

Covid-19 Guidelines & Policies 2021-22

Health & Safety

- Parents must assess their child each morning using a **health screening form** provided by the school and to keep them home if they exhibit any of the symptoms listed, and to sign this form and send it in with their child each day. If a parent or guardian is not able to do so, the student will be required to sign this form upon entering the school.
- Students attending school in the building must arrive at school in **dress code**. Changing of clothing once in the building, except for footwear, will **not** be allowed.
- **Parents who drop off their children to school in the morning and/or pick them up in the afternoon** are to enter the large parking lot at the Smith St. entrance nearest the building and proceed forward to the back of the parking lot near the adoration chapel where they can drop off or pick up their child.
 - Parents then turn right and travel across the back of the parking lot, then turning left at the Calverly St. exit at the far end of the parking lot, and then onto Smith St.
 - All students will enter the building in the morning at the **rear side door** near the Adoration Chapel that opens onto the mezzanine ramp. Students will exit the building in the afternoon from the **west side door** that opens to the large parking lot.
 - The side door that opens from the mezzanine to the large parking lot will be unlocked at **6:55am** for student entry. There, students will process in single file to the breakfast program, the library or their homeroom. The library will be limited to 15 students at a time.
 - Students will be allowed to use the **restroom** on arrival at school only with permission by a faculty or staff person and only after they have checked in with a staff person when they enter the building or when they check into the breakfast program, the library or their homeroom. Students will **not** be allowed to bring backpacks into the restrooms.
- **Surgical masks (blue & white)** are recommended, but at least a two-layer **cloth mask** must be worn by all students and non-teaching staff all day unless a distance of 3' or more can be maintained. Cloth masks will be available at school at no cost. Students who come to school without a mask will be provided with one.

- **Gaiter, kerchief, clear plastic, valved or synthetic fiber** face masks are **not** acceptable.
- **No person has the right to refuse to wear a face mask while in the school building.** Students who have an acceptable reason for not being able to wear a face mask will not be penalized, but may be subject to other protective protocols, including learning from home.
- Teachers are required to wear surgical or two-layer cloth **face masks**. If more than 3' distance from students and others can be maintained, **face shields** (provided by the school) may be used by teachers who are using the front board. Teachers will be required to wear surgical or cloth face masks when moving between classes and when helping individual students during class.
- The **School Nurse** will wear a N-95 mask, face shield, gown, and gloves (provided by the school) for when assessing students with the COVID-19 diagnostic symptoms.
 - A stock of PPE – gloves, hand-sanitizer bottles, disinfectant wipes, and face masks – will be kept in the Nurse's Office.
 - Students who show any signs of the COVID-19 diagnostic symptoms will be placed in an **Isolation Room** close to the School Nurse's Office.
- Student **desks** will be organized in long rows, facing front, to reduce the number of rows, maximize spacing between rows and maintain as much distance between students, and between students and teachers, as possible. Other classroom furniture will be kept to a minimum.
- Stable **assigned seating** for all students in each of the four core classrooms will be set before the school year begins. These seating charts will be maintained for **all** classes held in these core classrooms (Rooms 101, 104, 203, 206).
- **Honors, elective and break-out classes** with typically smaller class sizes will be assigned to other classrooms. The teachers of these courses will set their own permanent seating assignments. As students leave the core classroom for these classes, remaining students are to stay in their assigned seats.
- **Social distancing** of all students and school personnel up to at least 3' wherever possible will be maintained.
- Students and staff will be provided with regular opportunities to **wash their hands** at break time and lunch time, after using the restroom, and as needed.

- **Hand-sanitizer dispensers** will be installed at the entry to every classroom and office (students and staff may bring their own small hand-sanitizer bottles).
- A staff person will be assigned to **clean and sanitize** door knobs, desktops, restrooms and other common surfaces during the late morning and early afternoon.
- **Cell phones** may be carried by students in their backpacks, but **not on their person**, and must be turned **off** during the school day.
 - **Locker assignments** will be staggered by grade to minimize student contact and maintain distancing. Students will be called to their lockers by grade during morning homeroom and at dismissal.
- **Desk shields** will be installed for staff in the Main Office, the Library and the Nurse's Office.
- Maintenance staff will thoroughly clean and sanitize the building at the end of each school day.
- The School Nurse will serve as the **school's liaison** with the *R.I. Department of Health (RIDOH)*. She will immediately contact and consult with RIDOH if a student, staff members, or immediate family members be diagnosed with the COVID-19 virus. The school will then immediately follow the guidance of RIDOH in taking steps to address the situation:
 - The school will collaborate with *RIDOH* to identify which staff or students need to be quarantined. Community members will be informed of such developments by using a code over the intercom that includes the grade number but no names to adhere to health privacy laws.
 - Information will be communicated to staff via e-mail memos, and families will be informed through both phone and email blasts via Parent Alert.
 - Staff, student, and/or family concerns will be addressed through phone or e-mail contact.

Other Health & Safety Measures include:

- The **cafeteria**, for breakfast and lunch, will be organized into four quadrants with each class occupying seats and tables in their own quadrant. Classes will be spaced apart, and students within a class will be seated according to social distancing guidelines. Face masks will not be required while eating. **The breakfast and lunch programs may be altered in accordance with the state's COVID-19 policies and the availability of hot food.**

- The **east-side stairway**, near the small parking lot, will be designated for up travel and the west-side stairway will be for down travel. Hallway travel will be directed from the east side to the west side of the building.
- **Hallway and stairwell supervision** will be ongoing throughout the school day.
- Students will **not** be allowed to roam the halls or sit in the stairways before, during or after school.
- Teachers may allow only **one student at a time** to leave their class to use the bathroom.
- Students will be given the opportunity for **stretch breaks** at the end of Periods A, C and E. After Period B, students will have a 13-minute break during which they will be allowed outside, weather permitting, take a stretch and snack break in the hallway outside their classroom, and/or use the restrooms.
- A 25-minute **lunch period** will take place after Period D, Mondays through Thursdays, and after Mass on Fridays.
 - Students will be called to lunch by class, stopping at the 1st and 2nd floor refrigerators to get their bag lunches, if necessary, and be dismissed from lunch to class in reverse order.
 - A microwave unit will be placed in each quadrant of the cafeteria to help maintain social distancing.
 - If weather permits, students will be allowed to go outside after they finish eating, maintaining social distancing and face-mask protocols.
- Friday **Mass** at 12:05pm on Fridays will be held in the church. Students will process into the church by class. Students and staff will be seated and receive Communion according to the parish's social distancing and face-mask requirements.
- The **Student Lounge**, located across from the Main Office, will be closed before, during and after school, except for teacher-student tutoring.
 - A **printer** will be placed in each homeroom to help avoid crowding in the library.
 - The **science lab** will be used only when appropriate spacing can be maintained, along with extra safety precautions to be determined by the science teachers.
 - Available staff will help **supervise student flow out of the building** or to other on-site destinations at dismissal.

- Bus students will be dismissed first. Students being picked up by parents immediately will be dismissed next, and then all other students by grade.
- When dismissed, students will go to their lockers and then either leave the building via the west-side door to the large parking lot, wait in Room 101 for their rides, go to the library until 3:00pm, go to specific teachers for help, go to Campus Ministry, or go to detention.
- Students remaining in the building after dismissal will remain masked and social distancing will continue.
- Parents will be required to arrange for pick-up of their children **by 4:00pm**.
- Once students leave the building, they will **not** be allowed to re-enter the building without permission of the School Secretary.
- **Visitors** to the building will be kept to a minimum.
 - Parents **should call ahead** before visiting.
 - Parents must **never** arrive at the school in response to a student's cell phone call or text. (Students are not allowed to carry cell phones on their person but are required to keep them in their bookbags.) Parents will be contacted directly by the School Nurse or the School Secretary if a student needs to be picked up.
 - All visitors **must wear face masks** and **observe school rules** regarding social distancing. Visitors may be asked to be seated in the Main Office or the area across from the Main Office.

Instruction

- All students will be expected to **attend school (virtual options are not available) and be on time for homeroom and every class, actively participate, and ask permission to leave the class** for any reason.
- The structure of the daily schedule will remain as is, without time extensions to the day or to classes. All students attending school in the building must arrive by 7:35am.
- Homeroom will begin at 7:42am for all students, those in the building and at home (except for students who are home due to illness).

○ During homeroom, teachers will take **attendance** (students in the building and at home); **monitor** social distance, mask-wearing, locker visits and printing; and **maintain** silence during morning prayer.

- Each student will be provided with a **Chromebook** at the beginning of the year and will have it with them at school and for home use. Students will receive training in the new technologies and applications at the start of the school year. Students who encounter issues with their **Chromebook** or other school technology must immediately contact Mr. Mark Luzzi, IT Director.
- All students and faculty will use the **Google Classroom** platform for class assignments, communications, one-to-one teleconferencing, and email. This platform will also be integrated with our **RenWeb** grading application so that grades entered on one will automatically be entered on the other. MS 365 will no longer be used for email.