate through Class Tag for classroom updates. We also expect parents/guardians to communicate with us. We need to know if you or your child came into contact with anyone testing positive with COVID. Likewise, while it is recommended that travel be limited during the pandemic, if it is necessary for your family to travel, please consult Kennedy administration as well as CDC Travel Guidance. It may be necessary for your child to quarantine for 14 days upon return if he/she traveled to an area that is having a surge in COVID cases.

Finally, our procedures and guidelines will continue to follow the Centers for Disease Control (CDC), the American Academy of Pediatrics (AAP), and the Responsible Restart Ohio framework provided by Governor Dewine and the Ohio Department of Health. We will make changes and revisions if necessary and or recommended by these departments.