



# Our Lady of Port Richmond Catholic School

## Reopening Plan 2020-2021

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Welcome to the 2020-2021 school year!

Over these past few months, we've had the opportunity to speak with many of our school students and families, and we look forward to talking with more of you as we continue through these remaining weeks of Summer and into the Fall. We understand fully how difficult things have been for each and every one of you, and most certainly for our children. With all that we have been through and will continue to experience in the coming days, weeks and months, please know that the faculty and staff at Our Lady of Port Richmond is committed to doing everything in our power to listen and respond to the challenges ahead and provide the best and safest possible experience for everyone this upcoming school year.

This summer, we assembled a team of 12 teachers, staff, and health professionals dedicated to planning how school will look and feel when everyone returns. Collaboratively, it is our mission to review all of the resources available to us from the Office of Catholic Education, the State of Pennsylvania and the City of Philadelphia and devise a reopening plan that not only has the safety of our children in mind, but that also addresses the physical, emotional, academic and spiritual challenges they have faced due to the distancing and quarantines.

What follows is our task force's detailed plan of processes, procedures and information for reopening in September. Please note that as with all plans, this is fluid and subject to change based on new information. We ask that you please be diligent in checking your emails and reading communication sent home to you by the school and/or your classroom teachers.

Our sole focus has been and will continue to be providing a SAFE environment for everyone and ensuring a smooth and safe transition back to OLPR. Please know that your children are number one here at OLPR. They are the heart of our school and are why we do all that we do. We cannot wait to see them and all of you in a few weeks. May God continue to bless you and your families.

### **OPERATING SCHEDULE**

OLPR will be operating on a full-day, 5-day per week schedule for all students. We will be utilizing the cohort model (see below), and want to assure you that all of our classrooms are under the number of students recommended for each room according to social distancing guidelines.

### **OPENING DATES**

The opening dates of the 2020-2021 school year are as follows:

- September 1st: Grades 5 to 8 orientation 7:50-12:00
- September 2: Grades 1 to 4 orientation 7:50-12:00
- September 9,10,11 Grades 1-8 7:50-1:00
- September 14 Grades 1-8 full days
- PreK-3, PreK-4 and Kindergarten orientation date September 14 time to be announced.
- PreKs and K noon dismissal September 15,16,17,18

Due to this ever-changing environment, the OLPR school calendar is available electronically this year. This enables us to update things in real-time. The calendar can be found on the OLPR website at [www.OurLadyofPortRichmond.com](http://www.OurLadyofPortRichmond.com)

### **COHORT MODEL**

A *cohort* is a group of students in the same grade, most cases, this is a single homeroom but, in some situations, it could be a larger group.

OLPR will be following the cohort model where students will be grouped in their individual classrooms with assigned faculty and staff for the duration of their time in the school building. They will stay together throughout the school day and will not mix with other cohorts. This allows us to properly monitor and track the health and well-being of students and staff within the cohort and to communicate and react accordingly in the event there is a need to quarantine.

### **MASK POLICY**

On July 1, 2020 the Secretary of the Pennsylvania Department of Health announced an order requiring Universal Face Coverings. The question was then asked on August 17, 2020 if this order applied to children and adults in schools. The response given was, “Yes, this order applies to all students, staff and visitors age two and older while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers (CTCs), intermediate units (IUs); educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start Programs and Preschool Early Intervention programs; and Private Academic Nursery Schools and locally funded prekindergarten activities”. As you can see from the response this rule is not just for our school. This is state-wide. In order to assure your child’s health and safety, we are required to follow all rules and regulations to proceed with opening school.

\*Note: We want to assure you that your child will not be wearing a mask for the “ENTIRE SCHOOL DAY”. There are plenty of opportunities for additional “Mask Breaks” which will be determined by the classroom teachers. The children will not wear their mask during Breakfast, Recess, Lunch, or rest time.

During times where children are eating their snacks and lunches, masks will be taken off and placed in a ziplock bag with their names on them. Parents/guardians are required to send labeled ziplock bags in with their students. Also all students are required to pack an extra mask in a labeled ziplock bag to keep in their desks in the event the mask they bring with them daily becomes unusable.

- Note: Per the uniform policy, school appropriate masks should be worn. NO PROFANITY, SCARY CREATURES OR CHARACTERS.
- If for medical reasons your student cannot wear a mask, we MUST have a signed letter from your child’s doctor.

### **STUDENT SPACING IN CLASSROOMS**

Students will be sitting in desks in their classrooms, facing the same direction and spaced out according to distance guidelines. Grades/classrooms with more than 25 children enrolled in their grade will evenly divide the children into two classrooms. The teacher will divide learning time and will have an aide assist them in proper supervision.

### **CLEANING AND SANITIZING**

Cleaning of all commonly touched items, like railings, and door knobs, will occur throughout the day. Classes with play centers will only use toys that can be sanitized, and they will be sanitized between uses. Classrooms will be sanitized fully at the end of each day. High-touch surfaces will be sanitized throughout the day.

### **STUDENT SUPPLIES**

Students must come to school prepared and with their own supplies each day. Students are not permitted to share. It is critical that you evaluate your student's supplies and double check that everything is packed into their school bag and lunch boxes daily.

### **SOCIAL DISTANCING**

Social distancing is also a fundamental practice in all our procedures of operations. Classrooms will be set up providing 6 feet of distance between each child. Students will maintain proper social distancing when lining up, coming in/out of the classroom, in bathrooms, and traveling through the hallways.

### **BASIC PRINCIPLES FOR THE BUILDING**

OLPR will be limiting the number of visitors entering the building. Those students who have to leave early for a doctor's appointment will not have access to Mrs. Coyle's office. They will wait in the lobby and parents/guardians will sign them out at the window.

If a student has forgotten a book, a bag, or a lunch, parents/guardians will NOT be permitted to drop items off or leave items for students in the front office. Please be mindful of this when packing your students for the day.

Outside food and snacks will not be permitted to share in classrooms.

Each student is expected to provide their own material and classroom supplies. They will no longer be able to share materials.

All classrooms will be appropriately ventilated.

### **CATHOLIC IDENTITY**

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity.

Children will attend masses via live stream.

OLPR will incorporate **The Prayer of Pope Francis during the Coronavirus** in all classrooms and throughout the school this year.

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: “Do not be afraid” (Mt 28:5). And we, together with Peter, “cast all our anxieties onto you, for you care about us” (1 Pet 5:7). Amen.

### **ARRIVAL AND BUILDING ENTRY PROCESSES AND PROCEDURES**

- Doors will open daily at 7:30 a.m.
- Children will no longer be permitted to enter the building before 7:30 a.m.
- Entry Locations:
  - Pre-K3, Pre-K4 & Kindergarten will enter the building through the Madison Street doors.
  - Grades 1 through 4 will enter through the main doors on Thompson Street.
  - Grades 5 through 8 will enter through the brown doors on Edgemont Street.
- All children will enter through their designated door wearing a mask. They will have their temperature taken and be given hand sanitizer. They will go directly to their classroom.

### **DISMISSAL AND BUILDING EXIT PROCESSES AND PROCEDURES**

- Pre-K 3 Room 13 will dismiss at 2:40 p.m. out of the Madison Street Door.
- Pre-K 4 Room 14 & 18 will dismiss at 2:40 p.m. out of the front doors located on Thompson Street
- Kindergarten Room 15 & 17 will dismiss at 2:40 p.m. out of the back door located through the driveway on Edgemont Street closest to the kitchen staff door.
- Those who have siblings will be dismissed with the youngest sibling at 2:40 p.m.
- Grade 1 will be dismissed at 2:50 p.m. out of the back door located through the driveway on Edgemont Street closer to the kitchen staff door.
- Grade 2 will be dismissed at 2:50 p.m. out of the brown doors located on Edgemont Street.
- Grades 3 and 4 will be dismissed at 2:50 p.m. out of the main doors located on Thompson Street.
- Grades 5 through 8 will be dismissed at 2:50 p.m. out of the Madison Street door by cohort.
- CARES and after-school program students will remain in class until CARES staff assigned to that floor picks the children up from the floor.
- Bus students will be called by Mrs. Coyle.
- A&W after school students will be called to the lobby between 2:45-2:50 p.m.

### **BREAKFAST**

FREE Breakfast will be provided for those students coming in at 7:30 a.m.

### RECESS

Pretzel will be available for purchase. However each child should pack a water bottle to have with their snack. Per health and safety regulations, water fountains will not be available for children, teachers or staff to use.

### LUNCH

Due to social distancing protocols, students will remain in their classrooms for lunch. Students will wash their hands and all surfaces will be properly sanitized before and after meals. We offer FREE hot lunch, or students can bring their own from home. **THERE IS TO BE NO SHARED FOOD DURING LUNCH.**

### SPECIALS (GRADES 1 TO 8)

Library class will not be held. We are developing a plan for use of library materials that will be communicated in the coming weeks. Technology, Spanish, Art, and Music will be held on a set schedule based on cohorts.

Physical education class will be held and properly socially distanced. We will utilize the outside Madison Street lot, weather permitting.

### PARTNERSHIP

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

### OUR LADY OF PORT RICHMOND ROOM

When students are experiencing discomfort or potential symptoms of COVID, they will be removed to a place where they are isolated from others with enough room that several students could sit in the room and be six- feet apart until they are picked up. This room will be staffed by our school nurse or the assistant principal if the nurse is not on site.

### VIRTUAL LEARNING

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

*Google Classroom:* Our Virtual Learning will be primarily done through Google Classroom, complemented with attendance tracking and grading in Option C.

Each grade and classroom will have their own Google Classroom. Each student will have a unique login and password which will be shared with students and parents.

*Live Stream:* - If a child is absent due to suspected COVID case, or a confirmed COVID case, teachers in grades 1 through 8 will live stream instruction for religion, math and ELA. All other classes will provide assignments in Google Classroom.

*Zoom Meetings:* Students should come prepared with a book and pencil. The students should be in appropriate clothes no pajamas. Students must remain in screen for the entire zoom meeting. No eating or drinking during the zoom meeting.

In the event we have to go fully virtual, a live stream schedule will be provided for the students in grades 1 to 8. They will have to attend daily for all major subjects and/or as directed by the classroom teacher. We will do our best to minimize overlapping instruction times for those families with multiple students trying to work at the same time. Live stream will be done daily for major subjects such as religion, math and ELA.

### **AFTER SCHOOL CARES PROGRAM**

Our after-school program will follow all new rules and regulations that apply to the regular school day. Our Lady of Port Richmond obtained DHS certification, which means they will also be incorporating DHS regulations. Parents/guardians of students in CARES will be provided with information for that program separately.

### **PARENT COMMUNICATION**

Now more than ever, it is critical for all parents to check electronic communication. All parents/guardians must have valid contact information in the following programs:

- Classroom Communication Apps: These will be coordinated directly with your student's classroom teacher.
- Weekly eMinders and other school emails and alerts: If you are not receiving these emails, send an email to Renee Roznatoski at [renee@ourladyofportrichmond.com](mailto:renee@ourladyofportrichmond.com) with your name, your student's name/grade and your email address.

- Option C: Parents/guardians of new students will receive login information in the beginning of the school year. Returning families need to make sure that they have their logins, and that all contact information in Option C is up to date.
- Emergency Contact Forms: Please complete and return all emergency contact forms sent home to you. There is one in your student's first family folder. Classroom teachers might send home additional classroom forms as well.

### **MENTAL HEALTH AND WHOLE HEALTH**

We will establish a safe environment to learn, recognize when a student is at risk, and continue to emphasize the importance of mandated reporting. Catapult will also be available for support for our students and staff.

### **AFTERSCHOOL ACTIVITIES**

We will not be holding after-school activities such as Drama Club, Dance Program, or CYO sports at this time.

### **GUIDANCE FOR DEALING WITH COVID CASES**

#### **If a staff member or volunteer has a confirmed case of COVID-19**

1. Notify the local health officials – ask for guidance.
2. Dismiss the staff or volunteer for 2 to 5 days until health officials can determine next step.
3. Consider dismissal of cohort, related to the suspected case of COVID-19, according to health official guidance.
4. Discourage the cohort from gathering until during the initial period.
5. Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.
6. Close off the potentially infected area for 24 hours and clean the areas that may have been infected by the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
  - 3 days with no fever **and**
  - Symptoms improved **and**
  - 10 days since symptoms first appeared

#### **If a student has a confirmed case of COVID-19**

1. Notify local health officials to ask for guidance.
2. Dismiss the student(s) for 2 to 5 days until health officials can determine next steps.
3. Consider a dismissal of cohort related to the suspected case of COVID-19 using health official guidance for this.
4. Discourage the cohort from gathering during the initial period and the situation has been evaluated.
5. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
6. Close off area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.

7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The student can return after the following conditions have been met:
  - o 3 days with no fever **and**
  - o Symptoms improved **and**
  - o 10 days since symptoms first appeared

**If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms.**

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are. CDC guidance for caring for oneself and others who are sick should be followed.
2. Provide an isolation room.
3. Call for home transportation, if necessary.
4. Can return when:
  1. 3 days with no fever **and**
  2. Symptoms improved **and**
  3. 10 days since symptoms first appeared or,
  4. or if cleared by a medical professional.
2. If case is confirmed, please see aforementioned section (**confirmed case of COVID-19**)  
**In order to remain in compliance with HIPPA regulations, parents/guardians will be notified if a student or teacher in their child's cohort has a suspected case or a confirmed case of COVID-19.**