



Holy Ghost School Procedures for Phase 2

July 20, 2020

Dear HGS Families,

I know everyone is anxious to hear information concerning the upcoming school year. We at Holy Ghost understand the importance for students (and families) to return to some type of normalcy. Therefore, we have been working diligently to prepare for the new school year while following the guidelines that are set forth by the Diocese of BR, the LDOE, Our Lady of the Lake medical professionals and the CDC. We are confident that we can educate the students academically, socially and spiritually while adhering to all of the necessary precautions.

While our procedures may look different, your child will still receive a wholesome, rigorous, and engaging education that incorporates many of the special activities that sets Holy Ghost School apart from all others.

*****When reading this, please understand that this is a fluid document and could change depending on the circumstances and guidelines at the time.***

Face Masks

- Please acclimate your child with proper mask usage prior to the first day of school.
- During class time, adults and students (3rd grade and up) will wear face coverings. (PK-4 through 2nd grade may wear a face mask if a parent chooses.)
- Face mask breaks will be given throughout the day, not to exceed 14 minutes at a time.
- When entering the office or cafeteria, all students PK-4 through 8th grade will be required to wear a mask.
- It will **not** be necessary to wear a mask at recess or PE.
- Each student will be provided a clear face shield to wear in the classroom if the parent requests. (However, this is not in the place of a face mask for grades 3rd-8th.)
- Teachers are required to wear face shields when teaching and maintaining Social Distance. However, they will wear a mask when they are providing individual instruction to the students.

Arrival

At this time, we have not been informed of the status of bus service; therefore, please make plans to bring students to school between 7:05 and 7:35. Parents must take their child's temperature prior to leaving the home. Also, if the answer to any of the following questions is "YES", your child must remain at home.

1. Have they had a fever, greater than 100.4 degrees, in the last 24 hours without the use of fever-reducing medications?
2. Do they have a new cough that started or has become worse in the last 48 hours?
3. Do they have shortness of breath that started in the last 48 hours?

Children's temperatures will also be taken each morning before they exit the vehicle. If he/she has a temperature over 100.4 degrees, they will not be allowed to attend school.

Late Arrivals

1. Park in the church parking lot.
2. Come to the office, but both parent and child (children) remain on the porch. (Please use Social Distancing if others are on the porch as well.)
3. Patiently wait for a staff member to come outside.
4. Your child's temperature will be taken before being allowed into the building.

Tardies will also be taken. (But we do understand that during the first few weeks of school, things will move slower in carpool until procedures become more familiar.)

Early Check Outs

If a student needs to be checked out for any reason throughout the school day, the parent must call the front office before arrival, and remain on the front porch. The student will be walked out by a faculty or staff member.

Dismissal

Parents will pick up their children, between 2:35 and 3:00, using the same route as they did for Arrival. All students will be dismissed from their classroom assigned areas. Social Distancing will be maintained. As with Arrival, please be patient as we know this procedure will take a bit longer.

*****Ms. Cindy Wagner will be contacting every family regarding the area they will use for Arrival and Dismissal.*****

Aftercare (3:00-6:00)

Aftercare will be offered. Grade levels will be separated into different areas and will be managed from the gym instead of the cafeteria. Social Distancing will be maintained, and mask guidelines will be followed as stated above.

Forgotten Items and Visitors

Until we are in Phase 3, no forgotten items may be delivered, and unfortunately, no visitors will be allowed at the school either. If a child forgets his/her lunch, we will make sure they receive a cafeteria lunch to eat. Of course, if they have a documented food allergy on file, an exception will be made.

Classroom Procedures

- Students will remain in their homeroom for each subject. (With the exception of PE, all teachers, including Enrichment, will rotate in lieu of students.)
- Desks/tables will be spaced apart to the furthest extent possible.
- Each class will have a designated area for recess and students will remain with their homeroom classmates.
- There will be no communal sharing of school supplies.
- Hallways will be marked for proper traffic flow.

Sanitation Procedures

- There will be designated handwashing/hand sanitizing times throughout the day.
- Cleaning of high-touch surfaces such as doorknobs, desks, etc. will also be done throughout the day.
- Our cleaning company, PM Maintenance, will provide additional disinfectant and services.
- Supplemental cleaning, using long lasting sanitizers, will be done quarterly by a licensed/certified company.
- Each desk/table will have a sneeze guard/screen.
- Automated hand sanitizers will be stationed at all main doorways.
- Antimicrobial Mats will be placed at the entrance of each classroom doorway.
- Water fountains will be shut down, but there will be several water bottle filling stations located on campus.
- Hand Foggers used to disinfect large areas daily.

Food Service Guidelines

- ❖ Grab-and-Go breakfast will be available if you would like your child to receive it. However, they MUST wear their mask and maintain social distancing when going to the cafeteria. They MUST also arrive on campus no later than 7:15 in order to obtain the breakfast, walk to their classroom, and have time to eat before class begins at 7:35.
- ❖ Grab-and-Go lunches will be available for purchase. (No optional “choices” will be given on the menu.) Depending on grade level and location of building, students will either walk to the cafeteria to pick up their lunch, or have the meals delivered to the classroom. Again, Social Distancing will be enforced, and masks must be worn to and from the cafeteria.
- ❖ **As always, you are more than welcome to pack a lunch for your child as they will often take advantage of eating outside with their class on good weather days.**

Afterschool Sports and Clubs

At this time, several clubs and sporting events will be postponed until COVID restrictions are lifted. However, individual coaches and club sponsors will be communicating with parents regarding what is, and is not, allowed at this time.

What Happens if a Student Becomes Ill at School?

- A “Quarantined” area by the school office is currently being prepared.
- If a child becomes ill on campus, he/she will be sent to the “Quarantine Area” and monitored by a staff member using Social Distancing.
- The parent will be phoned immediately and must make arrangements for the child to be picked up from school within 30 minutes.

What Happens When Someone is Diagnosed with COVID?

School leaders have been told by numerous health officials that the virus does not affect young children as it does adults. In fact, they stated that it is extremely rare for Pre-K through 2nd grade-aged children to spread the virus to others. However, it is possible to have COVID cases on campus, just as we do with the flu, colds and other illnesses. With that being said, the physicians and psychologists, that administrators have met with, are adamant that children need interaction with other children for their social and emotional well-being. According to the latest information that we have received, if a student or staff member is diagnosed with COVID, it will NOT be necessary to quarantine the entire class (if we are following the guidelines as specified in this document). Distance Learning will be provided to students that have a compromised immunity system or have been diagnosed with COVID.

As stated at the beginning of the letter, this is a “fluid document”. The governor gives frequent updates and these guidelines may be subject to change.