

Saint Theresa of the Child Jesus School

192 Summer Street
Somerville, MA 02143

Planning Phases: **Updated on 03-02-2021**

- I. July: Ordering Materials and Supplies, Staff Meetings and Training - Received DESE guidance
- II. July: Ongoing Implementation and feedback
- III. August and September: Teacher and Staff Training - Opening St. Theresa School (K1-Grade 8)

MASSACHUSETTS COVID-19 CONTROL PLAN REOPENING AT ST. THERESA SCHOOL

| <u>Social Distancing</u> | <u>Hygiene Protocols</u> | <u>Staffing and Operations</u> | <u>Cleaning and Disinfecting</u> |
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| <p>Ratios: E. Pre K - 1:5/2:9 - Max: 10 students F. K-8th Max: 22 students</p> | <p>Pick-up/Drop off Procedure (Attached)</p> <p>Verbal Health Assessment (Attached)</p> | <p>School hours: 7:45- 3:00 staggered pick up times</p> <p>Teachers stay in classrooms. No combining with other classes Scholars have assigned seats Spread tables out to separate scholars</p> <p>EEC Mandated Sub Plans (Attached)</p> | <p>Sanitizing Machine in hallway - purchasing additional sanitizing machines as well</p> <p>Use of Safe Handle Tape for high traffic surfaces: door handles, etc</p> |
| <p>Plan for additional space - to use.</p> <p>St. Theresa School Desks 3-6ft apart (at minimum 3ft)</p> | <p>Staff temperatures are taken and recorded when clocking in</p> | <p>Allowing for movement of staff rather than scholars as needed.</p> <p>Those that are 3 feet apart will have separate areas for Snack and Lunch</p> | <p>Custodial Cleaning Checklist (Attached)</p> |

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| <p>Snack and Lunches held in classrooms. Any class under 6 ft must have a separate location for Snack and Lunch, so children will eat 6 ft apart.</p> | <p>Bathroom Procedures(Attached)</p> | <p>Specialists are zooming in or pushing in to classrooms to reduce movement and exposure</p> | <p>Visuals for hand Sanitizer/Hand Visual (Attached) When to wear gloves(Attached)</p> |
| <p>Clear plastic dividers or temporary cardboard desk spaces when necessary</p> | <p>Sharing Nurse schedule and hours</p> | <p>Increase signage with temperature, mask, clock in</p> | <p>Preschool sinks in every classroom along with hand sanitizer</p> |
| <p>Furniture arrangements within classrooms (including nap plan, rug arrangements, learning groups Tables, cubbies)</p> | <p>Mandated handwashing procedures(Attached)</p> | <p>Masks and gloves</p> | <p>Washing outdoor equipment down after use of a group</p> |
| <p>Staggered Drop off and Pick up Grades 6,7, & 8 will exit and enter by the Belmont Street door Grades 1-5 will enter and exit by the front Summer Street door. Preschool-Kindergarten will enter and exit by the Spring Street door until 8 am. A late scholar will enter by the front door. Arrows on the floor upon entrance of the doorway for 6 ft apart.</p> | <p>Mask Policy Pre-School- Kindergarten are required to wear a mask if they get within 6 feet of a person. Grades 1-8 are required to wear cloth masks, we will also be planning for mask breaks throughout the day.</p> | <p>Kindergarten/Preschool visiting hours- Wednesday and Thursday 1 hour slots will be scheduled. Coffee hours scheduled by Advancement Director</p> | <p>Classroom cleaning by team members- assigning cleaning tasks and schedule to staff members</p> |
| <p>Early Childhood: Sibling group as possible</p> | <p>Comfort and Care Area (in the first room, bottom level, blue room)</p> | <p>Nurse hours will increase to cover full day</p> | |
| <p>Isolation/comfort and care room will</p> | | <p>Communicating expectations and</p> | |

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| be in the first room, bottom level, blue room. | | committing to these items | |
| Effective December: Extended Day plans will include after school programming honoring social distancing | | Videos of classrooms, lessons for decorating masks, how to wear masks, sharing with families to see and feel safe | |

Materials/ Items Purchased with ESSER

- CLOTH MASKS
- Sink access for all classrooms (Portable or hard plumbing) - Students bring water bottle
- Increase in nurse time
- Dividers
- Gloves
- Steps for sinks
- Additional technology (chromebooks and iPads)

- Motion sensor items:
 - Hands free toilets and sinks
 - Refillable hand sanitizer in every classroom

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Staggered Drop off and Pick up Locations

Grades 6,7, & 8 will exit and enter by the Belmont Street door

Grades 1-5 will enter and exit by the front Summer Street door.

Preschool & Kindergarten will enter and exit by the Spring Street door (left side of the building) until 8 am. A late scholar will enter by the front door.

Pre-School-Grade 8 Drop off Procedure

1. Know your assigned drop-off time and encourage the same adult to do drop off/pick up
2. During your assigned drop off time you may pull into the school parking lot on Summer St, park your car, drop off will be staggered, students will have barriers and will have to wait until the first family enters the building. Adults will not be allowed to enter the building for the safety
3. Before you enter the building, you will have your temperature checked and do a brief verbal health screening
4. All other families will walk into the building and watch their child walk to their classroom from the hallway entrance
5. Inside the building we are asking that you keep 6 ft apart from others and wear a mask
6. If not dropping a student off, please call ahead of time to make an appointment with the office

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Pre-School-Grade 8 Pick Up Procedure

1. During your assigned drop off time you may pull into the school parking lot on Summer St, park your car, drop off will be staggered, students will have barriers and will have to wait until the first family enters the building.
2. When you enter the building, we ask that you again follow the marks on the floor to stay 6 feet apart while you wait for your child to be brought to you.
3. Families will wait at the entrance to the main hallway for their child to come to them
4. When leaving, please exit the opposite door that exits to the parking lot.

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Health Assessment

-Today or in the past 24 hours, have you or any household members had any of the following symptoms:

-fever

-temperature of 100 or above

-felt feverish or had chills

- a cough,

-a sore throat

-difficulty breathing

-gastrointestinal symptoms (diarrhea, vomiting, nausea)

-severe fatigue

-headache

-new loss of smell/taste

-new muscle aches

-any other signs of illness

-in the past 14 days have you had close contact with a person known to be infected with COVID-19

-in the past 14 days have you travelled outside of the state?

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EEC Mandated Outline

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| Program Operations Plan |
| <ol style="list-style-type: none">1. School hours are 7:45-3:00 pm for the school year2. Designated staggered drop off and pick up times3. Temperature taken at drop off and recorded for everyone entering the building (staff, parents, children, etc.)4. Health screening for all families at drop off5. One entrance to building/one exit from the building creating one-way traffic6. No parents will go past the double doors to main hallway |
| Cleaning Plan |
| <ol style="list-style-type: none">1. Deep clean will happen again in August when school is closed2. Each class has food surface safe disinfectant<ol style="list-style-type: none">1. 10 Minute Dry time for hard surfaces/ 2 minute dry time for soft surfaces2. Must use paper towels to wipe excess4. Every night custodian will disinfect major surfaces (tables, chairs, floors, and sleeping cots)5. Every day teachers will disinfect tables before and after all meals6. Every day teachers will disinfect toys being used during nap time7. Hand sanitizer will be set up at the entrance/exit of the building8. "Dirty toy" bins will be used to put toys that need to be sanitized out of children's reach9. Daily Staff Cleaning List (Attached) |

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| Monitoring and Response Plan |
| <ol style="list-style-type: none"> 1. If anyone in your family has a temperature of over 100.00 the child with them will not be allowed in. 2. If during the day a child has a temperature of over 100.00 the designated family member will be called to pick up the child within an hour 3. While a child is waiting to be picked up they will be in the "Comfort and Care Area". This will be an area where they will wait by themselves with one adult until they are picked up. This area will be isolated from the rest of the children. 4. Health Assessment will be done each morning |
| Medication Administration Plan |
| Attached |
| Transportation Plan (if applicable) |
| N/A |

Sub Plan/Teacher Placements for the School re-opening

| Staff | Sub Option for that Class Only (Unless is has been two weeks since they subbed) |
|---|---|
| Pre K – Ms. Beth, Ms. Correia Ratio 1:5/2:9 | Expecting 20 students total right now - 10 children per classroom Two adults will be in the room |

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St. Theresa School Staff Daily Cleaning Checklist

- Staff should always wear gloves while disinfecting, and then wash hands after
- Our new sanitizer has a 10-minute dry time on hard surfaces and a 2-minute dry time on soft (rugs)

| Cleaning Task | How Often |
|---|---|
| Disinfect table surfaces | After table use- snacks, meals, activities at tables |
| Disinfect toys | Before used again |
| Disinfect door knobs, handles in classroom | At least once a day (While class is outside the room because of dry time) |
| Spray rugs and couches with disinfectant | In the middle of the day, while children are out of the room |
| Follow EEC guidelines for handwashing for adults and scholars | |

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Teacher/Maintenance Cleaning Checklist

0/7 completed

| ✓ | Date | Task |
|---|-------------|---|
| | every night | Sweep all classroom floors |
| | every night | Wipe all table surfaces with Food surface safe disinfectant (Mr. Jeovano will supply) |
| | every night | Wipe chairs, other surfaces, door knobs, etc. with disinfectant |
| | every night | Clean bathrooms-disinfect all bathroom knobs, door handles, and toilets |
| | every night | Disinfect Fold and Rest Mats (in 2 classrooms) |
| | every night | Rugs in the hallway have to be Vacuumed and steam cleaned |
| | every night | After-School Rooms must also be wiped down |

DATE: _____

Signature all work has been completed: _____

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Bathroom Procedure

Grades K-8

Before entering the bathroom: Scholars wash or sanitize hands because they most likely used railing.

Urinals every other with shields. Only one student at a time will be using the sink.

Every toilet will have a Green or Red Dot, children will be taught red cannot be used and green can be used.

Automatic flushers or antibacterial tape

Toilets: Students will use social distancing and wait for the first student to finish before entering. We label stalls with Red or Green Circles and each scholar uses a different one and then the teacher uses a hand-held sanitizer at the end.

Early Childhood

Aide/Teacher must wipe down the seat after every student uses the bathroom in the classroom.

According to EEC Guidance

When to Use Gloves: Program staff must wear gloves when appropriate and at all times during the following activities. Programs should consult with a child's medical records and identify any allergies when determining the type of gloves to use. Handwashing or use of an alcohol-based hand sanitizer before and after these procedures is always required, whether or not gloves are used.

Additional Guidance on Using Gloves: To reduce cross-contamination, disposable gloves should always be discarded after the following instances. After removing gloves for any reason, hand hygiene should be performed with alcohol-based hand sanitizer or soap and water.

1. Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids occurs.
2. Any signs of damage (e.g., holes, rips, tearing) or degradation are observed.

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3. Maximum of four hours of continuous use.
4. Removing gloves for any reason. Previously removed gloves should not be re-donned as the risk of tearing and contamination increases. Therefore, disposable glove “re-use” should not be performed.
5. In addition, gloves should be removed following activities where glove usage is required including Lunch, and activities requiring contact.

Mandated Handwashing Procedures

When to Wash Hands:

1. Children and staff **must wash their hands or use hand sanitizer** often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers).
2. Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds and **should wash hands whenever the following criteria are met:**
 - a. Upon entry into and exit from program space
 - b. When coming in to the program space from outside activities
 - c. Before and after eating
 - d. After sneezing, coughing or nose blowing
 - e. After toileting
 - f. Before handling food
 - g. After touching or cleaning surfaces that may be contaminated
 - h. After using any shared equipment like toys, computer keyboards, mouse, climbing walls

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Plan for Administration of Medication

Prescription Medication

1. All prescription medication must be given to the nurse in its original container. The container must have the child's name on it, the prescription name, the dosage, the number of times a day it is taken, and the number of days that it is to be taken.
2. We as a center are not allowed to give the prescription in any other way than how it is written on the medication.
3. We must have an Authorization *For Medical Form* before we can administer the medication. You can ask the Nurse for this form. This form is to be signed by your child's physician.

Non-Prescription Medication

1. Non-Prescription medication can only be given to a child if we have written consent from their physician. A written and signed statement from a physician will remain valid for that child for up to one year.
2. A parent must also give written consent to allow us to give non-prescription medication to a child. The best form of written consent is to sign the *Authorization for Medical Form*. Similar to a written consent form from a physician, this is valid for one year.
3. We will always contact a parent or guardian when giving a child non-prescription medication. The school will always try to contact before giving the medication, unless it is urgent, then the parent will be contacted after.

Topical Ointments and Spray

Ointments such as Vaseline will be administered as needed at school with written parental permission. The written consent form should list non-prescription ointments that the child is allowed to have administered while at school.

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All Other Medications

1. The first dosage of a medication given to a child must be administered by the parent or guardian at home in case the child has an allergic reaction to the medication.
2. Medications must be given to the Nurse by the parent or guardian.
3. All medications will be kept by the nurse, in a locked closet, cabinet, or lock box that is labeled "MEDICATIONS".
4. The nurse is responsible for administering the medication. If they are not present, the Principal is responsible.
5. The nurse will keep a written record of any administration of medications in their classroom. This does not include topical ointments and sprays. The record will include the name of the child, the name of the staff that administered the medication, the time, and the date.
6. All unused medication will be returned to the parent.
7. Medications will be sent home for long weekends and extended school closing