

Return to Learning Parent Information Session



**Holy Spirit School
Fall 2020**

Morning Procedures

- **Parent Screening Checklist done at home prior to coming to school**
 - A daily checklist will be emailed to parents that should be completed prior to leaving for school each morning. It includes symptoms that are red flags indicating your child should not come to school that day. There are questions regarding COVID exposure and travel, that if answered by a yes, should indicate that your child should stay home and learn remotely for that day/time. **If you are ever in doubt, please err on the side of caution. We are trusting our parents to do what is best for our students and staff.**
- **Drop Off Procedures**
 - If you wish to walk your child to the door, please park in the back lot behind the church and walk with a mask with your child to their assigned entrance door. Please maintain proper social distance from other families and students. For everyone's safety, please make sure to stay out of the roped off main playground/parking lot area.
 - If you are dropping off your child, please turn onto New Street from Jefferson St, and pull along the side of the road to let your child out. Your child should be masked upon leaving the vehicle, and should walk directly to his/her assigned entrance door.

Morning Procedures, continued..

- **Door Entrances**

- There will be 4 entrances used by the children each morning. Students will be able to enter beginning at 8:00am. After 8:15, students must use the main entrance.
 - **Gym Door on Jefferson Street:** *This door will be used by **before and after care students** for drop off and pick up. A staff member will be at the door to check your child in each morning.*
 - **Main Entrance Under the Holy Spirit School Awning:** *This door will be used by **grades K, 1 and 3, as well as by any students arrive late each day.***
 - **Parking Lot Stairwell Entrance:** *This door will be used by **grades 2, 7, 8, and PK4.***
 - **Playground Back Stairwell Entrance:** *This door will be used by **grades 4,5, and 6.***

- **Entrance Screening Procedure**

- A staff member will be assigned to each door to screen students upon entry. Temperatures will be taken using a contactless forehead thermometer. A visual screening for symptoms will be done. Students will proceed directly to their classrooms, where teachers will be waiting at each door. Students' hands will be sanitized as they enter their classroom.

In the Classrooms

- **Accommodations for Student and Staff Health and Safety**

- Desks distanced, protective barriers on each desk, extra items removed from the classroom.
- Students' belongings kept separate from others' belongings. Backpacks, lunchboxes, and jackets will be kept in a plastic bin next to students' desks. **Water bottles should be clearly labeled with student's name.**
- Students must sanitize their hands upon entering and leaving the classroom.
- Masks are to be worn **at all times** in the classroom. Daily outdoor breaks and recess will allow for mask-free time. The only exception is during lunch while the student is actively eating.
- Supplies and materials will not be shared. Materials will be packaged for individual use, if needed.
- Teachers will sanitize his/her hands before handing out any materials to students.
- Students are encouraged to bring their own small packs of tissues and pocket sized hand sanitizer for their desks.
- Each classroom will have such supplies as disinfecting wipes, gel hand sanitizer, gloves, alcohol wipes for technological devices, tissues, and extra masks for emergencies.

In the Classrooms, continued.....

- **Sanitizing and Disinfecting**

- Each evening, every classroom, hallway, restroom, and office will be “fogged” using an approved solution for school disinfecting. Fogging will also take place throughout the day for restrooms, high traffic areas, multiple use rooms, and the gym.
- Students will wipe his/her desk at lunchtime.
- Doorknobs and railings will be cleaned throughout the day.
- Any materials used by students will be disinfected before use by another student.

- **Air Circulation**

- Air conditioning units will be continuously run throughout the day. Air is filtered through the unit. A window(s) will be left open to allow for fresh air to enter the rooms, and the classroom doors will be left open. Each a/c unit is independent of others.
- Windows will be open during lunchtime, while masks are off.

Bathrooms and Hallways

- **Bathrooms**

- No more than 2 students are allowed in the bathroom at a time. Specific stalls, urinals, and sinks have been closed off for social distancing.
- Masks are to be worn in the bathrooms. Students must wash their hands.
- There are “x”s on the hallway floors outside of the bathrooms where students are to wait while distanced.

- **Hallways**

- Hallways and stairwells have been taped to indicate traffic flow.
- Water fountains have been closed.
- Students should not linger in the hallways.
- Masks must be worn in the hallways and stairwells.

Lunch and Recess

- **Lunch**

- Students must stay in seats with dividers while eating lunch. Eating time is limited to 20 minutes, but as soon as done eating, masks must be worn. No one can get up while masks are off.
- Once masks are on, desks will be wiped down and garbage thrown away.
- Please send items that the students can open on their own. We are trying to limit the need for staff to touch items of students.
- Holy Spirit School is a **peanut and tree nut free** school.
- Lunch assistants will be assigned to each classroom and will be with the class both during lunch and recess times. Students will be expected to follow all guidelines, as reinforced by the lunch assistant. **We are in need of lunch volunteers, please!**

- **Recess**

- Weather permitting, students will be outside for recess for about 30 min. Each class will remain distanced from other classes.
- Students will be able to remove their masks once outside, but should still keep proper outdoor distance from others. No toys will be allowed on the playground at this time.

Dismissal Procedures

- **After Care Students**

- Students will walk to the gym, wearing masks. Students will be checked in and distanced at tables.
- Parents should use the gym door entrance on Jefferson St. for pickup. Parents will be asked to sign out his/her child.

- **Students Going Home**

- Teachers will bring their students out of their assigned door and line up on the playground/parking lot. Parents are asked to wait, socially distanced and wearing masks to pick up his/her child.
- Parents should park along the school side of New Street or in the back parking lot behind the church.
- There is to be no congregating of students or parents on the parking lot/playground.

Visitors

- **Visitor Policy**

- Visitors are not permitted to enter the building due to COVID restrictions at this time.
- Parents needing to pick up their child during the school day will go to the main entrance and ring the bell. The office staff will bring your child to you and you will be asked to sign him/her out.
- Lunch assistants will be allowed to enter the building no more than 10 minutes prior to the lunch period to be properly screened. More information will be provided to lunch staff.
- If a parent needs to drop off items for a student (which should be in emergency situations only), the items should be placed into the bin outside of the main entrance. Items must be clearly labeled with the student's name and grade. Parents should ring the bell and let the office staff know it is there.
- All visitors/outside delivery/maintenance workers will be screened upon entry.

Virtual/Remote Students

- Pick up of books/supplies/technology will be on Thursday, 9/3 from 4-7pm.
 - Included will be the student's HSS username(email) and password.
 - Teachers will also include any login information necessary for Google classroom or other communication sites.
 - The schedule of times for classes will be included so the student can log into the Google Meet at the appropriate time each day.
 - Individual teachers will reach out with their requirements/procedures.
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- Students must participate in all classes throughout the day.
 - Students should be in their Holy Spirit uniform shirts and seated at a table or desk during classes.

Here's to a great year!

We are looking forward to welcoming your children to Holy Spirit School, whether in-person or remotely!

We are thankful for the trust you have put in us to educate your child in a positive, healthy, safe, and academically-challenging environment.

We appreciate your patience and support as we navigate these next few weeks of uncharted waters together!