



Dear St. Mary Catholic School Families,

Thank you for your patience and understanding amidst the ever changing landscape the world is in today. We are using guidance provided by the Governor's Office, the State of Ohio Board of Health & the Cuyahoga County Board of Health, the Cleveland Catholic Diocese, the CDC, the Cleveland Clinic and University Hospitals, and the American Academy of Pediatrics to help us better prepare for the 2020-2021 school year.

St. Mary Catholic School will welcome all registered students for traditional, face-to-face instruction a full five days per week starting August 26th for grade 1 through grade 8. Kindergarteners will begin according to their phase in schedule- Mrs. Dober, the kindergarten teacher will contact those families and notify them which day their child will start.

St. Mary Catholic School will welcome registered Preschool students for traditional, face-to-face instruction beginning September 8 & 9, 2020. Preschool students will have selected "phase in" dates to attend their first days of school. Mrs. Judy Lake, Preschool teacher, will be in contact with all Preschool families to inform them of which day.

The school day will start at 9:00am and end at 3:20pm. Kindergarten will be dismissed at 3:10pm, as scheduled. All preschool programs hours will remain the same. (P3- 9-11am M&W; P- 9-11:30 W,TH, F; and PK- 12:45-3:05 T,W,TH,F).

At this time St. Mary is researching the ability to offer synchronous learning. St. Mary Catholic school will communicate our "Remote Learning Plan" for connecting online by August 7th.

*Please note that there is no tuition discount for the "Remote Learning Plan"

The following policies and procedures for traditional, face-to face classroom instruction are as follows:

Drop-Off Before School and Pick-Up After School Procedures

- The school building will not be open to students until 8:30am, excluding Extended Care.
- Students will wear masks from their cars/ buses to their homeroom in the morning and to their cars/ buses after school. This includes Preschool through Grade 8.
- Students must wear masks. (Kindergarten through Grade 8)
- Students cannot wait in the halls for their homeroom to open or at dismissal for their car ride to arrive.

- All students must be picked up after school no later than 3:30pm, excluding Extended Care students.
- The school will be closed to students after 3:30pm, with the exception of tutoring and extended care.
- Extra curricular in-school activities have been suspended until further notice.
- If a student needs to wait for their ride after school, the students will wait in the gym, with a staff member.
- Physical distancing measures will be in place.

The School Building

- A sanitizing schedule will be created for our Maintenance staff to include:
 - Classrooms, hallways, restrooms, the school office, the cafeteria/ gym, the Chapel, the Discovery Hall, and the collaboration room.
- Desks are 6 feet apart and face one direction and classrooms no longer are housed with extra furniture (i.e. storage cabinets, extra tables & chairs).
- Students will use physical distancing at their lockers.
- Students will need to have an additional book bag to take home all books and supplies, in case quarantine is needed.
- Classroom doors will be left open throughout the day.
- Windows will be open to provide fresh air (weather permitting).
- Fans will be used when temperature outside elevates.
- Air purification, HEPA system, has been installed in all classrooms and public spaces.
- Water fountains will not be in use. Students and staff members will bring their own bottles of water for use during the school day, (sport drinks, juice boxes/ pouches, teas, etc.. are not permitted with the exception of lunch time.
- Students will be unable to re-fill their bottles using water fountains. They may be refilled from the sinks in the classrooms.
- The school office reception desk now has a shield.
- Each classroom will have hand sanitizer, cleaning wipes and/ or spray cleaner with paper towels, and facial tissue.
- Hallways will be one direction on each side- directional arrows & signages will indicate the flow of traffic in hallways, the main office, classrooms, cafeteria, etc.

Health and Safety Measures (subject to change)

- Students and staff members will be expected to take their temperature at home each morning before coming to school.
- Students, teachers and staff will self-screen for COVID-19 symptoms before arriving
- If a student or a staff member has a temperature of 100 degrees or higher, they should remain at home.
- There will be designated entrances and exits.
- If a student or a staff member has a temperature of 100 degrees or higher, they will need to go home as soon as possible.
- The school nurse will have ready access to thermometers to screen students as necessary.
- Temperatures will be taken midday for all students and staff.

- The school nurse or other staff member will take the temperature of any student arriving to school late.
- Students will wash hands frequently throughout the day.
- Hand sanitizer will be available throughout the building including in each classroom, the school office, the cafeteria/ gym, Discovery Hall, etc. Hand sanitizer will be used frequently.
- Each student, Grades 4-8, will be assigned their own chromebook/ tablet device which will be catalogued & labeled, for classroom and home use..
- Kindergarten, 1, & 2 will be issued an electronic device, labeled with the students name, for use in the classroom.
- Devices borrowed from one of the school's Chromebook/ tablet carts will be disinfected before being placed back onto the cart (in instances where a child forgets theirs).
- Dismissal between class periods will be staggered-this will alleviate the number of students in the hallway at one time.
- There will be no field trips scheduled. There will be no in-person guest speakers scheduled.
- Visitors to the building are not permitted. A scheduled time is required for in person meetings, excluding emergencies.
- Communication will be via email or phone.

Physical Distancing

- Students and staff will practice 6 feet physical distancing, as much as possible.
- Directional arrows & signage ARE posted throughout the school.

Masks/ Facial Coverings (subject to change)

- Teachers and staff will wear non-medical grade face coverings per state guidelines.
- Students will wear non-medical grade face masks per state guidelines and color of the threat for the day, (Kdg-Grade 8).
- Students will wear masks from their cars/ buses to their homeroom, (Preschool - Grade 8).
- Students will wear masks upon dismissal- bus or car or walking/ biking (Preschool - Grade 8).
- Masks will be worn throughout the day, with the exception of lunch and outdoor recess
- Students will be provided with 'mask breaks' or 'heat breaks'.
- SMS PTO will provide each student and staff member with one mask.
- Each student will have two masks with them daily.
- St. Mary Catholic School will have disposable masks for purchase if a student forgets their mask, the cost is \$1.00.
- All fabric masks/ facial coverings must be appropriate for the Catholic school environment, (i.e. no skulls, offensive words or art, political statements, etc.)
- The Principal has the final say in determining if a mask is appropriate to wear at school.

School Supplies

- Students must have their own individual supplies for all subjects.
- Teachers will not be allowed to provide pens, pencils, etc. to students.
- Students should not borrow or share supplies from a classmate.
- Each student will supply their own hand sanitizer, wipes, masks, and facial tissues for their own personal use.
- Students will need to have an additional book bag to take home all books and supplies, in case quarantine is needed.
- Donations of sanitizer, masks, tissues, and wipes to the school will be greatly appreciated.
- Students will not be able to borrow uniform apparel or accessories from the school if forgotten.
- Students will not share their electronic devices with classmates.

Lunchtime

- St. Mary Catholic School will have three lunch periods.
- Students will eat in the cafeteria, if it is that grade level's scheduled day, or in their classroom.
- Physical distancing will be in place in each location.
- All students will pack their lunch or pre-order with a lunch ticket in the morning.
- There will be no a la carte selections.
- Foods will be pre-packaged.
- Milk orders will be taken and delivered to classrooms.

School Clinic Protocol (subject to change)

- Students who are not feeling well will be attended to by the school nurse.
- Nurse will keep a health check list for students sent to the clinic.
- Students experiencing any type of social-emotional or psychological distress will be attended to by the school nurse or principal, and the parent/ guardian will be notified.

Student Showing Symptoms of COVID-19 While at School

- If a student is suspected of being COVID positive during the school day (i.e. a student exhibits symptoms while physically attending school), the student will be placed in a room separate from the Nurse's Office, away from other students, and monitored by school personnel.
- The student's parents/ guardians will be contacted.
- The student will be picked up within 30 minutes.
- The student will be sent home with a parent/guardian so the student's doctor may be contacted.
- In the instance of a suspected case of COVID-19, St. Mary Catholic School will contact the Cuyahoga County Board of Health to report the matter and obtain guidance.

Staff Members Showing Symptoms of COVID-19 While at School

- If a staff member exhibits symptoms while physically being at school, the staff member should continue to wear a face-mask and self-isolate in a separate room, away from other staff and students.
- The staff member will be sent home IMMEDIATELY so the staff member's doctor can be contacted.
- In the instance of a suspected case of COVID-19, St. Mary Catholic School will contact the Cuyahoga County Board of Health to report the matter and obtain guidance.

Quarantine for Students, Faculty, & Staff, Students Diagnosed with COVID-19

Pursuant to Ohio Department of Health guidelines, students, faculty and staff should notify St. Mary Catholic School if they have been diagnosed with COVID-19. The following procedures will be followed:

- St. Mary Catholic School will contact the Cuyahoga County Board of Health if a student, faculty or staff member tests positive for COVID-19.
- St. Mary Catholic school will notify the school community of a positive case of COVID-19.
- In the case of an individual who was diagnosed with COVID-19, according to the CDC, the individual may return to school when ALL three of the following criteria are met:
 - 3 days (72 hours) with no fever and
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) and
 - 10 days have passed since symptoms first appeared.
- If a student has to be quarantined, they will continue their education via the Remote Learning Plan.

Quarantine for Students, Faculty, & Staff Exposed to COVID-19

- Students, faculty and staff will notify St. Mary Catholic School if an immediate family member has been diagnosed with COVID-19.
- Students, faculty and staff with known exposure to someone with COVID-19, even if outside of one's immediate family, will inform St. Mary Catholic School.
- Students, faculty and staff with known exposure to someone with diagnosed COVID-19 must self-quarantine at home for 14 days.
- The individual quarantining will remain home for 14 days after their last contact with the person who has COVID-19.
- Students being quarantined will continue their education via the Remote Learning Plan.

Extended Care

St. Mary Catholic School Extended Care will begin the first day of school, Wednesday, August 26, 2020. The \$25 registration fee will need to be submitted with the extended care registration form. New procedures and policies will be implemented.

St. Mary Catholic School's priority remains the health and safety of the students, faculty and staff. We are confident our entire school community will fully support all health and safety protocols. Complete and total cooperation, from all, is necessary in order for any plan that is put in place to become meaningful. All of us must follow these policies and procedures to provide St. Mary Catholic School with the best chance of returning to school safely.

As the situation with the COVID-19 pandemic continues to evolve, St. Mary Catholic School will update our plans accordingly, (i.e. mask requirements or schedule changes). As information becomes available, we will share it with all of you.

We thank you in advance for your support!

Sincerely,

Fr. John Singler, Pastor
Mr. Andrew Carner, Principal