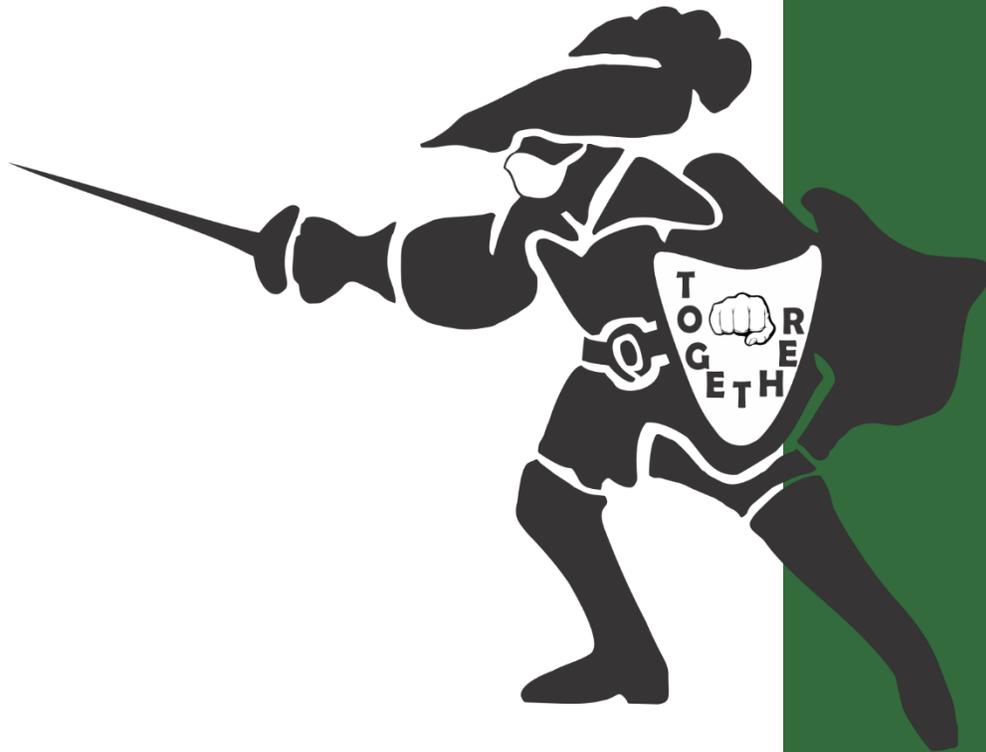


COVID-19 Addendum to Handbook St. Bernadette School



Confirmation needed:

PARENT AND STUDENT AWARENESS OF THE POLICIES AND PRACTICES FOUND IN THIS ADDENDUM

This addendum has been developed to provide families with our current plans to return to school during the COVID-19 pandemic. Except for the practices noted in this addendum, the Handbook updated last year remains in effect and includes information about school communication, our instructional practices, the dress code, policies for discipline, harassment/bullying, attendance, other medical issues and emergency procedures, and the expectations of students and parents in our school community. The Parent/Student Handbook can be found [on our website](#).

The practices in this addendum override any parallel practices or issues found in our Parent-Student Handbook. They have been written in compliance with the Archdiocese of Cincinnati's [COVID-19 Return to School Guidance for Administrators](#), Ohio's [COVID-19 Health and Prevention Guidance for K-12 Schools](#), and they adhere, as much as possible, to the most recent [CDC Considerations for Schools](#). An exception to adherence, like most schools, is that distance between students will be between 3-6 feet.

These policies and practices directly address responses from our school families on three surveys administered throughout the summer, and include consultation with local pediatricians and nurses, documents from Cincinnati Children's Hospital and Medical Center, input from the Clermont County Department of Public Health, research of policies from schools in our area and across the country, contributions from the members of St. Bernadette's COVID Task Force and the faculty and staff at St. Bernadette School.

All families attending school at St. Bernadette this year are asked to do the following by Monday, August 17th.

1. Read and understand the policies of St. Bernadette School as found in the [Parent-Student Handbook](#).
2. Sign the Acknowledgement form regarding our handbook, which follows this page.
3. Read this COVID-19 Addendum to the Parent-Student Handbook in its entirety.
4. Sign the COVID-19 Acknowledgement of Risks, provided by the Archdiocese to all families attending Catholic schools. It can be found at the end of this addendum.
5. Return both acknowledgement forms to campus. Forms may be dropped off at school in the bin marked "Forms for Next Year" found in the bus lane between our main building and the modular building.

Signed documents can also be mailed to:

St. Bernadette School
1453 Locust Lake Road
Amelia, OH 45102

Given the highly contagious nature of COVID-19 and the extreme regard we have for all our families and staff, no student will be permitted on campus for class unless these signed acknowledgement forms are on file in the main office. We require these forms as verification of the student's and parents' cooperation and commitment to mitigating the spread of this virus, thus enabling a safer return to our campus. Parents are expected to explain these policies to their student(s) and support the implementation of the policies. Failure to follow these policies may indicate that a student needs to learn remotely, only.

The administration reserves the right to make changes to these policies at any time. Our knowledge of this virus is constantly growing, and guidance from public health officials continues to evolve. If changes are made, they will be widely communicated to all our families, and posted on the website.



1453 Locust Lake Rd
Amelia, Ohio 45102
513-753-4744

ACKNOWLEDGEMENT OF PARENT-STUDENT HANDBOOK

My child(ren) and I have been given access to an electronic copy at <http://stbameliaschool.org> of the St. Bernadette School Parent-Student Handbook for 2020-2021. We have read and agree to abide by this handbook.

The handbook contains information that my child(ren) and I may need during the school year. All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Parent-Student Handbook. If I have any questions regarding this handbook, I should direct those questions to the principal, Mrs. Ingram.

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Signature of parent/guardian: _____

Date: _____

PLEASE SIGN AND RETURN TO SCHOOL BY MONDAY, AUGUST 17, 2020

This form should be accompanied by the signed COVID-19 Acknowledgement of Risks form found at the back of the COVID-19 Addendum to the Handbook

ROOM LOCATIONS

2020-2021

Usage	HR Teacher	Location
Kindergarten	Sr. Judy	Cafeteria building
1 st Grade	Ms. Selm	Stievenard Hall
2 nd Grade	Mrs. Cayton	Main Building
3 rd Grade	Ms. Giwer	Main Building
4 th Grade	Mrs. Alvey	Main Building
4 th Grade	Mrs. Duffey	Main Building
5 th Grade	Mrs. Mattei	Main Building
6 th Grade	Mrs. Schooley	Modular
6 th Grade	Mrs. Van Huss	Modular
7 th Grade	Mr. Brunner	Modular
7 th Grade	Mr. Hoffmann/Mrs. Roesel	Modular (Lab)
8 th Grade	Mrs. Proffitt	Modular
8 th Grade	Mr. Shaffer	Modular
Infirmiry and isolation area	(small classroom near restroom)	Connector hallway to Stievenard
Teacher Resources/Work Space	(small classroom near faculty room)	Connector hallway to Stievenard
Art/Music materials staging	(for Mr. Hoffmann and Mrs. Lana)	Art Room
Gym classes	Mr. Reardon	Gym
Latchkey (limited)		Art Room
Speech services	Mrs. Stansbury	Auxiliary Modular
Academic intervention/reading	Ms. Dorsey	Auxiliary Modular

Dress Code for COVID Protection

REQUIRED: Cloth Face coverings

- Masks with a minimum of two layers of cloth (or a polymer sponge) that cover the nose and mouth and stay securely on the face. Ear loops, ties, headband hooks, and elastic straps are all effective. We prefer plain colors, but prints are also permitted. Students are encouraged to have at least one “crazy” mask to wear on special days – just for fun, or for a fund-raiser. **All** fabrics must be appropriate for a Catholic school environment – no slogans, political statements, names or symbols, nothing gory, scary or of a sexual nature, etc.
- Gaiters that stay on the face well. Gaiters that can grip the bridge of the nose and are adjustable to fit, or come in various sizes are most effective for younger children. Some have pockets for filters, as well. Gaiter fabrics must also be appropriate for a Catholic school environment.

APPROVED: Clear Face masks. These are masks that fit over the nose and below the chin. Some versions are completely clear, some have a clear panel for the mouth to be viewable.

ALLOWED FOR SOME STUDENTS, or in addition to Face Masks: Face shields. These must fit tight against the forehead of the wearer. They must be plain in nature (no animal shields with characteristic ears, etc. extending), wrap around the width of the face, and hang below the chin.

EYE COVERINGS: Students who wear corrective lenses are protecting their eyes from infection, and students whose eyes are exposed may use a face shield for additional protection, or wear clear, non-prescriptive lenses.

School Day Procedures during the COVID-19 Pandemic

IN THE MORNINGS

NEW PRACTICE FOR CAR-RIDERS: Parents will pull their car up to the orange cones and remain in the vehicle. Children will exit the car, wearing a cloth face-covering, on the side of the cones.

If a parent needs to assist their child in exiting the car, the parent must park behind the gym and walk the child to the playground, using the sidewalk between the gym and storage sheds. Parents dropping off children should be wearing a face mask while walking the child to the playground area. No adult may be in the company of school children or staff without a face covering.

Parents who wish to enter the building will need a cloth face covering and may be asked to have their temperature taken before entering the building. Parents may go only as far as the main office to conduct any necessary business. If other people are in the hallway or office, social distancing of 6' will be expected.

Bus-riders will be dropped off in the bus lane on the West end of the playground area each morning. Rules for bus-riders will be communicated by the sponsoring school district, and will probably include face coverings while on the bus. Bus-riders should keep their face mask on until/if they are told by a teacher they may remove it.

CHILD'S ARRIVAL TO SCHOOL

Students of all grades must be wearing a cloth face covering upon arrival to school. (For exceptions to wearing cloth face coverings throughout the school day, see the section on Face Masks and Shields, below.)

7:30-7:45 – Free time outside (for rainy or very cold days, students will report to the gym):

- Masks must be worn
- Playground or gym equipment may **not** be used.

Students are brought into the classrooms by teacher at 7:45.

7:45-7:59 – Students arriving during this time must wear a cloth face covering and should proceed directly to their homeroom. Parents may not accompany them to the classroom.

8:00 or after - Students arriving late to school proceed directly to the main office and must be wearing a cloth face covering.

STUDENT BELONGINGS

Goals: to keep learning materials close by, to avoid sharing of materials, and to keep students from congregating face-to-face in common spaces like coat areas, lockers, etc. unnecessarily.

- Backpacks will be kept on hooks in the hall, in the classroom, or under/beside the student's desk, depending on the set up in the classroom or the wishes of the homeroom teacher. Students will be reminded to keep a 6' distance from other people frequently and teachers may stagger the instruction to children to hang backpacks or coats in order to reduce close face-to-face contact.
- Students in grades 3-8 will have the use of a crate by their desk to keep textbooks, notebooks and (where applicable) devices handy. Students will not use lockers for books or lunches. Students in the modular building may use their lockers for coats during the cooler months.
- Kindergarteners will have their materials in a chair pocket or on their table.
- First graders will keep their books in their desks, and their supplies in their chair pocket. Second graders will keep their books in their desks.
- Lunches will be kept in classrooms. Teachers may designate a space, or students may keep lunches in their crate or in/under their desk. Kaldi's Catering will be serving lunch to classrooms after Labor Day. Instructions for

ordering lunches, which will be eaten in classrooms, will be published separately.

- Students must have their own supplies and writing implements for school. They may not “borrow” pencils, markers, pens, etc. from teachers or other students. Parents are asked to have an abundance of pencils and pens available for their students, and students are asked to keep extras in their backpacks.

FACE MASKS AND SHIELDS

Goals: to reduce exposure to COVID-19 even from asymptomatic classmates; to protect teachers; to increase student tolerance of masks and compliance with best practices for classroom health.

- Students should always have at least two masks at school. The student’s name must be somewhere on the mask, and could be on the front, in easy-to-read letters, if the parent chooses. Regular school attire for masks is a cloth mask. There will be disposable masks available for students in the main office but this is only for the occasional need. Families should plan to have a good supply of cloth face masks available at home. Masks that have been worn during the day should be washed in soap and water at home every night.
- Students in kindergarten, first, second and third grade may use face shields instead of masks much of the time. However, any student traveling to a different location (e.g. filling a water bottle, using the bathroom, seeing an intervention specialist, visiting the main office, seeing the nurse) must be wearing a cloth face covering, including our youngest students. Also, any time a teacher and student are working in small groups or one-on-one where 6’ distancing is impossible, all parties should be wearing a cloth face covering unless communication is too difficult, in which case a shield could be worn. These judgements are made at the teacher’s discretion. Teachers will train students about using masks and will have a goal to increase their students’ tolerance for masks. Students in these primary grades will be encouraged to wear cloth face coverings for gradually longer periods of time as the school year progresses.
- All students will be given opportunities for mask breaks. We believe it is better for their skin and for their overall ability to comply with wearing face masks if they know there will be time to take them off and breathe more freely. These mask breaks will take place – as much as is humanly possible – outside, although teachers may use their discretion. We acknowledge that wearing masks is at first uncomfortable or irritating. We understand they can make a student feel hot and this will be especially true in rooms that are not air-conditioned. We encourage families to practice with their students in public.
- Face shields may always be worn by any student in addition to a cloth face covering. Using face shields in lieu of a cloth face mask is an exception that may be needed in some circumstances. Although studies of the effectiveness of face shields are promising for reducing infection of the wearer, there is not clear evidence that shields reduce the spread of airborne germs into the classroom. Shields are good practice in the rooms of younger students because those students’ growth in literacy and developmental speech patterns make cloth masks impractical much of the time; at the very least shields act as a personal sneeze guard, protect the wearer somewhat, and prevent the child from touching their face. Older students, by and large, should be completely capable of developing a tolerance for a cloth covering. Students with documented health or developmental issues may need to wear a clear face mask or a shield instead of a cloth face covering.
- Teachers may be using face shields or clear face masks intermittently to enhance communication to the class, but teachers will be wearing cloth face coverings as much as possible.

LUNCHES

- When students are at school for half-days or Early Dismissal days, lunch times will not be used.
- On regular school days, lunch times will be staggered by grade groupings and students will eat in their individual classrooms, unless it is possible and desirable to eat outside.
- Kaldi’s Catering will be offering hot or cold box lunches on a pre-ordered and pre-paid basis after Labor Day.

- Pre-purchased box lunches will be brought to the classroom by school staff or a designated student.

RECESS

Goals: to provide students with play time, unstructured peer communication, and gross motor exercise.

- We acknowledge that recess is a critical time for social skill usage and development, for peer communication, and for seeing students from other homerooms to foster our school community. Children who are face-to-face for short periods of time (especially while outside, and for less than 10 minutes) are far less likely to be infected with an airborne illness, but it is possible. Masks are still indicated outside if people are within 6' each other but given the nature of recess, communal play, and social interactions, masks will not be widely used on the playground, except by adults when they approach children. Our reasons are two-fold: 1) We believe it is important for our students to play, relax, and be themselves. Recess is typically only 20-25 minutes long, and students are typically active, moving around, and not face-to-face for long periods. We will be expanding the playable area of the parking lot and encouraging students to make use of the ball fields and spread out. We will be discouraging close-up crafts or games where students stand together for long periods of time. For those students who use recess to sit and talk, they will be encouraged to use masks as their risk is heightened, or they will be encouraged to walk around or join a game. Recesses will remain staggered by grade groupings (K-2, 3-5, 6-8) with a grace period between recesses to minimize cross-contamination of cohort groups. These are reasonable measures that speak to the heart of the health guidelines. 2) On a practical level, we do not have enough staff or parent volunteers to assist with playground supervision to make mask compliance manageable. Given our strong feelings to somehow "let kids be kids" and pragmatic limitations, we will not be enforcing the use of masks while children are on the playground during the K-2 morning recess period, and the lunch recesses. **If a parent is uncomfortable with this practice, or your child is immunosuppressed and additional measures need to be taken, please contact Mrs. Ingram.** You will be encouraged to speak with your pediatrician to get advice about outdoor recess and if a mask is needed for your child while on the playground, we ask that you discuss this clearly with your student. We will inform all staff, and we will work with your child's peers to normalize and ease the situation. Every child should have a chance to play outdoors and we want all of our students to be as safe and feel as normal as possible while playing outside.
- Children will be permitted to use most of the playground equipment during their recesses. (We will block the use of the "tunnel" on the climbing piece if children tend to camp in that semi-enclosed space.) Hand-sanitizer will be available on the playground and children will be reminded to use it frequently while using common equipment.
- All of these measures are subject to change depending on rates of illness or other considerations.

BATHROOM BREAKS, HANDWASHING, AND WATER FOUNTAINS

As usual, teachers will take their classes for bathroom and/or water breaks during the day, and students may ask to use the bathroom or the water fountain in between those opportunities too, but with these changes in mind:

- Teachers will be staggering the whole-class trips to minimize passing other classes in the hallway.
- All students will be encouraged to use bathroom breaks as an opportunity to wash hands with soap and water.
- Students will continue to wait in the hallway for the class to finish, but masks must be worn, and students should practice as much social distancing as possible.
- Classes in the modular building will be assigned to the restrooms in the gym for group trips to reduce hallway congestion.
- A handwashing station is available in the modular.
- Students from either building who are individually dismissed to the restroom will use only the restroom in the main building.

- Students will not be able to use the sipping nozzle on the water fountains, but will be able to fill personal water bottles at those stations.
- The drinking fountain in the cafeteria will not be operational and it is not a bottle station. Kindergarteners should bring water bottles from home and they will be able to re-fill their bottle with assistance.
- Kindergarteners will generally use the restrooms in the cafeteria, but may use the restrooms in the gym if necessary during gym class.

END OF THE DAY DISMISSAL

Students will wear face masks for dismissal.

We do not have a car-rider pick-up plan that allows the parent to stay in the car. However, we are splitting parking areas by grade level, and assigning waiting zones. If you are picking up children in multiple grades, wait first in the area for the youngest.

- Drivers for students in grades 6-8 should park behind the gym. Parents should exit their cars (wearing a face mask) and wait by the playground so faculty can see that students and parents have connected. Please honor social distancing. Students in these grades will exit directly from the modular, not the main doors.
- Drivers for students in grades K-5 should park in the main parking lot, exit their cars (wearing a face mask) and wait in the following areas, honoring social distancing:
 - Kindergarten parents – wait outside the cafeteria door closest to the gym.
 - 1st grade parents – wait outside Stievenard Hall, on the sidewalk closest to the parking lot.
 - 2nd- 5th grade parents – wait by the wall of the art room, just beyond Stievenard Hall, and across from the cafeteria.

SCHOOL PROTOCOLS FOR ILLNESS

Perfect Attendance Awards will not be given until a vaccine is proven safe and readily available to school-aged children. When in doubt, please keep a sick child home.

We will screen children for symptoms of illness. This will include:

- a. Morning temperature checks at school. Even though many children will not have a fever when ill, this remains one thing we can easily do in homeroom each morning.
 - b. Students who self-report general discomfort, headache, sore throat, nausea, or any other symptoms will be assessed in the main office.
 - c. Teachers or other adults may notice that a child seems unwell and will send the child for us to screen in the office.
- 1) If a student has a high-risk COVID symptom, such as a new cough, shortness of breath or difficulty breathing, or a new loss of taste or smell, the parent should seek an evaluation from a health care provider immediately, and the student will be isolated at school until released to a parent.
 - 2) If there is a combination of two or more low-risk COVID symptoms such as fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting and diarrhea, the student will be isolated until released to a parent and the family should seek the assessment of a health care provider before the student can return to school.
 - 3) Contacting parents has always been our practice when a student seems ill or has a fever. Because COVID-19 has so many different symptoms, parents may be asked to pick up children from school more frequently than they have in the past. Depending on your pediatrician's assessment and protocol, the child may or may not need a test for COVID-19.

- 4) Removing a sick child from the classroom and placing them in our infirmary will be routine until a parent arrives. We created an isolated area in Mrs. Van Huss' former classroom - the classroom closest to the girls' restroom in the main building. An adult will be in attendance and taking precautions for contagion. We have a plastic barrier to provide additional protection to others should we have more than one child in the room, or a child seems particularly ill or contagious.
- 5) Signing out a sick child will happen in the infirmary. Parents, once admitted to the school, will go directly to this room and sign out the child. Children will have their instructional materials with them.
- 6) After being evaluated by a health care provider, those with a negative COVID-19 test or possessing an alternative diagnosis can return to school after 24 hours if there is no fever and if symptoms are improving.

TESTING POSITIVE FOR COVID-19

In all cases, we will follow the guidance from the Department of Public Health, who will have information about the spread in the community at large to assist our responses. We are constantly learning about this illness and our responses may change over time and with additional guidance. We will inform DPH of known cases or vice versa. Families will be contacted by DPH, protocols will be instructed, and close contacts will be identified to DPH. Beyond our obligation to cooperate with DPH, personal privacy will be respected by the administration. A St. Bernadette family may **request** that we use their name, or personally let other parents know if their child has been in close-contact with someone diagnosed with COVID-19, or tests positive, after notifying the school. In the absence of a family's permission, other families will only be told that a positive test has occurred when their children have been in close contact. Some specific situations to consider are:

- **A family member** of a student tests positive, with or without symptoms

The student and all members of that family are to quarantine at home for 14 days. Administration is not permitted to reveal the name of the family without permission, and if the *student* tests negative, there may not be a need to notify the class at all, but the student would need to stay home for the full 14 days, regardless. COVID testing is at the discretion of your health care provider and it may be that a 14 day quarantine is all that is required. Remote learning for the quarantining student(s) will be possible and is always recommended.

- **A student or a teacher** tests positive

If someone tests positive for the coronavirus, they can return to school if it has been 10 days since their symptoms started, their symptoms are improving and if they have gone 24 hours with no fever. You will be notified if a child in your student's homeroom has tested positive, as will the homeroom of any siblings, but names will not be used without permission. Close contacts of the student who tests positive will need to quarantine for 14 days. Close contact is defined as being within 6' of the classmate (with or without a mask) for more than 10 minutes. Depending on the extent of contact with classmates, an entire class may need to quarantine at home for 14 days, which is why social distancing is so important and should be used whenever possible. If quarantining students is needed, we will work with families for whom home instruction is a hardship to the best of our ability, and to the extent permitted in a pandemic. The need to quarantine may not extend to students in the homeroom of a sibling. For example, if none of those students were in close contact with the student who tested positive their classroom may resume as normal.

Depending on the severity of symptoms, a student may continue to learn on-line, but in the case of a sick teacher (with any illness), it may be necessary to make instructional adjustments, particularly if we are unable to secure a substitute teacher who can live-stream to a quarantined class. If it is not recommended that an entire

class needs to be quarantined, and if no one else exhibits symptoms or tests positive, we will notify parents, who can then decide if they would like to self-select a 14 day quarantine with home instruction.

- **A non-teaching staff member, intervention specialist, or regular volunteer tests positive**

Revealing the name of anyone who tests positive is contrary to personal privacy and against HIPAA. We will remain as transparent as possible within the law and will notify affected families without revealing the source unless we are given to permission to name the adult.

General Provisions for Mitigating the Spread of COVID-19 in the Building

HAND SANITIZER

- There is FDA approved hand sanitizer in every room on campus.
- Additional hand sanitizer stations will be placed in our hallways and on the playground during recesses.
- If your child has a sensitivity to hand sanitizer, please provide us with a portable alternative for intermittent hygiene practices.

AIRFLOW CONSIDERATIONS

A guiding principle in trying to keep the rate of infection low is to keep exposure to germs at a minimum. This includes the concept of “diluting” the concentration of germs in the air of enclosed spaces. The following measures are underway to increase air flow in our classrooms.

- 1) We are purchasing two high volume window fans for each classroom in the main building. One fan will be bring air into the room from the outside, and the other fan will be pulling air from the room into the outdoors. This is especially important for the larger classes we have in the main building.
- 2) All classroom doors will remain open, as long as noise levels can be tolerated.
- 3) The large exhaust fans (one in Stievenard, and one in the hallway by the restrooms) will remain on to pull air from classrooms.
- 4) Main doors may be propped open at the end of hallways (see safety considerations later in this document) if infection rates climb or we otherwise feel the need to do so.
- 5) Modular classrooms, which are air-conditioned, will have air filters installed in the rooms. These will likely be stand-alone units, and may require a closed door, depending on the manufacturer’s recommendation for efficiency. Fans will also be considered if found to be helpful. Air filters may be added to other classrooms as the year progresses. Modular classrooms are air-conditioned.
- 6) Modular entrance and exit doors may be propped open periodically.
- 7) When students are outside for recess or learning opportunities, or are in gym class, air-flow measures will be more effective for those classrooms and any viral load will be reduced.
- 8) Both the cafeteria (Kindergarten classroom) and Stievenard (1st grade classroom) are air-conditioned and also have functional windows. Depending on the comfort of those youngest children, we may leave the A/C on and air out the rooms by opening windows whenever possible (lunch/recess, or gym times). If the temperature is mild, outside air will be best.

COLD WEATHER AND FLU SEASON

All of the changes to our physical spaces will work best in good weather. When we have cold mornings, inclement weather, and/or are in the flu season, the rate of all illness is likely to increase. The school will be more closed up since rooms will get too cold with window fans operating and recesses will decrease with rain or cold temperatures, leaving students in rooms longer. Families will also be staying in more, leading to more spread of illness within families, including positive tests for COVID-19. We need to lay the groundwork now for two possibilities - school remains in session, or school moves to a remote learning model. A hybrid solution may also be an interim possibility, but the learning components would still include some aspect of remote learning and supervision at home.

I. In Order to Remain in Session:

- 1) Illness among faculty needs to remain low to zero. We have very few people willing and able to substitute teach this year. Moreover, people who substitute teach in multiple environments raise the risk of exposure to our community, so the best solution is to keep our own faculty healthy. Thus,
 - a. Your student has to do his or best to wear a mask, maintain social distancing, and practice good hygiene at school and everywhere. So does the family.
 - b. You and your family need to limit – as much as possible – your interactions with people outside your immediate family or quaran-team. We encourage all members of our school community to consider us one of the exceptions to leaving your home. Please continue to stay home as much as you can.
 - c. Stay away from crowds, and do not travel to “hot spots.” The movement of this virus across the country is directly related to community spread – including importing the illness from other locations. If you need a get-away, consider something with a lot of open air activities and little to no contact with other people, such as staying at a cabin in the woods, where your family is self-sufficient and free from contamination from other people.
- 2) Illnesses among students need to stay low, or have a low level of contagion.
 - a. Flu vaccines are strongly encouraged for everyone in our school community, including all members of your family. If this is something you seldom choose, **this** is the year to do it, and do it as early as possible.
 - b. Stay focused. Potentially, this could be our healthiest year yet between wearing masks, increasing our vigilance in hand-washing, avoiding touching our faces, and keeping our distance. But it’s easy to get tired of this kind of vigilance unless you make it second nature. Stay focused and stay consistent so these safety measure become a way of life.
 - c. Keep your child home from school if he or she is exhibiting any symptoms of illness. We are taking measures to make learning from home a little easier and better, so even if the symptoms are mild, it’s possible your child can continue “going to school” from home until the symptoms pass.
 - d. Take your child’s temperature at home each morning. If your child has a fever do NOT dose with fever reducer and send him or her to school. Children with a fever of 100.4⁰ must stay home and cannot return to school until fever-free, without medicine, for at least 24 hours. This protocol may increase to 48 hours, depending on additional guidance from public health, and the rate of COVID infections in our area.
 - e. Notify us about all of your child’s illnesses. We will be keeping track of illness in our school community. The rate of illness – any kind – will be an important indicator in our decision about if and when to move to a different instructional model.
 - f. Do all you can to remain healthy, in general. This includes good rest, food that is good for your body, and any recommendations your doctor has to improve your overall immunity.

II. What Will Determine a Change to Remote Instruction?

It will take more than one positive COVID test for us to consider a change in instructional models for the entire school. Please do not panic when you learn of a positive test. Positive tests WILL happen. We fully expect that some children will need to learn remotely as this virus continues to infect people.

The decision to move away from or adjust the frequency of in-person instruction will depend on the context of positive cases as well as the direct exposure to others. The number of sick children or teachers and the speed of contagion among our school community are the factors that will determine a move to intermittent attendance, or remote learning. The length of time we spend in remote learning will depend on further spread and any suppression of the spread we can accomplish while at home. Once we are in a remote learning modality, a high rate of community spread will probably mean a longer period of remote learning, however, it would not automatically force us into remote learning if our specific school community is able to keep infection rates low and the decision remains at the local level.

Despite that optimism, we encourage families to prepare for the possibility of remote learning by planning for it now. No matter how well each one of us obeys the recommended guidelines, we are still living in a larger community and not everyone in it will take the recommended measures for our collective well-being. Parents are encouraged to keep employers informed about school plans, know the limits of their flexibility to stay home, and set up contingency plans for supervising learning at home as much as possible.

SAFETY DRILLS AND EMERGENCIES

Safety drills will proceed as usual, even though the children may be in close proximity to one another during the drill. Students will be instructed to wear their face masks during tornado, fire, and lockdown drills. In the event of a true emergency, our primary concern will be keeping all children and staff free from serious harm. We always address the gravest issues first, and practices like social distancing and protective masks would not be considered at all until any imminent danger had passed and everyone was safe and accounted for.

We have spent a great deal of time, money, and energy over the past few years to develop practices that improve the security in our building and protect our community from a cataclysmic campus event. Propping open our main doors to improve air flow flies in the face of those practices and this decision will only be made after consulting with our community safety partners: police, fire, and public health. As in all matters of student safety, the most immediate threats are considered first, and any change to best practices has to be examined carefully.

DISINFECTING THE SCHOOL

- Maintenance staff will be following the recommended protocols for disinfecting all high-touch areas in the building throughout the school day.
- Students will be using disinfectant wipes and anti-viral sprays to clean their own work areas.
- Teachers will be wiping down their classrooms after dismissal.
- Our cleaning service will prioritize time for disinfecting entire classrooms every the evening.
- In the event of an outbreak, we will need to deep clean the school. This may require closing the school for a couple of days and contracting for that service. Those contingency plans are on table.

PLANS FOR REMOTE LEARNING (to be used exclusively, or in combination with in-person instruction)

The feedback we received from our technology and connectivity survey helped clarify the remote instructional efforts from the spring that worked, and those that got in the way of engagement. Although some issues were specific to students' motivation or reliable connectivity, we are working in the coming weeks on the improvements that can be made on our end:

- Teachers are reviewing their curriculums to identify the most important skills and concepts their students need to master. Learning is both deep and wide, and it must connect to the following year's expectations even if we are learning from a distance. This curriculum review is a demanding process, but one that is designed to keep our attention focused on the most effective aspects of the curriculum, thus giving us time in the classroom, and in a remote environment, to close the gaps that the state-wide shut down invariably produced. It also gives us clearer paths for extending learning for students who work quickly on their own, and need additional opportunities.
- We will define what our school's online instruction will look like and prepare to deliver a solid experience should the need arise. We understand that this spring presented many challenges for parents, especially when they were unfamiliar with a web-based resource, or teachers were assigning or communicating from multiple platforms. We know most families would prefer a regular and reliable routine and many have requested an online experience that looks more like regular instruction in the classroom. By the same token, some families can only support their child's learning in the evening, and they need access to recorded sessions. Also, there is a difference between providing a live-stream experience because some of the students are out of the building, and providing an on-line experience because everyone is out of the building. Thus:
 - We have purchased additional hardware for teachers to use, including better cameras to record instruction and additional document cameras for demonstration.
 - The most helpful software subscriptions will be renewed.
 - We will all be learning how to best record classroom instruction, and how to live-stream instruction.
 - Teachers will be asked to limit the number of online resources students are expected to use at a time, but are encouraged to use the most helpful ones for their curriculum.
 - We will offer training to parents (online videos) about the resources your child's teacher intends to use during school year.
 - We will provide lists of online resources, passwords, and any needed instructions for parents to reference, if needed.
 - We will hold online instruction with your students on Friday, August 28, as a real-time trial of live-streamed instruction and we will spend the following week identifying any trouble spots for us, for you, or your child. This means your child will get some training on their first (half-day) of school and will be asked to practice from home on that Friday morning.
 - We may assign more online homework activities throughout the fall to keep skills fresh. Much of this is usually done during the school day, but by assigning these resources for students to use at home, parents might observe and become more comfortable.
 - We will develop a list of needs/expectations we have for students and parents in a remote environment and present those ahead of time. The expectations will address attendance in live-stream instruction or independent remote instruction, the student's accountability for completing assignments or assessments, when and how to contact the teacher, and overall participation and engagement.
 - In the event we need to go to a 100% on-line experience for the entire school, instruction will adjust yet again, and is unlikely to be live-streamed only.

CHOOSING REMOTE INSTRUCTION INSTEAD OF IN-PERSON INSTRUCTION

Families were given the opportunity to request 100% remote instruction on the third survey. Less than 1% of our population is planning on 100% remote instruction.

Families who choose 100% remote instruction typically need to protect vulnerable family members. Students in this situation are not permitted to participate in athletics, and families may not visit the office during school hours, or attend any school meetings in person.

Changing the choice of format from 100% remote learning to in-person instruction must be approved by the principal after consultation with the family and the teacher. The opportunity to join a class in-person may be limited depending on the circumstances and the size of the class on campus.

Intermittent home instruction because of illness, imposed quarantine, or self-quarantine (precautionary when returning from visits with extended family/travel, or concern about possible contact with an ill person) is a separate issue and is always permissible during the pandemic. In these cases the teacher must be informed immediately of the family's need for temporary home instruction.

In all cases of remote instruction, the school will provide the best possible instruction via video conferencing or live-streaming/recorded classes on the internet, access to the teacher for clarification, and all the textbook materials provided to students in the building. The parent accepts the responsibility for supervising the student's engagement and productivity as is appropriate to the age and maturity of the child.

LATCHKEY SERVICES

We are extremely limited in our ability to provide latchkey supervision. As requested on the third survey, several families need after school supervision because of work commitments. This is the only category of need we will be able to honor. Families will not be able to choose latchkey for socialization with friends, playing outside after school, babysitting while tending to personal errands, etc. We will be verifying the need for this service with families who inquire. Documentation may be required to prove the need, should our numbers exceed capacity. Families will need to pre-register and specify the days on which latchkey will be needed on a routine basis. More information about registering for latchkey will be distributed before the start of school to the families who requested the service on the third survey. Once those families' needs are addressed, any additional availability will be offered to new requests with work-related needs.

The families who require morning supervision are low enough in number for us to accommodate. They, too, must have a work-related need on a regular basis, as will any new requests for morning supervision.

The administration reserves the right to make changes to these policies at any time. Our knowledge of this virus is constantly growing, and guidance from public health officials continues to evolve. If changes are made, they will be widely communicated to all our families, and posted on the website.

COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Bernadette and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Bernadette staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. Bernadette, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Bernadette function. The same is true for parent(s) of a student at St. Bernadette.

By signing below, we acknowledge and agree that after carefully reading the Handbook Addendum, considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Bernadette functions is the choice of each family, including ours. If student or parent(s) who visit St. Bernadette have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Bernadette, attend any St. Bernadette function, or visit St. Bernadette. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Bernadette or any St. Bernadette function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to St. Bernadette, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19. Specifically, we agree that neither student nor parent(s) will come to St. Bernadette or attend any St. Bernadette function in person, if in the 14 days prior to coming to St. Bernadette or any St. Bernadette function, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), chills, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea. This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such case, we agree to obtain supporting documentation from our healthcare provider and share such documentation with St. Bernadette. Additionally, we agree that neither student nor parent(s) will come to St. Bernadette or any St. Bernadette function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Printed name (or Signature) of student: _____ Gr. _____

Signature of parent/guardian: _____ Date: _____

Return this signed form to school by Monday, August 17, 2020