

## **St. Peter School Safe Return Policies and Procedures**

The following procedures and best practices have been developed based on the recommendations, guidelines, and policies prescribed by the Ohio Department of Education, the Ohio Department of Health, the Diocese of Toledo, and the Wyandot County Public Health Department as well as thoughtful collaboration among the staff of St. Peter School. The main priority and objective of these policies and procedures is to ensure that all students and staff are safe and remain healthy as we begin our transition back to in-person school activities five days a week. While we have taken all of the precautions that we can to ensure the wellbeing of our students and staff, we understand that the current COVID-19 situation is still fluid and that these policies may require adjustments as we move deeper into the school year. We ask that you remain patient and understanding as we go through this process together. Our pledge to you is that we are taking this situation seriously and are taking all the precautions necessary to ensure that your child(ren) have a safe learning environment that is conducive to continual academic and spiritual growth. If you have any questions or concerns about any of these policies, please do not hesitate to contact us so that we can all better navigate this process safely and efficiently.

### **General Procedures:**

- Per a state-wide directive issued by Governor DeWine requiring all K-12 students in Ohio to wear facial coverings, we have decided to adopt this policy at St. Peter Catholic School in an effort to further keep our students and staff safe during the ongoing COVID-19 pandemic. This decision was made in consultation with the Wyandot County Public Health as well as guidance from the Diocese of Toledo. These coverings can include masks or handkerchiefs however, the CDC has announced that face shields are **NOT** an alternative to face masks. This means that students are permitted to wear face shields but masks or other coverings must be worn as well. Although this policy requires all students to have facial coverings anytime there are transitions throughout the building or close group interactions where social distancing cannot be adequately maintained, students will be allowed to remove their coverings while working individually at their desks and during teacher planned break times. Students will also be allowed to remove facial coverings during recess, outdoor activities and lessons, PE class, and lunch (once seated). St. Peter School will offer masks to any student who requests one but students may bring and are encouraged to bring their own facial coverings if they wish.  
*(Combating COVID-19, p. 14)*
- All staff members **will be required** to wear facial coverings while inside the building to help prevent the potential spread of and exposure to COVID-19. *(Combating COVID-19, p. 13)*
- **While there are no specific social distancing mandates provided by the agencies listed above, St. Peter School believes in practicing social distancing whenever possible and practical.** Therefore, all classrooms and common areas will be arranged in

a manner that follows social distancing practices as closely and as practically as possible. This could also include protective barriers in certain areas or classrooms to further protect staff and students. (*Combating COVID-19*, p. 12)

- Each individual classroom's policies and daily routines will be modified to reflect these general procedures and to ensure that each student is minimally subjected to potential COVID-19 exposure.

#### **General Daily In-School Procedures:**

- All students will be screened by trained staff members using touchless forehead thermometers prior to entering the school building. Any student or staff member experiencing symptoms of COVID-19 or exhibiting a fever of 100 or higher will not be permitted to enter the building. (*Combating COVID-19*, p. 6)
- In order to help restrict foot traffic within the building, entry into the building will be limited to the Finley Street doors (south side of building) and the gymnasium doors. No one will be permitted to enter the building through any other door. Additionally, movement within the building will be restricted to avoid inadvertent potential exposure. Each stairway will be designated as up or down to ensure students are not being unnecessarily exposed.
- Exiting the building can be done through any other doors but should be limited to a consistent doorway if possible. The exception to this would be during fire drills or safety evacuations in which the school will follow its established safety procedures.
- Transitioning throughout the building will be done as quickly as possible while respecting social distancing practices. Similarly, transitions should be limited to help prevent the movement of large numbers of students throughout the building. Grades 4-6 **will not** transition during morning class exchange, teachers will transition instead. (*Reset and Restart*, p. 15)
- Whole classroom restroom times will be scheduled to avoid large numbers of students using the restrooms at one time however, individual students will be permitted to use the restroom in emergency situations. The restrooms will also be limited to no more than three students at a time. Proper hand washing techniques will be practiced and reinforced by St. Peter School staff members as well as the school nurse. (*Combating COVID-19*, p. 8)
- Hand sanitizing stations will be located in high traffic areas throughout the school building and students and staff will be required to utilize them when possible. (*Combating COVID-19*, p. 8)

### **Lunch/Specials/Recess/Extended Day Procedures:**

- Lunch will be eaten in two locations (cafeteria and gymnasium) in order to accommodate larger numbers of students. Lunch periods will be scheduled as normal but there will be no more than two classes in one area at a time. (*Reset and Restart*, p. 24)
- Physical Education class will practice social distancing procedures and students in grades 4-6 **will not** be required to change clothes for class. Students will be encouraged to wear proper physical education attire on their scheduled PE days.
- Music class and technology class will be conducted within individual classrooms in order to limit student transitions. (*Combating COVID-19*, p. 12)
- The technology room will be reserved for testing and tutoring purposes. In these scenarios, students will maintain social distancing and room capacity will be limited to 50%. (*Combating COVID-19*, p. 12)
- Recess sessions will be limited to small groups and will be conducted in two separate locations (front yard and playground) to avoid large gatherings of students. Individual class recesses will also be scheduled to limit the amount of students on the playground at one time. (*Reset and Restart*, p. 24)
- Extended day will also follow the guidelines and procedures listed above and will either take place in the gymnasium or cafeteria depending on the number of students utilizing the service that day. Extended day falls under the daycare rules and regulations and will follow such regulations.

### **General Dismissal and After-School Procedures:**

- Students will remain in their classrooms until the dismissal bell rings and then be dismissed one classroom at a time through the front main doors (8th St.). Students riding the bus will be released through the gymnasium doors.
- Students will be required to take their facial coverings home (if they bring them) at the end of the day to be properly sanitized.
- Parents/guardians are asked to remain across the street (corner of 8th St. and Finley St.) during dismissal and anyone picking up their child(ren) in the school parking lot are asked to stay in their vehicle and their child will walk to them.
- Once a student leaves school property for the day, he/she will not be permitted to re-enter the building unless an emergency situation arises.
- All classroom surfaces and common areas will be sanitized daily by school staff following dismissal as well as during “non-instructional” periods throughout the day. (*Reset and Restart*, p. 24; *Combating COVID-19*, p. 10)
- Parents/guardians are highly encouraged to sanitize any school materials sent home prior to returning them to school. (*Combating COVID-19*, p. 10)

## **Evacuation Procedures**

- Evacuation procedures will be conducted as usual in order to properly assess the school's ability to adequately conduct the drills.

## **Other Miscellaneous Procedures:**

- When picking up students for appointments, sickness, early dismissal, etc., parents/guardians **will not** be permitted to enter the building in order to restrict potential exposure and building traffic. Parents/guardians will be asked to buzz in at the side doors (Finley St.) and the student(s) will be walked out to them by school staff. If a parent/guardian is required to enter the building, they must have their temperature taken and must wear a facial covering. (*Reset and Restart*, p. 8)
- Students will not be permitted to use the drinking fountains within the school building. Students will be permitted to bring reusable water bottles or bottled water that they may use throughout the day. Students will be required to take their bottles home daily to be properly sanitized.
- School-wide liturgies will be determined by seating capacity within the church. If we are unable to conduct school-wide liturgies, we will implement a split schedule liturgy policy where half of the school will attend liturgy in the morning and the other half will attend liturgy in the afternoon.
- All outside classroom treats will be prohibited until further notice to reduce potential exposure and cross-contamination.
- School-sponsored field trips will be postponed until further notice. (*Reset and Restart*, p. 18)

## **Assessing and Handling of Potential COVID-19 Cases**

- Any student or staff member exhibiting symptoms of COVID-19, will be immediately isolated, given a face covering, and monitored by a staff member wearing appropriate PPE and maintaining physical distance when possible. (*Combating COVID-19*, p. 7)
- School personnel must refer those displaying symptoms of COVID-19 to an appropriate health care professional or testing site. (*Combating COVID-19*, p. 7)

\*Parents/guardians who are uncomfortable with sending their child to school under these circumstances, **will not** be considered truant as long as their child completes the equivalent virtual learning requirements established by the school. In conjunction with the above return to school procedures, St. Peter Catholic School has also modified and enhanced its online learning platform in a manner that we believe will meet the diverse educational needs of our students. Should the school be required to suspend in-person school activities, we are confident that our

students will be adequately challenged and maintain a high level of academic and spiritual growth through our virtual learning program.

Thanks again for your continued patience and support during these unorthodox and uncertain times. As stated above, our primary objective at St. Pete's is to ensure our students can return to an in-person learning environment that is safe and sufficient for continual growth. We welcome input, feedback, and concerns so please do not hesitate to express these as we move along in this process. God bless and stay safe.

Best Regards,  
Blake England  
Principal  
St. Peter Catholic School