

# SPSL RETURN TO SCHOOL GUIDE

## 2020/21 SCHOOL YEAR



Last Revised: 07-16-2020

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## SCHOOL MISSION

St. Pius X / St. Leo School is a diverse community forming students in the Catholic faith to excel in academics and service to others.

## 2020/21 SCHOOL YEAR GUIDING SCRIPTURE

Put on then, as God's chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness, and patience, bearing with one another and forgiving one another, if one has a grievance against another; as the Lord has forgiven you, so must you also do. And over all these put on love, that is, the bond of perfection. And let the peace of Christ control your hearts, the peace into which you were also called in one body. And be thankful. - Colossians 3:12-15

## 2020/21 SCHOOL YEAR THEME

A community called by Christ to love and learn with compassion, patience and hope.

## PRAYERS FOR THE WORLD DURING THE OUTBREAK OF THE CORONAVIRUS

*Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Mt 28:5). And we, together with Peter, "cast all our anxieties onto you, for you care about us" (1 Pet 5:7).*

-Pope Francis Strong in the Face of Tribulation: A Sure Support in Time of Trial

Archbishop George J. Lucas has asked the faithful in the Archdiocese of Omaha to pray the following prayer, asking for St. Joseph's intercession:

To you, O blessed Joseph, do we come in our tribulation. Through that charity which bound you to the immaculate Virgin Mother of God and through the paternal love with which you embraced the Child Jesus, we humbly beg you graciously to regard the inheritance which Jesus Christ has purchased by his Blood, and with your power and strength to aid us in our necessities.

O most loving father, ward off from us every contagion of error and corrupting influence;

O our most mighty protector, be propitious to us and from heaven assist us in our struggle with the power of darkness; and, as once you rescued the Child Jesus from deadly peril, so now protect God's children from the snares of the enemy and from all adversity; shield, too, each one of us by your constant protection.

Amen.

# A MESSAGE FROM THE PASTORS & PRINCIPAL

Hello St. Pius X / St. Leo Community Members,

Thank you for all your support, love, and patience for our school community as we plan the return to school and the complications we continue to face with COVID-19. Things have been very busy at SPSL with our preparations for the 2020-2021 school year and we know that this hard work will not end at the start of the school year and that we will have to continue to work diligently through the school year to do our very best to keep our students, faculty, and our school community healthy and safe.

This “Return to School” guide is designed to assist our school community, not only recognizing the importance of returning to school for quality, in-person student instruction, but also in making sure that our school community implements and follows preventative measures and procedures to reduce the transmission of COVID-19 at SPSL. We realize this will not be easy but know each of our community members is committed to doing what it takes to keep everyone safe.

Over the past few months, SPSL’s school leadership team, which includes a wide selection of dedicated faculty and staff, have been working on planning for the opening of the 2020-2021 school year. The document or guide that we have been using is called [“Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality”](#) (link) from the Andrew M. Greeley Center for Catholic Education at Loyola University Chicago. Within this plan are the following domains, each with its own specific committee, that has helped us be as thorough and ready for a safe and successful school year as possible:

1. **Logistics and Planning:** This domain encompasses the basic operational aspects of the school. Included in this domain are safety procedures, arrival/dismissal, procedures for online learning, and other aspects of schooling.
2. **Curriculum and Instruction:** Teaching and learning are prominent functions of schools. This domain entails the teaching and learning aspects of the re-entry response. Responses must include the learning context, whether school will be face-to-face, remote or a combination of both.
3. **Creating and Maintaining Community:** This domain addresses the social/emotional aspect of school. Significant concerns include how schools develop systems of *welcoming* and *belonging* for students and their families. Given the potentiality for new school structures, the process of establishment and maintenance of community norms and rituals requires attention.
4. **Promoting Catholic Identity:** Catholic schools are, by definition, academically excellent and strong in Catholic identity. This must also be true for Catholic schools in virtual spaces. Catholic schools must continue to be authentically Catholic and serve as an avenue for faith formation.

5. **Technology:** This domain addresses not only infrastructure issues but also the use of technology as a tool for instruction. Inherent in this domain are access and equity issues. A comprehensive approach includes both high-tech and no-tech responses.

In all of our planning, we have aimed to have a balanced approach. We also know that this approach has to be flexible and adaptable to the changing times, with proper communication to our school community. Our promise, not only in the start of this school year, but throughout these anxious times, is to continue to abide by our [SPSL Core Tenets for Returning to School 2020/21](#).

Thank you for all of your continued support and understanding. These are uncertain times that are forcing us all to be patient, flexible, and understanding as we navigate this new terrain together. We are learning a lot as we go, and I appreciate all of your empathy and support for our teachers and for our school's leadership. Please know that we are praying for all of you and your families too and we appreciate our community's collective optimism, creativity, and Catholic spirit as we aim to do the best we can to educate your students while keeping our entire community as safe as we possibly can.

God bless,

Cory Sepich  
Principal - SPSL

Fr. Joseph Wray  
St. Pius X

Fr. Craig Loecker  
St. Leo the Great

# RETURNING TO SCHOOL

Link: [2020/21 SPSL School Calendar](#)

Link: [SPSL Core Tenets for Returning to School 2020/21](#)

Link: SPSL Frequently Asked Questions for Returning to School in August - Will need to link when finished

Current guidance from State Officials and local County Health Department Officials should and will be the final source for SPSL to consider when determining what level of operation our school will follow.

As of **07-16-2020**, current guidance suggests that all schools can expect to open face-to-face with students on their regularly scheduled start times. Thus, at SPSL we are planning on Kindergarten - 8th grade classes starting on **Thursday, August 20, 2020 with an 8:15 a.m. start time and a Noon dismissal!** Should local circumstances change, the school has prepared other calendars for consideration and would communicate to families any changes needed. Friday, August 21st we would follow the same half day drop off/pick up schedule for Kindergarten - 8th grade students. All students, including Pre-K, will begin the normal, all day school schedule on Monday, August 24th. Please note that school doors open at 8:00 am and the first bell rings at 8:10 am. Dismissal is at 3:25 pm for grades Kindergarten through 7th grade and 3:30 pm for 8th grade students.

Note: During the school year, if conditions change and SPSL is required to move to a remote learning environment, SPSL may consider adjusting the days off on the school calendar to make up lost instructional time. Some suggestions from the Catholic Schools Offices (CSO) could include only taking off Thursday and Friday for Thanksgiving break, reducing the number of days for Christmas vacation, reducing the number of days for Spring Break, and only taking off Good Friday for Easter Break. If needed, SPSL's leadership team will make the decision that best meets the needs of our school community and communicate accordingly.

## ALTERNATIVE SCHEDULE OPTIONS & SCENARIOS:

Currently, based on the health directives from our federal, state, and local government and health officials, we are planning for the possible scenarios for the fall:

- **"Green Status"**: All students attending, 5 days a week, in-person with social distancing and usage of masks. (Current scenario as of **07-16-2020**)
  - *Potential for a delayed start with school beginning in September with all students attending.*
  - *Potential for an early start with shifted time off and a longer Christmas break.*
- **"Yellow Status"**: A hybrid model, with a limited number of students allowed in each classroom (See options below).

- **“Red Status”**: Remote learning model.

Teachers, parents, and students alike want to see school return to its normal routines. With the continued uncertainty of the COVID virus and its impact on our normal routines, we have to make plans for several types of learning models.

The Archdiocese of Omaha has offered different alternative schedules with guidance on how each school within the Archdiocese will need to choose and make plans that best meets the health requirements of Douglas County and the needs within each school building. Furthermore, the Logistics and Planning Committee at SPSL has been researching and investigating numerous schedules and models from across the country to try our very best to have options that best meet SPSL’s needs.

- **“Green Status” Regular schedule**: All students are attending classes in the school building, in person with their teacher.
- **“Yellow Status” Hybrid Learning**: Students are engaged in learning through any number of possible blended remote and in-person scenarios. The alternating scenarios will be based on alphabetical order to keep families together.

- **“Yellow Status”**:
  - i. All Pre-Kindergarten and Kindergarten would attend as normal Monday - Friday with Wednesdays out of school.
    1. Pre-Kindergarten and Kindergarten are allowed to attend all day under this model due to suggestions/guidance from local health officials and due to larger rooms for proper social distancing and meeting all four variables for safe learning (see below).
  - ii. Families would be divided by last name into “A” and “B” groups.
  - iii. “A” group families would attend all day on Monday and Tuesday, and would remain home with assigned work to complete on their “home” day on Thursday and Friday.
  - iv. “B” group families would attend on Thursday and Friday and would remain home with assigned work to complete on their “home” day on Monday and Tuesday.
  - v. School is closed on Wednesday for cleaning and disinfecting and teacher work/preparation day.
    1. Wednesday was chosen as the day off during the week for equity of learning due to the calendar having near equal Mondays and Fridays off due to holidays and breaks.

## **"RED STATUS"** DISTANCE LEARNING PLAN - FULL REMOTE LEARNING PLAN:

If SPSL needs to move to a distance learning plan or full remote learning plan, we would be able to lean on the successes from our [Distance Learning Plan](#) from last school year. We also learned a lot on how we can improve that experience and provide a more synchronous and personal learning experience for our students and families. These areas of improvement were identified from surveys and feedback from our families and teachers.

The temporary Distance Learning Plan (DLP) would be implemented as soon as possible following the announcement of a closure. The **"Red Status"** Distance Learning Plan, if needed would include:

- Following the **"Yellow Status"** weekly schedule with Monday, Tuesday, Thursday and Friday being days for synchronous, distance learning with Wednesdays being a day off for teacher work/preparation day.
- **All students** would be in distance learning on Monday, Tuesday, Thursday and Friday and **would no longer be broken up into groups determined by the alphabet/last name.**

The goal would be to begin at least partial implementation within a few days of a closure and to then move to full implementation in as timely a way as possible. In order to accommodate the circumstances of distance learning, we will need to compact and/or prioritize curriculum in ways that will require collaboration across teachers. Some concepts will be more difficult to address in a distance learning format and we will need to work to assure consistent opportunities to learn for our students, with improved school/classroom-to-family communication and a more synchronous learning environment that maximizes the opportunities for face-to-face interaction.

We understand staff, students, and families would be working through varying challenges in the event of an extended school closure. This plan would act as a guide but we recognize that flexibility may be necessary.

The CSO has offered distance learning suggestions and guidance for the elementary and middle school that can be found here, but does not necessarily mean that all details would be followed by SPSL with any potential distance learning plan: [CSO Recommendations for Temporary Distance Learning](#)

## LARGE GROUP GATHERINGS:

**The current recommendation as of 07-16-2020 is that all schools avoid large group gatherings** such as Open House, Curriculum Nights, Back to School Nights, parent-teacher conferences, all-school liturgies, all-school assemblies, school dances, development or advancement events, etc.. Local health measures and orders limit the size of group gatherings

and require 6 feet social distancing. We believe these requirements will be in place when school opens in the fall. Thus:

- SPSL will limit the use of large group gathering spaces.
  - An area is considered a room, or wherever instruction takes place, including outside space.
  - Includes gyms, cafeterias, churches and hallways
    - Students may be eating in classrooms, outside or in other spaces not determined at this time to avoid shared spaces.
    - The types of meals provided by District 66 and facilitated by our kitchen/cafeteria staff may change to accommodate handling.
    - Schools will follow the parish seating and social distancing requirements for Mass/Church.
    - Normal liturgy schedules will not be possible to start the school year (see Mass scheduling for alternative schedules below).
  - Social Distancing
    - When conditions allow, we will maintain 6 feet social distancing.
    - We will not host school related assemblies, use our cafeteria for large group gatherings, go on field trips, or host in-person staff meetings unless we can maintain safe social distancing and are deemed safe by the health authorities.
      - We will maintain social distancing outside, including recess.
      - Playground equipment limitations will be considered.

### EXTENDED CARE:

SPSL will determine and communicate the protocol for Extended Care and will communicate with families accordingly

- We must follow the Directed Health Measures and as of **07-16-2020**, it allows
  - School-aged children (K-8): 30 children per room/space
- We may have to add rooms to our normal Extended Care spaces.
  - SPSL is working with DHHS to add additional space to the Extended Care programs.

### MASS SCHEDULING FOR ALL ALTERNATIVE SCHEDULES:

The opportunity for students to attend Mass and receive the Eucharist is paramount in their spiritual formation. If SPSL is required to adapt to an alternative hybrid or remote learning schedule, the school principal and pastors will be in conversation about how to best provide for the sacramental needs to the students in the school. St. Pius X, St. Leo the Great, and SPSL will make decisions that best meet the needs of our community.

Three possible considerations:

- Watch Mass via live streaming (one or two grade levels attend Mass, other classes watch in classrooms)
- Alternate Mass days for different grade levels
- Provide alternative time frames for school Mass attendance

*NOTE:* At any time SPSL is following Directed Health Measures, our pastors, Fr. Loecker and Fr. Wray, have the final responsibility for the safety of all parishioners.

## SAFETY, WELLNESS & FACILITIES

### SPECIFIC PRACTICES & CONSIDERATIONS

Per guidance from the Archdiocese and the Catholic Schools Offices (CSO) of Omaha, the following is relevant to not only SPSL, but all Omaha Catholic schools as of **07-16-2020**:

- The local health authority for the region most of the school families live in will determine if there is “community spread”.
- The Catholic school is open with **“Green Status”** for face-to-face instruction
- The Catholic school is operating with near full attendance and day length

The following baseline interventions provide an environment with a risk of transmission that is low enough to be considered “safe” for all of our present adults, our students, and any people who have subsequent contact with them.

At the publishing of these standards (**07-16-2020**), the CDC and health authorities provide a standard for what is considered “contact,” when viral transmission risk is high enough to quarantine someone after encountering a person diagnosed with the virus. This is the bare minimum contact any school in full session within areas of “community spread” should consider:

- **Indoor environment with ventilation**
- **6 feet social distancing (minimum 3-4 feet)**
- **Mask**
- **Time (15 minute duration or more in same indoor area)**

Any combination of changes to these variables that results in a health department judging it as a higher risk is not supported by the office of the superintendent at the CSO and is unacceptable practice for SPSL.

## CDC GUIDELINES FOR REOPENING SCHOOLS AND ENSURING SOCIAL DISTANCING (AS OF 5/20/20)

SPSL and the Logistics and Planning Committee has been using the following CDC guidelines for reopening schools and have considered these safety measures in all of our plans. To view those guidelines and Phases 1, 2 and 3, please click on the link [found here](#).

## VISITING NURSES ASSOCIATION (VNA) RECOMMENDATIONS: WHAT DOES THIS BALANCE OF ADJUSTING THE VARIABLES LOOK LIKE AT SPSL?

SPSL has a working relationship with the Visiting Nurses Association (VNA) where they provide a nurse once a week to work in our building and also guide us in our health, safety, and wellness needs. Per the VNA, key points that we will focus on at SPSL for in person education include:

**Social distancing** (currently 20 or fewer students with 6 feet between desks facing same direction in a classroom OR if standing in line)--same group kept together throughout day; lunch delivered to classroom;

**Cloth masks** (2 per student and staff per day) to be worn especially when social distancing difficult; not required for children with medically documented condition that precludes wearing a mask or if students have a disability and thus are unable to remove covering without assistance; need to be washed daily at home with laundry detergent and replaced if student sneezes or coughs while at school; hands should be washed before applying and before taking off mask when going to eat lunch; cloth mask to be placed on clean paper towel on student's desk while eating lunch or making sure the mask does not set on the desk.

**Communication of measures to prevent spread**— School website and announcements inform parents that no child should attend school if presently has fever and/or symptoms or recent close contact with someone who has COVID 19; posters/videos on handwashing, hand sanitizing, covering coughs/sneezes with tissue, proper cloth mask wearing; no sharing of supplies unless first cleaned & disinfected; bring own water bottle to school and water bottles need to be washed before being returned to school.

**Screening students for possible sickness upon arrival and throughout the day**—if a child displays coughing, flushed cheeks, rapid breathing or difficulty breathing, fatigue, or appears unwell the student will be sent to the school health office to have temperature taken. If a student has known asthma, provide care under an individual health plan first and then take temperature.

**Isolation measures if student becomes sick**—a student who has fever 100 degrees or above, is coughing or feels unwell will be kept in a specified supervised room until their parent can pick up from school as soon as possible; this area will be adult supervised and separate from an area where students are receiving medication, first aid for injuries, other non-illness

related care. SPSL administration and office staff already have two specifically designated rooms in the office, one specifically for isolation/quarantine and for other regular, non-COVID related health and wellness needs (e.g. scraped knees, etc.). Students should be wearing cloth masks. If the mask becomes soiled from coughing or sneezing, faculty and staff will give the student a clean 3-ply paper mask to wear.

**Staff who will screen students for sickness and determine need to send home (School Nurse, School Secretary, and Staff that cover the office):** When taking a temperature with a non contact thermometer or working closely within the 6 feet social distancing the following measures will be implemented: wear surgical mask (school nurse may don an N95 mask if situation is deemed high risk), eye wear protection (goggles/face shield) and gloves. If taking more than one student temperature with a non-contact thermometer and no physical contact has occurred, gloves do not need to be changed but the thermometer is to be wiped off with alcohol between uses.

Surgical masks should be disposed of daily. Goggles can be cleaned with dish washing liquid OR Sani-wipes OR alcohol wipes daily.

**Hand hygiene for children and staff scheduled and as needed with hand sanitizer or soap and water as available:**

- arriving and exiting school or entering and leaving a classroom
- before and after eating/drinking
- before and after administering medications
- after using bathroom
- after contact with bodily fluids and taking off gloves
- after playing outdoors
- before putting on masks and before taking off masks (Mask is considered clean until contaminated with a cough, or sneeze.)

## CLOTH MASKS & FACE COVERINGS

### **Cloth Masks**

Students will wear masks upon entry to the building and during most of the school day, especially when social distancing of 6 feet or less cannot be maintained or when traveling throughout the building. **There is no mandated uniform style for the cloth masks.** We only ask that they do not have inappropriate designs and that they are washable.

#### **Exceptions-**

- Masks can be removed for eating and drinking.
- Masks can be removed for recess and P.E. in noncontact environments.
- Masks can be removed during classroom scheduled "mask breaks".\*\*

Faculty and staff will wear masks upon entry and throughout the day especially when social distancing of 6 feet or less cannot be maintained or when traveling throughout the building. "Mask breaks" can be taken when faculty and staff deem they are appropriate.

#### **Exceptions-**

- Masks can be removed when faculty and staff are working in noncontact areas.
- Masks can be removed for eating and drinking.

\*\*"Mask Breaks" are built in breaks in classrooms or indoors when students and staff are able to keep 6 feet or more of social distancing. We know it will be difficult to have students, faculty, and staff wearing cloth mask coverings for six or seven hours a day. "Mask Breaks" will only be used if faculty, students and staff are able to maintain 6 feet of social distancing.

#### **Face Shields**

Face shields are not recommended as a replacement for face coverings per health authorities given concerns as to their ability to minimize droplet spread to others. At SPSL, teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: during phonological instruction to enable students to see the teacher's mouth, and in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

#### **Mask & Face Covering Education and Practices**

At SPSL, we know that we will need to educate all students, especially our youngest learners, on the rationale and the proper use of masks and face coverings. However, we also know that students will occasionally fail to wear a face covering properly, and it is important that those students are not excluded or made to feel ostracized for their mistakes. No mistake involving face coverings justifies exclusion from the classroom, only gentle reminders and education to help all of our students learn and grow in this area.

#### **Helpful Links On Mask and Face Covering Usage and Best Practices**

[CDC - Important information about your cloth face coverings](#)  
[CDC - How to safely wear and take off your cloth face covering](#)  
[Omaha pediatrician tips on kids wearing cloth face masks](#)

## HANDWASHING & OTHER HYGIENE MEASURES

At SPSL, we will teach, model, and reinforce proper handwashing techniques and practice with our students. Teachers and staff will also work to develop routines to ensure student hygiene practices. Additionally, SPSL school leadership and maintenance teams are working to provide necessary supplies of cleaning and sanitizing products to each classroom and throughout the school. This includes avoiding hand contact with the face, how to properly cover coughs and sneezes and how to properly sanitize students' own work spaces. We will also continue to post signage throughout the school for reminders regarding proper handwashing and hygiene practices.

In the classroom, we will minimize the sharing of supplies and equipment among staff and students to the most feasible extent while also cleaning and disinfecting any shared items between use. We will also minimize the staff's and student's contact with high-touch surfaces in the school rooms and throughout the school building, especially in high traffic areas and at high traffic times (e.g. arrival and departure times).

## ROUTINE FOR DAILY HEALTH CHECKS

For the 2020/21 school year, SPSL is dedicated to having clear and appropriate routines for daily health checks to ensure our students' and staff's health and safety. We will ensure that we have an adequate available supply of thermometers, gloves, sanitizing wipes, hand sanitizer, etc. for all daily health checks.

Before entering the school building, students will be screened initially by SPSL staff. Temperatures will be taken and students will be checked for any symptoms that may indicate signs of illness. In addition, students will be given hand sanitizer upon entry. If students are determined to have a fever or are exhibiting symptoms of illness, the staff will follow actions set forth by the school. For more information on those procedures, please see the section "Procedures for Students/Staff Who become Ill During the School Day" below.

As we get closer to the start of school, we will send out "Health & Wellness Protocols" which would contain and reiterate all health considerations. This could be a reiteration and communication of health screenings procedures done at the doors or questions we ask parents when a child's absence is reported to the office as due to illness. Please look out for more information on this in the future.

For any "Return to School" protocols for students, faculty or staff who are ill or test positive for COVID-19, we will be directed by our local health officials on how to proceed and our actions will also be strictly dictated by directed health measures (DHM) along with consultation with our school nurse. The health and well-being of our school community is of the utmost importance

and thus, school administration reserves the right to amend the protocols below when guided or instructed by our local health officials to do so.

## PROCEDURES FOR STUDENTS/STAFF WHO BECOME ILL DURING THE SCHOOL DAY

### **1. Suspected COVID-19 Case(s):**

- a. SPSL will have an identified isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- b. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

### **2. Confirmed COVID-19 Case(s):**

- a. SPSL will notify the Douglas County Health Department immediately of any positive COVID-19 case.
- b. SPSL will notify all families, faculty, and staff in the SPSL school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. ([Information concerning confidentiality can be found here.](#))
- c. SPSL will close off areas used by any sick person and will not use the area before cleaning and disinfection. To reduce risk of exposure, SPSL will try and wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, SPSL will wait as long as practicable.
- d. For faculty and staff that may have been exposed, it should be expected that they will be instructed to get COVID-19 testing and remain quarantined at home for 14 days per instruction and guidance from the Douglas County Health Department.
  - i. Health officials may also determine the course of action taken at SPSL by utilizing class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.

### **3. Close contacts to confirmed COVID-19 Case(s):**

- a. Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing, and immediately get re-tested on day 10 of the last day of exposure to the case. They should even be sent home if they test negative, remain in quarantine for a full 14 days after:
  - i. Date of last exposure to COVID-19 positive non-household contact or

- ii. Date that COVID-19 positive household member completes their isolation.
  - b. No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
  - c. Those who test positive should not return until they have met Douglas County Health Department and the CDC criteria to discontinue home isolation (See link [here](#))
4. Return to Campus after Testing:
- a. Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
    - i. Documentation of a negative test result should be provided to school administrators.
    - ii. In lieu of a negative test result, SPSL may allow students and staff to return to work with a medical note by a physician that provides alternative explanations for symptoms and reasons for not ordering COVID-19 testing.
  - b. Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
  - c. Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.
  - d. If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
  - e. If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after:
    - i. Date of last exposure to COVID-19 positive non-household contact **or**
    - ii. Date that COVID-19 positive household member completes their isolation.

## SOCIAL DISTANCING WITHIN THE CLASSROOM

As of **07-16-2020**, we are planning to reduce the number of students in each of our classrooms to be able to safely and properly keep 6 feet of social distance or more between our students and teachers while in the classrooms.

For the 2020-21 school year, ***we have made the decision to move from three homerooms to four homerooms from Kindergarten - 5th grade, to reduce the number of students in any class at one time.*** (Note: 6th - 8th grades already have four homerooms/sections.) We believe that this decision is in the best interest of our students, families, faculty and staff in ensuring that we maintain at the very least 6 feet of social distancing.

Additionally, until further notice, SPSL will be dedicated to making sure that:

1. To minimize cross-contamination and travel, grades that generally have students move/switch classes per subject will now require that the teachers move/switch rather than the students. This includes specialty subjects (music, art, physical education, Spanish, etc.) as well as our resource and support faculty and staff.
2. The use of traditional lift top desks and regular chairs will be necessary both for social distancing and cleaning/disinfecting purposes.
3. The average classroom will accommodate 18 students or less to maintain the 6 foot social distancing.
4. The 18 desks/chairs will generally be positioned all facing the smartboard. (Note: Kindergarten classrooms can accommodate 22-24 students if using traditional desks and chairs providing current desks and tables removed, as well as improved ventilation systems)
5. The 18 desks that are 6 feet apart will be permanently assigned to students.
6. Some student supplies will be kept in backpacks and not left in desks.
7. Students will put their coats, backpacks, and any other belongings in the classrooms and not in the halls.
8. Alternative seating and other furniture will have to be removed to accommodate the desks and chairs. (couches, chairs, circular tables, futons, etc.)
9. The use of community supplies will be avoided when possible. If shared supplies are needed, designated bins for clean and used supplies will be utilized. Community supplies are considered high-touch and should be cleaned often. Collection bins will be clearly marked.
10. High touch surfaces will be cleaned between use by different groups.
11. For maintenance, cleaning and sanitation purposes, classrooms will be basically set up in the same manner.
  - a. Teachers' desks and furniture should be positioned to give access to service A/C units.
  - b. Wall outlets and computer connections are not blocked.
  - c. Computer and device setup will be standardized since more than one teacher may use the same room.

## SOCIAL DISTANCING OUTSIDE THE CLASSROOM

SPSL and the Logistics and Planning committee are currently working on plans to minimize contact in all areas of the school. We are still in the development phase of our plan for areas including the restroom, cafeteria, hallways, library, and all other areas that can be densely populated in a normal school year. We are also developing controlled transitions. Releasing small groups of students at a time can help to minimize the density of the population in all areas of the school and the school day.

This planning will also include:

**Entrances/Exits:** As of now, each grade level will have their own exit and entrance (*link to be added soon*) and those must be used in all situations, including times of drop off and pick up.

**Hallways:** Students will go directly to the classroom upon entry, with 6 foot distancing. Entrance and exit procedures will be communicated and explicitly taught. In addition, students will be taught that stair railings, door handles, etc. should be touched as little as possible. Floor arrows will be used throughout the building to indicate hallway traffic direction and movement. Emergency procedures that involve protecting immediate student life, limb, or eyesight supersede COVID-19 safety protocol measures (e.g. social distancing will not be followed for lining up and moving students for fire evacuation but masks will be used if immediately accessible by students in the emergency).

**Restrooms:** 6 foot distancing will be marked with only using every other sink in the 1st-2nd grade & cafeteria restrooms and 3rd-8th grade restrooms only allowing one person at a time.

**Water fountains:** Water fountains will not be used in the traditional sense, with each fountain being retrofitted to be able to fill student and faculty/staff water bottles.

**Cafeteria:** Per CDC and local health official recommendations, if a cafeteria or group dining room is typically used, meals will be served in classrooms instead. Per CDC recommendations, schools should put each child's meal on a plate, to limit the use of shared serving utensils.

*\*\*SPSL is still working with Westside/District 66 on more detailed information and procedures pertaining to the lunch program for next year. We will communicate with the school community accordingly and update the planning guide as well.\*\**

**Library:** The SPSL Library does have an ebook collection available 24/7 to students. Students will receive instruction on how to access the ebooks. The ebooks can be read on any device that has internet access. Once the ebook is downloaded on the device, the internet is not needed to read the book. The library will continue a circulation program with a request only policy. The school library room will be closed to students for book selection/checkout. Students will be shown how to access the SPSL card catalog from their classroom or home. They will be instructed on how to request a book from the library. The library staff will deliver the requested book in a plastic bag to the student's homeroom when the book is available. All materials returned to the library will have covers wiped down and set aside for a 72 hour period before going back into circulation. Book return boxes will be set up in areas near the grade levels. Students will also have the option of completing a book topic/genre interest form. The library staff will choose a book for the student based on the student's stated interests.

**Gym:** TBD

**Computer Lab:** TBD

**Recess and Playground Area:** Recess will be conducted primarily outdoors and students will not wear masks during outdoor activities. SPSL faculty and staff are highly encouraged to take students outside as much as possible to allow for mask breaks and social distancing. This includes lunch, classroom instruction outside and outside recess when weather permits, with social distancing practices still in place for students and staff.

## DAILY, WEEKLY, MONTHLY & YEARLY CLASSROOM & SCHOOL CLEANING/SANITIZING ROUTINES & PROCEDURES

SPSL has contracted with Vanguard Cleaning Systems of Nebraska to take care of the daily, weekly, monthly, and yearly classroom and school cleaning and sanitizing routines and procedures. This contract with Vanguard also includes plans for a deep clean of the entire building before the start of school and the potential for further deep cleans of the building as needed.

Attached here is the entire checklist for all the daily, weekly, monthly and yearly cleaning and sanitizing procedures for the school and specifically high traffic areas: [SPSL 2020/21 Vanguard Cleaning Checklist](#)

## SCHOOL ENTRANCE PROTOCOLS FOR STUDENTS, STAFF & VISITORS

**Students Entrance Protocols** - As of now, each grade level will have their own exit and entrance and those must be used in all situations, including times of drop off and pick up. A map will be shared with school families as we get closer to the start of the school year.

**Staff Parking** - Faculty and staff members of SPSL will utilize the east lot of 69th Street for parking. This lot will be used only by faculty and staff.

**Visitors** - Given the current restrictions in place, visitors to the building are discouraged, with the exception of Extended Care, picking up students for appointments, or when students are sick. (Extended Care staff will communicate with families separately on updated drop off and pick-up procedures.) The inner door by the east cafeteria doors will be the allowable entry point for Extended Care and the inner door leading to the fire doors by the west office entrance will be the allowable entry point for the school office. The office personnel would prefer parents call the school when arriving to pick up their child for an appointment and the office staff will escort the student out the west doors to their parents.

Upon entrance, all visitors will need to wear masks while inside the building and be pre-screened when they check-in at the school office. Mrs. Graney's desk will also have a plastic partition in place on her desk as a barrier between visitors and herself while in the office. Visitors will need to answer the following questions:

1. Do you have any of the following symptoms? (Yes or No)
  - a. Fever of 100.0 degrees F or higher
  - b. Chills
  - c. Cough
  - d. Shortness of breath or difficulty breathing
  - e. Fatigue
  - f. Muscle or body aches
  - g. Headache
  - h. New loss of taste or smell
  - i. Sore throat
  - j. Congestion or runny nose
  - k. Nausea or vomiting
  - l. Diarrhea
2. Have you had any known contact with any individual with a suspected or confirmed case of COVID-19? (Yes or No)
3. Have you or anyone in your household traveled internationally in the last two weeks? (Yes or No)