

# St. Philip Neri COVID-19 Response

## General Information

We have listed below the most frequently asked questions about our opening to our 2020-2021 in-person school year. In it you will find information about our blended learning model, health and safety procedures, and more. Please know that we are continuing to collaborate and prepare and will announce additional details as soon as we are able.

## Health and Safety on Campus

- *Q: Will masks be required?*

Masks are mandatory for all students and faculty during the 2020-2021 school year and have been incorporated into the student uniform policy. Masks may be removed outside during breaks or recess if appropriate social distancing in accordance with CDC guidelines is maintained. Anyone (student or employee) not wearing a mask while on campus will be sent home. Under no circumstances should anyone ever share a mask! All students, faculty and staff will have access to an extra mask if needed. Students who are not comfortable wearing a mask for the entire time they are on campus should opt for full-time distance learning.

- *Q: Will masks be available for purchase?*

St. Philip Neri branded masks will be available for purchase through our Home & School Association. We are still working on the details on how to view, purchase, and retrieve these items.

- *Q: What type of masks are permitted?*

Three-layer cloth masks will be mandatory for all students and employees on campus ([as shown on the CDC website](#)). Bandanas, buffs, etc. are not permitted. PPE is on hand for the use of the nurse and any staff who will need it. Extra masks and gloves are available if needed for all students and faculty who have not arrived on campus with PPE of their own.

- *Q: What social distancing practices have been put into place?*

Until further notice, all volunteers or visitors to the building will be discouraged.

Social distancing guidelines will be in place according to CDC and MSDE guidelines in the spacing of furniture and the movements of people in the building throughout the day.

Directional signage will be used throughout the building.

Sanitization stations will be located throughout the building and in each classroom.

# Pre-Screening, Health Room & Protocol

- *Q: Will a system of screening be in place?*

Students, faculty, and staff will complete a health screening before arriving to school each day. The data will be shared in the morning before school via a Google form submitted by 7:15 a.m. Parents will answer a question about their child's temperature that morning. Faculty will complete the same survey for themselves.

- *Q: What will happen to those that have not completed the survey?*

Students whose surveys are incomplete will be stopped upon arrival to school until the responses have been provided. Upon completing the survey, you will be told whether you must remain at home or whether you may go to school. Any student whose responses indicate symptoms or exposure will be expected to stay home or be sent home upon arrival to school.

- *Q: What is the policy regarding staying home or working/learning virtually if a student, faculty member, or staff member is feeling unwell?*

There must be a change in the culture at St. Philip Neri School. If you are feeling the least bit unwell, stay home, monitor your symptoms, and rest. All work will be accessible online for students and staff.

- *Q: What are the COVID symptoms for which I should be on the lookout?*

- COVID symptoms include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

- *Q: What should a student, faculty member, or staff member do if they feel sick?*

If a student, faculty member, or staff member feels sick and has COVID-related symptoms, they must STAY HOME and remain at home until their symptoms resolve and they are free of fever for 72 hours without medication. They must also obtain a return-to-school release signed by their physician.

Most importantly, we are concerned about the safety and well-being of every member of our community. Please reach out to your family physician or the Health Department with any questions or concerns.

All school community members (staff, faculty, students, and parents) are expected to notify the school as soon as they are made aware that they or a member of their family has tested positive for the virus that causes COVID-19. Parents should notify the school administration and/or school nurse of a positive test result or exposure to ensure confidentiality.

- *Q: What will occur if a student or employee starts to feel sick while at school?*

Students/employees displaying symptoms of COVID while on campus will be sent to a separate COVID nurse's suite before being sent home. We will contact families (parents first, then emergency contacts) regarding illness or the need for a child/employee to go home during the school day. Risk mitigation protocols for their safe return will be provided to minimize community exposure.

- *Q: What is protocol if a student, faculty member, or staff member receives a positive COVID test or presumptive COVID diagnosis?*

If a student, faculty member, or staff member receives a positive COVID test or presumptive COVID diagnosis, they should contact the health room coordinator at [healthroom@st.philip-neri.org](mailto:healthroom@st.philip-neri.org) and [follow CDC guidelines to help prevent spreading COVID to others](#). They must then isolate for 14 days, remain free of fever for at least 3 days without medication, and have a return-to-school release signed by their physician.

- *Q: What if a family member or someone residing with a student, faculty member, or staff member receives a positive COVID test or presumptive COVID diagnosis?*

If a family member or someone residing with a student, faculty member, or staff member receives a positive COVID test or presumptive COVID diagnosis, they must quarantine for 14 days and remain symptom-free before returning to school.

- *Q: What should a student, faculty member, or staff member do if they are traveling out of state?*

For the safety of our community, we would strongly recommend students, families, faculty and staff to monitor the [Harvard Global Health Metric](#) before traveling and follow quarantine guidelines for that area upon your return to the St. Philip Neri community. You must notify the school if traveling out of state. If that state has a higher positive rating than 10, you will be required to quarantine until you provide a negative test result and are asymptomatic or have been quarantined for a full 14 days.

- *Q: Is there a specified location for quarantining persons exhibiting COVID-like symptoms?*

The health room has been arranged and outfitted according to guidance from the CDC. We have identified a former office within the health room as an additional space if there is a need for quarantining students who exhibit COVID-like symptoms when in school as they await a parent to arrive for them.

- *Q: What procedures are in place for those exhibiting COVID-like symptoms?*

The school nurse and administration will identify and notify those who will need to quarantine or undergo testing because of possible exposure to a COVID positive individual.

Parents have one hour to pick up their child when they receive a call that their child has displayed symptoms or is running a fever.

The school nurse will deliver meds to students during the day rather than having the students travel to the health suite. Students will be allowed to step out of the learning space to meet the nurse in the hallway in order to be discrete and to allow for HIPPA regulations.

Teachers will be equipped with first aid kits to preempt unnecessary trips to the nurse's office for minor needs.

The policy for inhalers and EpiPens remains unchanged and depends on the needs of the student.

No nebulizer treatments will be given at school this year. Parents will be asked to consult with their physicians for alternative care plans.

## **Cleaning and Sanitizing**

- *Q: What is the protocol for handwashing?*

Students will have scheduled handwashing times throughout the day and ample access to hand sanitizing in their own classroom spaces.

- *Q: What is the protocol on social distancing?*

Faculty and students will maintain their classroom and student space throughout the day, cleaning as needed. Students, faculty and staff will be adhering to the CDC guidance on social distancing. Masks will be required at all times unless eating lunch or outside where they can be further away from each other.

- *Q: What is the protocol on cleaning of high touch areas?*

The custodial staff will clean high touch areas including bathrooms, door knobs, and public surfaces on an hourly rotation and will do a full cleaning and sanitizing of all surfaces and spaces after school every day. The school has touchless faucets, sinks, and toilets to reduce risk of virus/germ spread.

- *Q: Will the classrooms have proper circulation to reduce any spread of the virus?*

HVAC filters are replaced 4 times a year and have been replaced this summer. If weather allows, windows will be open in every space.

## **Student Life – Arrival, Dismissal, and Before/After Care**

- *Q: How will morning arrival be handled?*

Morning arrival will take place according to protocol. Cars will begin arriving in the back parking lot at 7:40 - 8:05 a.m. Students will report directly to their classroom.

- *Q: How will afternoon dismissal be handled?*

Dismissal will begin for preschool starting at 2:50 PM and continuing through to 3:25 PM for all other grades. Parents are asked to wait for their students, wearing masks, and according to social distance guidelines, and move directly to their cars once students are dismissed.

- *Q: Will Extended Care be available to school families?*

The school's Before- and After-school program is available to families on a limited basis and will adhere to the procedures and guidelines provided by the Maryland Office of Child Care.

# Instruction in School

- *Q: What will a typical day in school look like with all of these new protocols?*

Students will stay in one designated space for the day with one group of students (their cohort), and teachers will move as needed to meet the students where they are. This includes special area teachers (art, music, computers, library, Spanish). Student desks have individual shields between them to divide the students while seated.

Student supply lists include all they will need for instruction in all areas so there is no sharing of supplies or materials. This includes the individual student iPad or Chromebook.

Students will be instructed in core subject areas daily. These include math, language arts, science, social studies, and religion.

There will be no singing nor use of instruments during music.

PE will take place outside or in a larger space, adhering to social distancing guidelines.

Desks will be distanced according to CDC guidelines. The students will have sneeze guards on their desks to control the passing of germs. When students travel to bathrooms or go out for recess they will maintain space between them. Desks are spaced about three feet apart. The students sitting in their chairs will have between 4-5 feet distance between them.

- *Q: What will classroom instruction look like?*

Moving back into the school allows us to return to more “normal” instruction with the following considerations:

Minimal classroom movement for activities, board work, etc.

Centers/Daily 5 planned as individual exploration and learning

Minimizing small group pull-outs

Increased use of technology for individual use

Supplies, texts, and materials for individual use

Minimize number of “handout” distributions

Blending some of the virtual learning practices with in-person learning

- *Q: How will the students have breaks throughout the day?*

Students will have breaks for handwashing and to go to a large/outdoor space. These will be scheduled by the teacher.

- *Q: Will the playground be available for use?*

The playground will not be used at this time.

- *Q: How will students eat lunch during on-campus instruction days?*

Students will have lunch and recess with their cohort. There will be assigned seating so students are able to eat according to safe social distancing without a mask. Students will bring lunch, snack, and beverage from home each day. If they order a lunch from the Child Nutrition Program, it will be delivered to their classroom in a closed container.

- *Q: How will physical distancing guidelines be set forth and followed?*

Physical distancing of 6 feet will be enforced on campus. We are currently performing facility reviews to properly mark every classroom and shared space, and proper physical distancing between students and teachers will occur throughout campus. Signage communicating these requirements will be installed in the near future.

- *Q: How will bathrooms be configured to enable safe social distancing?*

Bathrooms have been measured for safe physical distancing, and appropriate occupancy will be communicated and monitored.

- *Q: Will students have access to the coat room?*

Students will NOT have access to the coat rooms for the 2020-2021 school year. Each student will have a designated area for their supplies and books near their desks.

## Remote Instruction

- *Q: What will a typical day for a remote learning student look like with all of these new protocols?*

Students will be expected to maintain the hours of a normal school day and to be in uniform. Attendance will be taken daily.

Teachers will create sessions for students to sign in according to the daily schedule that will be posted before school on the website.

Students will log in and watch the teacher's live instruction on the new sound board/cameras that were installed over the summer. The teacher can then assign work to class and students at home to complete off-camera and sign back in for the next session of instruction.

Floorplans of classroom spaces will accommodate a table or cart for the camera to be on as the teacher presents, so students can see the teacher and board (blackboard, Dry-Erase, SMART or interactive Flat Panel.)

Students at home will have the same supplies, materials, and texts as those in school. All remote learners will be provided a school Chromebook or iPad.

Remote learners will be expected to complete assignments and assessments according to the same deadlines as in school learners.

Students at home will be provided the same assignments as those students in class. Teachers will provide assignments to be completed remotely as the students in class complete the same assignment. For art, you may want to have construction paper available at home to complete assignments. We also ask that all students have a sketch notebook.

- *Q: What will happen in the event that St. Philip Neri is forced to close and/or if a state-wide school closure occurs?*

In the event that we must close our campus, students will engage in full distance learning. We use the term distance learning in lieu of technology-specific terms such as “e-learning” or “online classes” because we believe that meaningful distance learning:

- Promotes student engagement through daily learning opportunities for authentic learning experiences across all disciplines
- Maintains connections between students, teachers, and the St. Philip Neri community
- Consists of differentiated instruction for all types of learners
- Incorporates multiple forms of assessment to monitor student progress

- *Q: Can students/families opt for full distance learning?*

Yes. Teachers will be trained on how to best support students who are uncomfortable with or unable to attend class on campus when it reopens. Please contact Mrs. Daley at [cdaley@st.philip-neri.org](mailto:cdaley@st.philip-neri.org) if you would like to switch to distance learning full-time.

- *Q: What will assignment submission be like?*

Students will submit assignments online while on campus or distance learning to minimize contact. This may include the use of Google folders, forms, emails, etc.

- *Q: Will students be expected to wear uniforms for online learning?*

Yes. Students will be expected to be in a dedicated workspace, have their cameras on, and be wearing their uniform shirt during class instruction time.

- *Q: Are half-days being considered so students do not have to eat lunch here?*

No. In order to ensure that all classes are able to cover the entirety of their curriculum, more class time is needed than a half-day schedule can provide.

- *Q: Will you split groups of students alphabetically? By grades?*

We are currently researching the optimal way to split the student body to give each student an equal opportunity to attend in-person instruction if the number in the classroom is above a certain number. Accommodations will be made to ensure siblings are not split.

- *Q: What are the expectations for teachers' responses to emails?*

Teachers will respond to all student and parent emails within 24 hours on weekdays.

## **Operations & Sanitization**

- *Q: Who makes the final decision regarding St. Philip Neri's reopening?*

We are under the directive of the Archdiocese of Baltimore. In the event of a state-wide school closure, we are prepared to implement a full distance learning model.

- *Q: Will there be a reduction in tuition if full distance learning is in place?*

Due to the cost of COVID related mitigation and continued operating expenses, we are unable to reduce tuition for the 2020-2021 school year. As an independent school of the Archdiocese of Baltimore, we are reliant on tuition and philanthropy to pay salaries and benefits, maintain our facilities, and cover COVID-related costs.

- *Q: What hygiene and cleaning protocols will be implemented?*

Proper sanitization of classrooms will occur between classes. This includes the cleaning of desks, chairs, and other high-touch areas. Furniture made of fabric material has been removed and replaced with wipeable surfaces. Sanitization of bathrooms and other shared spaces will also occur regularly.

St. Philip Neri is currently revising all cleaning procedures to ensure daily cleaning of high touch areas and evening cleaning to adhere to CDC cleaning standards. The COVID cleaning protocols and products will meet CDC and OSHA standards.

- *Q: How will hand hygiene be addressed?*

Hand hygiene will be encouraged and properly enforced throughout the day. Hand hygiene stations will be in every classroom and other high touch areas, and educational materials will be posted in each restroom.

- *Q: How will St. Philip Neri ensure students and employees aren't intentionally exposing others?*

Please note that intentionally exposing others to illness (e.g., intentionally sneezing, coughing at another individual) will not be tolerated and will be met with appropriate consequences as discussed in the student handbook.

- *Q: How many students will be permitted in each classroom?*

Class size will be determined by square footage and space for proper social distancing in each classroom. We have been approved for up to 25 students in a classroom for Grades K – 8. In pre-k we follow the state Child Care guidelines of no more than 15 in the room, which includes students and staff.

## **Student Experience & Engagement**

- *Q: How will St. Philip Neri maintain its faith-based sense of community?*

We will remain committed to our Catholic identity through opportunity for prayer at the beginning of each day and each class. Our faculty will continue to provide prayer services, retreats, and/or liturgies in accordance with social distancing and keeping our students safe. We will continue to support our students in creative ways to serve others.

- *Q: Will clubs and other extracurricular activities take place this year?*

We would love to have the opportunity for students to explore their interests and passions on campus at St. Philip Neri. We are working to allow for clubs and extracurricular activities to have allocated time in the weekly schedule for online meetings. When it is safe for these groups to meet in person, we will make accommodations for them to do so.



- *Q: When will a decision be made for our fall soccer program?*

At this time the Archdiocese, with the guidance of the CDC and the state, has canceled the fall soccer program. The Archdiocese of Baltimore Soccer Program (ABSP) is for children entering 2nd-8th grade. For those of you who have a child in pre-k, kindergarten or first grade - Our intramural program will not begin until we have a decision from the board, the Archdiocese, and the county. We are the only Anne Arundel county parish who participates in the league. Most parishes are in Baltimore County and City. The ABSP are waiting as long as possible to decide on whether to have the league or not. If we have a season, we will do our best to move things along quickly. If the ABSP decides not to have a season, we'll consider doing something small on SPN grounds ONLY if we are permitted to do so by the Archdiocese and the county. We will keep you informed on fall soccer when more details are provided to the school.

- *Q: What support will be in place to help students, especially those new to St. Philip Neri, acclimate?*

We are planning orientations for our new families to our school. Ms. Amy Boyd, our Admissions Director, will be sending out a document with valuable information for our new families. She will also set up a time to meet by ZOOM if you have additional questions for her. She will be sending an email to the new families with the document and ZOOM time within the week

- *Q: What considerations are being made for student events – Linthicum Fair, Halloween, etc.??*

All school-wide events will be made virtual until physical distancing mandates loosen. We understand the importance of events and will do our best to ensure that all still take place, virtually to boost student morale.

- *Q: How will band, chorus, drama, and the arts adopt to distance learning?*

We know that the performing and visual arts are an integral part of the St. Philip Neri experience. The faculty is working diligently to prepare and accommodate for both distance and on campus learning as best they can.

The Instrumental Music Department will continue to offer lessons. Physical distancing protocols, as directed by local and state health departments, will be followed for student performers and good instrument hygiene will be practiced and enforced.

- *Q How will students' pictures be taken?*

Additional details on picture taking day will be forthcoming.

# SPN's COVID Response Plan

## SPN Response to COVID-19 Cases or COVID-19-like Illness in School



### ARCHDIOCESE OF BALTIMORE CATHOLIC SCHOOLS DECISION AID

Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps

For the purposes of this decision aid, COVID-19-like illness is defined as: New onset cough or shortness of breath **OR** At least 2 of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting or diarrhea).

**NOTE:** This definition was adapted from the clinical criteria in the [CDC case definition of a probable case of COVID-19](#).

#### NON-COVID-19 SYMPTOMS

Person (child, care provider, educator, other staff) with **ONE NEW** symptom not meeting the definition of COVID-19-like illness.



Exclude person and allow return when symptoms have improved and criteria in the [Communicable Diseases Summary](#) have been met as applicable. If person develops symptoms of COVID-19-like illness, follow processes below for person with COVID-like illness.

#### PRESUMPTIVE COVID-19 CASE

Person (child, care provider, educator, other staff) with COVID-19-like illness.

- Exclude person and recommend that they talk to their health care provider about testing for COVID-19 or whether there is another specific diagnosis.
- The person must isolate pending test results or evaluation by their health care provider.
- Close contacts of the ill person should quarantine per [CDC guidelines](#).



Person has positive test for COVID-19.

The ill person should stay home at least 10 days since symptoms first appeared **AND** until no fever for at least 24 hours without medication **AND** improvement of other symptoms.



Close contacts should stay home for 14 days from the date of last exposure even if they have no symptoms or they have a negative COVID-19 test done during quarantine.



Person does not receive a laboratory test or another specific alternative diagnosis by their health care provider.

The asymptomatic person must stay home for 10 days from positive test.



Close contacts should stay home for 14 days from the date of last exposure even if they have no symptoms or they have a negative COVID-19 test done during quarantine.



Person has a negative test for COVID-19.

The person should stay home until symptoms have improved and the criteria in the [Communicable Diseases Summary](#) have been met as applicable.



Close contacts **DO NOT** need to remain at home as long as they remain asymptomatic.



Health care provider documents that the person has a specific alternate diagnosis (e.g. influenza, strep throat, otitis) or health care provider documents that symptoms are related to a pre-existing condition.

Person should consider being tested/ retested for COVID-19 if symptoms do not improve.



Close contacts **DO NOT** need to remain at home as long as they remain asymptomatic.

#### POSITIVE COVID-19 CASE

An asymptomatic person (child, care provider, educator, other staff) tests positive for COVID-19.



The ill person should stay home at least 10 days since symptoms first appeared **AND** until no fever for at least 24 hours without medication **AND** improvement of other symptoms.



Close contacts should stay home for 14 days from the date of last exposure even if they have no symptoms or they have a negative COVID-19 test done during quarantine.

The asymptomatic person must stay home for 10 days from positive test.

# The Archdiocese of Baltimore Catholic Schools Decision Aid Plan

## APPENDIX A

### Requirement to Return to School Campus

Impacted Person	Actions/Requirements
COVID-19- Confirmed Positive Test- <b>Symptomatic</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. The ill person should stay home at least 10 days since symptoms first appeared AND until no fever for at least <b>24 hours</b> without medication AND improvement of other symptoms.</li> <li>3. The asymptomatic person must stay home for 10 days from positive test.</li> </ol>
COVID-19- Confirmed Positive Test- <b>Asymptomatic</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. The asymptomatic person must stay home for 10 days from positive test.</li> </ol>
COVID-19- Presumptive Positive Test- Showing related symptoms and pending testing results or refusing or unable to be tested	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. Recommend the person talk to their health care provider about testing or another specific diagnosis.</li> <li>3. Person must isolate pending test results or evaluation by their health care provider.</li> <li>4. If the person receives an alternate diagnosis from a physician to explain the symptoms, is released by their physician and are symptom free, they are able to return to the school campus.</li> <li>5. If the person receives a positive test result, they then are to move through the requirements set forth under the COVID-19- Confirmed Positive Test- Symptomatic protocol.</li> <li>6. In the absence of an evaluation by a health care provider or test results verifying the person is negative for COVID-19, the person must remain off the school campus for a minimum of 10 days since symptoms first appeared AND until no fever for at least <b>24 hours</b> without medication AND improvement of other symptoms.</li> </ol>
Close Contact with Confirmed Positive Test- Symptomatic or Asymptomatic	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. Should stay home for 14 days from the date of last exposure even if they have no symptoms or they have a negative COVID-19 test done during quarantine.</li> <li>3. Should person become symptomatic they should contact their health care provider.</li> <li>4. May return to the school campus after 14 days and so long as they are asymptomatic.</li> </ol>
Close Contact with Presumptive Positive Test	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. Should stay home until earliest time one of the following criteria are met: <ul style="list-style-type: none"> <li>-Learns the presumptive positive individual has received an alternative diagnosis from a physician to explain the symptoms</li> <li>-Learns the presumptive positive individual has received negative test results</li> <li>-Completes the 14 day quarantine and is asymptomatic</li> </ul> </li> <li>3. If the close contact learns the presumptive positive individual did in fact receive a positive test result, the individual should follow the close contact with confirmed positive test- symptomatic or asymptomatic listed above.</li> </ol>

## RESOURCES

[CDC case definition of a probable case of COVID-19](https://www.cdc.gov/ncdncd/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/communicable-diseases-summary) <https://www.cdc.gov/ncdncd/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/communicable-diseases-summary>

[Communicable Diseases Summary](https://mmcp.health.maryland.gov/epsdi/healthykids/Documents/Communicable_Diseases_Fact_Sheet.pdf) [https://mmcp.health.maryland.gov/epsdi/healthykids/Documents/Communicable\\_Diseases\\_Fact\\_Sheet.pdf](https://mmcp.health.maryland.gov/epsdi/healthykids/Documents/Communicable_Diseases_Fact_Sheet.pdf)

[CDC Guidelines](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>