



Parent Meeting Agenda
Wednesday, July 29, 2020

- ❖ Welcome ~ Matt Kraemer
- ❖ Introduction of the members of the RTS Task Force ~ Matt Kraemer
 - Mrs. Ann Cwirko ~ Principal
 - Dr. David Colter, PhD ~ Director of Research and Development of Immunotherapeutics
 - • Mrs. Karen Colter ~ Physicians Assistant with 21 years of clinical experience
 - • Mr. Matthew Kraemer ~ Security Administrator for the NJ Department of Law and Public Safety; PTA President
 - • Mr. Remi Cruz ~ Chief Technology Officer
 - • Mrs. Kim Smith ~ Instructional Innovator; Systems Administrator
 - • Mrs. Cathy Gore ~ Nurse (LPN)
 - • Mr. Dan Compton ~ Facilities Manager
- ❖ Opening Prayer ~ Ann Cwirko
- ❖ Presentation ~ Ann Cwirko
 - Our Goals
 - Ensure the safety, security and well-being of all members of the learning community.
 - Extensive research is being conducted and collaborative conversations are happening to ensure that Saint Raphael School is prepared, to the best of our ability, for every situation.
 - Our challenge remains ... **this situation is FLUID** and ... as it did on Friday, March 13, 2020 ... **can change at a moment's notice.**
 - We cannot **ELIMINATE** risk.

- We **WILL** do everything in our power to reduce risk by **minimizing exposure to the greatest degree humanly possible.**
- Provide **Christ-centered**, SYNCHRONOUS instruction
 - **Synchronous instruction** ~ teachers and students gather in real time, are **actively** in attendance, and interact either in a physical classroom or via video conferencing, screen sharing and monitoring applications.
- We are VERY mindful of the concerns, anxieties, fears that exist with regard to COVID-19 and our return to school in September.
- We understand that a child may need to stay out of the physical classroom. We offer our parents **TWO** options.
 - **5 days of In-School Instruction**
 - **5 days of At-Home Remote Instruction/Distance Learning**
- **Parents**
 - God has BLESSED you with gift of your child/children
 - As such, you have been entrusted with the role of PRIMARY EDUCATOR.
 - WE MUST WORK TOGETHER ... WE MUST BE ABLE TO COUNT ON EACH OTHER ... AS FAMILY.
 - We are counting on you to follow all established policies and protocols to maintain the integrity of our program.
 - We are counting on you to have conversations with your child/children regarding the importance of social distancing and mask wearing at school.
 - We are counting on you to take your child/children's temperature prior to leaving you home in the morning.
 - We are counting on you to monitor symptoms.

- We are counting on you to educate your child/children regarding the personal hygiene
 - Proper hand washing
 - Coughing and sneezing into their elbow

- **The COVID-19 pandemic has significantly impacted every aspect of our lives, including the way students learn and interact in our school.**

We must recognize and plan for the ways this health crisis has changed our basic day to day operations and interactions. This “Return to School” plan has been created to aid in navigating the re-opening of our school and to ensure all employees, students, and families return safely into the building. **The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back* and the Diocese of Trenton.**

Regular updates have and will continue to be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

- **Health Protocol and Screenings**
 - **Employees:**
 - All faculty and staff will enter through a designated door.
 - Teacher/staff health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - Daily screening questions will be asked and a temperature check will be done via a non-contact thermometer upon entering the building.
 - All faculty and staff will sign a waiver prior to the opening of school stating that they will monitor their own symptoms prior to coming to school every day.

▪ **Students:**

- To prevent a cascade of events that will dramatically and negatively impact the school community as well as the social-emotional well-being of a child, temperature checks will be conducted and screening questions will be asked and answered of all students **prior** to exiting the parent/guardian's vehicle each morning at Drop Off. (Parish Center)
 - Taking this step adds an extra level of security
 - Student health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - If a child presents with any of the following **new onset symptoms**, the child is to stay home.
 - Recent exposure to someone who has tested **positive** for COVID-19
 - Fever of **100.4F** or higher
 - Cough
 - Sore throat
 - Chills
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Congestion or runny nose
 - New loss of taste or smell
 - Nausea, vomiting or diarrhea
- Please note, in the event that a student would be unable to attend school in the physical building for a length of time greater than a few days, the administration will customize the **Remote Instruction/Distance Learning Program** on a case by case basis.
- Returning to school after an illness will require a note of clearance from your child's pediatrician.
- If your child/children has been diagnosed with allergic rhinitis (runny nose and cough due to allergies) and is taking medication, please provide us with a note from your child's pediatrician prior to September 8, 2020.

- Anyone who is returning from a state that is considered to be **HIGH RISK** in New Jersey **MUST** quarantine for fourteen (14) days.

- **Social Distancing**
 - Social distancing is an effective way to prevent the transmission of infection.
 - Teachers, staff and students must maintain a distance of **6 feet away** from one another
 - Teachers, staff and students must eliminate physical contact with others.
 - Plexiglass desk shields will be provided for every student.
 - Desks will face the same direction (rather than facing each other)
 - Students will sit on only one side of the table, spaced 6 feet apart.
 - Floor marking will identify traffic flow throughout the halls in order to maintain the social distancing requirement of 6 feet.
 - Weather permitting, windows will be opened to allow for greater air circulation.
 - **Ventilation fans will be installed in every classroom.**

- **Masks/Face Coverings:**
 - **Employees:**
 - School staff are required to wear face coverings unless doing so would inhibit the individual's health.
 - If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
 - Employees returning to work from an approved medical leave should contact the principal. Employees will be asked to submit a healthcare provider's note before returning to work.

- If an employee has been diagnosed with COVID19, the school, Department of Catholic Schools, and local health department must be contacted. The health department will determine the next steps.
- **Students:**
 - Masks are recommended at all times for students in grades **Pre K through Grade 4**.
 - Masks **WILL** be required indoors when students are **NOT** seated behind a plexiglass desk shield in the classroom.
 - When seated at their desks, behind a plexiglass desk shield, students in Pre K through grade 4 may remove their masks.
 - Masks for students in Pre K through grade 4 will **NOT** be required when students are outdoors **AND** maintaining 6 feet of physical distance.
 - Masks will be required at **ALL** times for students in **grades 5 through 8**.
 - Masks for students in grades 5 through grade 8 will **NOT** be required when students are outdoors **AND** maintaining 6 feet of physical distance.
 - Mask breaks for students in grades 5 – 8 will be planned throughout the school day.
 - If it is deemed necessary that a child's well-being is compromised by wearing a mask, a doctor's note is to be provided to the school nurse.
- **Classrooms, Bathrooms, and Common Spaces**
 - Signage will be used to indicate the need for sanitizing and disinfecting.
 - All teachers and students are asked not to visit another classroom outside of their team or grade level.
 - Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

- **Classrooms:**
 - **Students will remain in their rooms. Teachers will change classrooms, with students staying in the same classroom.**
 - Each student will have his/her supplies to be used **ONLY** by that individual. There will be no sharing or exchanging of supplies.
 - Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
 - The All Purpose Room, the cafeteria, and the gym will be used as additional classroom space to allow for social distancing.
 - There will be minimal mixing between groups/cohorts.
 - Outdoor classrooms will be utilized where possible and when seasonally appropriate.
 - Hand sanitizer will be provided in every classroom, in accordance with CDC guidelines.

- **Bathrooms:**
 - Bathroom break times will be scheduled for each class.
 - Emergencies will be handled on a case by case basis
 - Only one class will use the bathroom at a time.
 - Bathrooms will be sanitized regularly throughout the day by custodial staff

- **School Entrances, Hallways, and Common Spaces:**
 - Staggered arrival and dismissal times utilizing multiple entrances and exits have been created to minimize the interaction of students at the entrance to school facilities.
 - **Safety Zone**
 - Insufficient space to ensure social distancing protocols are met and maintained

- **Parish Center ~ Alternate Plan**
 - Meets our needs for student drop off and pick up regarding social distancing
 - Interior doors will remain open to avoid the touching of handles/crash bars
 - “One-way routes” in hallways have been created.
 - Social distancing in hallways and common areas will be strictly maintained.
 - Hand sanitizer will be provided at all school entrances.
 - Signage will be placed around school building to provide hygiene advice and reminders.
- **Protocol for Symptomatic Teacher, Staff and/or Students:**
 - If a student(s) or members of the faculty or staff present with COVID-19 symptoms:
 - Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others.
 - Students will remain in isolation with continued supervision and care until they are picked up by an authorized adult.
 - We will follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
 - If evidence presents that an individual who has spent time in the school tests positive for COVID-19, the principal will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
 - Adequate amount of personal protective equipment (PPE) are available, accessible, and will be provided for use.

- If an employee or student becomes ill on campus, he/she will immediately report to the **Nurse's Isolation Room** located on the third floor.
 - Masks and gloves are to be worn by those attending to the suspected infected person. .
- Once a suspected carrier of COVID-19 reports to the Nurse's Isolation Room, a protocol is triggered to:
 - perform immediate on-campus contact tracing
 - notify all potentially exposed individuals and their families
 - perform immediate and proper sanitation through handwashing, cleaning of confined spaces, opening of windows to provide ventilation
 - The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
 - The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. ***The name of the individual would only be provided to the local health department if requested.***
 - The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- When an individual tests positive for COVID-19, we will immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.
- The nurse or principal will provide the following information when consulting the local health department:
 - The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number and e-mail.
 - The date the person with COVID-19 or probable COVID-19 was last in the building
 - The date the person developed symptoms

- Types of interactions the person may have had with other persons in the building or in other locations.
 - How long their interactions were with other persons in the building.
 - If other persons in the class have developed any symptoms.
 - Any other information to assist with the determination of next steps.
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- **Facilities Cleaning**
 - Prior to the beginning of the 2020-2021 school year, Electrostatic Disinfecting of the entire facility will occur by a **COVID-19 Disinfecting Certified** cleaning company.
 - The cleaning company and custodial staff will clean, sanitize and disinfect the school every night including all classrooms, desks, chairs, hallways, bathrooms, doors and door handles/crash bars, staircases and handrails, the Main Office, Principal's Office, and the Nurse's Office with electrostatic disinfectant.
 - Every classroom will be supplied with sanitizing wipes so that desks, desk shields, doors and door handles can be cleaned multiple times throughout the school day.
 - Touchless hand sanitizers will be located throughout the school building.

- **Academics, Grading and Attendance**
 - Provide **Christ-centered**, SYNCHRONOUS instruction
 - Option 1: 5 days of In-School Instruction
 - Option 2: 5 days of At-Home Remote Instruction/Distance Learning
 - Saint Raphael School will follow the standards-based curriculum established by the Diocese of Trenton and enhanced by Next Generation Science Standards (NGSS) and Cardinal Newman Standards.
 - Saint Raphael School has invested in the tools necessary to enable teachers to provide and enhance synchronous instruction to all students.
 - Students in grades K through grade 8 will receive a Saint Raphael School issued Chromebook.
 - Teachers have invested the past six months participating in continuous Professional Development. Using what they have learned individually and collectively, they have the ability incorporate the latest digital lesson delivery and assessment tools whether presented in the physical building or remotely.
 - Teachers will utilize the latest technology to seamlessly present synchronous curriculum and instruction.
 - Teachers will create year-long plans to facilitate more meaningful, transdisciplinary units that incorporates engineering and design principals that can be delivered face-to-face or remotely.
 - Enrichment classes are critical to the development of the whole child and will continue to be provided to all students.
 - Grading and attendance policies remain unchanged regardless if we are in the physical building or learning remotely.
 - Attendance will be taken individually in all Enrichment classes and all subject areas for students in grades 5 through 8.
 - Please note, in the event that a student would be unable to attend school in the physical building for a length of time greater than a few days, the administration will customize the **Remote Instruction/Distance Learning Program** on a case by case basis.

- **Lunch Program**
 - Everyone will be required to bring a lunch in a disposable bag.
 - All contents of the lunch must also be disposable.
 - Food brought from home must be stable at room temperature as we will not be able to refrigerate nor reheat.
 - Lunch kits, hydroflasks and reusable containers and utensils are NOT permitted.
 - There will be NO sharing of food.

- **Recess**
 - Stagger recess times will be created and implemented.
 - If two or more groups are participating in recess at the same time, they will have at least 6 feet of open space between them.
 - Students are not permitted to use playground equipment or play games that do not meet 6 feet social distancing protocols.
 - Cones, flags, tape, or other signs will be utilized to create boundaries between groups.
 - Hand washing will occur immediately after outdoor playtime.

- **Communication with Families**
 - Weekly communications from the principal will be disseminated to the learning community via School Messenger, the school website and Facebook pages
 - Google Meets will be utilized to hold virtual meetings with parents/guardians
 - Immediate communications will be sent to via phone call, email and text message through School Messenger
 - Parents/guardians may contact me with questions, concerns at any time at ann.cwirko@srsnj.org or call the school office at 609-585-7733.

- **Bus Protocols**
 - If a bus is provided, we will follow the protocols outlined by the local district providing busing. \

- **Visitor Restrictions**
 - Saint Raphael School has an obligation to ensure the health, safety and well-being of all members of the learning community.
 - Saint Raphael School discourages visitation to our campuses until the reopening date. Parents must contact the school office if an appointment is deemed essential or if materials are to be delivered at a specific drop-off area.
 - Once school begins in September, **visitors and volunteers will NOT be permitted to enter the school building until further notice and guidance from CDC or state government.**

- **Extracurricular Activities and Before and After Care Programs**
 - Extracurricular activities have been temporarily suspended due to COVID-19
 - After School Care Program
 - Currently under review and discussion

❖ **Questions ~ Remi Cruz**

❖ **Option Selected for the 2020-2021 school year ~ Kim Smith**

- August 4, 2020 Deadline
- Link will be posted in the chat and emailed to you by Jennifer Peoples through School Messenger. Please check your email.

❖ **Catholic Identity ~ Karen Colter**

- August 21, 2020 Invitation.

❖ **Closing Prayer ~ Ann Cwirko**