



**FALL 2020**

# **BACK TO SCHOOL**

Re-Opening Campus Policies and Procedures *for* Parents and  
Students *of* Saint John's School of Little Canada



*the school day*

# AT-A-GLANCE

At Saint John's, our mission is to ensure your child flourishes, and the pandemic compels us to take all necessary precautions to minimize the spread of COVID-19. We are confident that we can provide an excellent education in the Catholic faith while safeguarding each member of our community.



## HOW WE WILL COMMUNICATE WITH YOU

Principal Hurley will continue his regular e-newsletter communications. Additionally, check our website and Facebook page often for minute-by-minute updates, as applicable.



## HOW TO ACCESS YOUR VIRTUAL CLASSROOM

Each homeroom teacher and specialist will maintain their online classroom, with easy links found on the Saint John's website ([school.sjolc.org](http://school.sjolc.org)), as well as in regular emails to parents.



**9.8.20**

*first day of school*



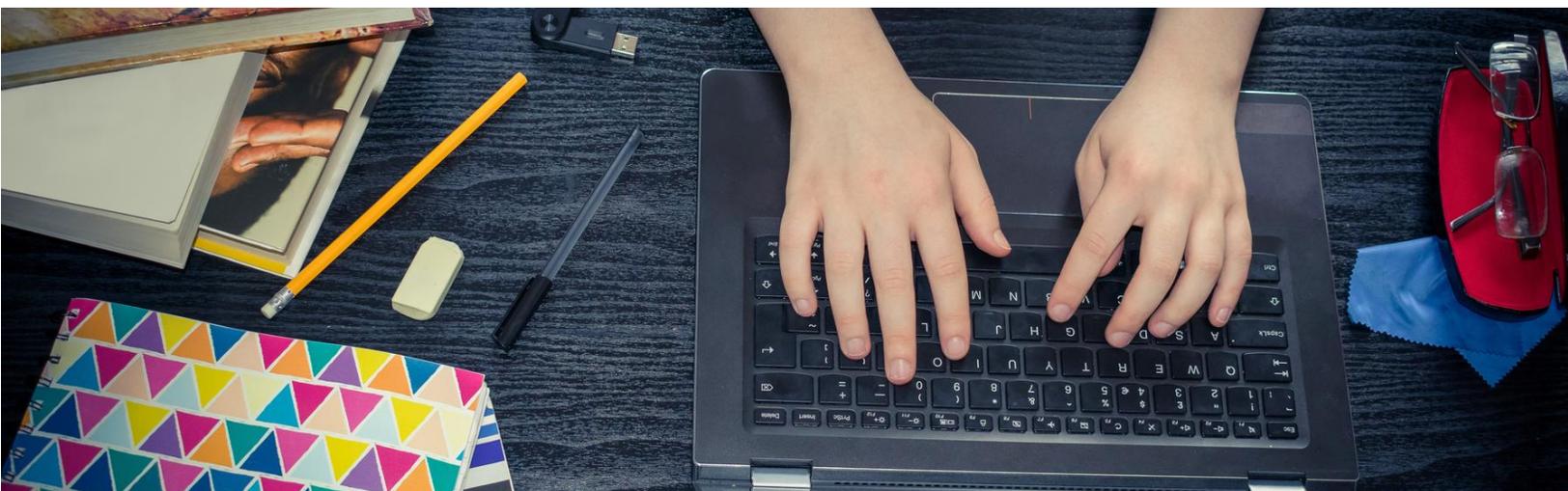
**8:30 AM**

*arrival time*



**2:50 PM**

*dismissal time*



*introduction*

# WELCOME BACK!

Enclosed is a summary of our Pandemic Preparedness and Readiness Plan, which a committee of parents, teachers and staff have worked on throughout the summer, in collaboration with and under the guidance of the Archdiocese. References include the Minnesota Department of Health and Centers for Disease Control current guidance on social distancing standards, and health and sanitation best practices.

Below is a summary of the phased approach we are taking to education. We left school in the spring in Phase 1, and are glad to be currently returning this fall in Phase 3.

## A PHASED APPROACH TO RE-OPENING

1

### DISTANCE LEARNING

*All coursework conducted remotely, via a combination of digital platforms and worksheets.*

2

### IN-PERSON AND ONLINE HYBRID

*In-person instruction is prioritized for the younger grade levels, while virtual offerings continue.*

3

### IN-PERSON WITH ONLINE LEARNING AS NEEDED

*All classes in-person with minimum student movement outside of their classroom "pods," with the back-up of distance learning/hybrid in the event someone gets sick.*

4

### IN-PERSON WITH SOME RESTRICTIONS

*All classes in-person with increased movement within the building.*

5

### IN-PERSON WITH NO RESTRICTIONS (BACK TO "NORMAL")

*Pre-COVID-19 learning environment, with sports, field trips, classroom movement, congregation.*



## PREPARING FOR FLEXIBILITY

Because COVID-19 is a novel disease, new information is emerging almost every day. Under guidance from the Archdiocese and the Minnesota Department of Health, we will continue to evolve our strategies as the science develops. We are prepared to move into a phase different from Phase 3 (highlighted above) at a moment's notice.

*our shared commitment*

# HEALTH AND SAFETY

In preparing guidance for all Catholic schools, the Archdiocese consulted with infectious disease physicians, medical advisers, Minnesota Department of Health and the Governor's Office, to ensure the health and safety of everyone (students, teachers, parents, staff, volunteers and guests) is fully taken into account. Based on current data and research, the medical community supports the return of our students to in-person learning, with appropriate health and safety guardrails in place.

## OUR COMMITMENT:



### TEMPERATURE SCREENINGS

*Every child and every staff member, every morning before entry into the building.*



### HAND WASHING

*Handwashing and sanitizing will occur when entering every new space, after eating and after touching shared surfaces.*



### RESPIRATORY ETIQUETTE

*All staff, teachers and K-8 students will wear masks at all times.*



### FREQUENT SANITATION

*Hand sanitizer stations are conveniently placed throughout the building.*



### HEALTHCARE FIRST

*Classrooms will remain in their own "pods."*

## YOUR COMMITMENT:



### FOLLOW HEALTH + SAFETY PLAN

*Read all our updates, and adhere to the requests therein.*



### STUDENTS WITH SYMPTOMS

*If your child or someone in your family is symptomatic, or has had contact with COVID-19, stay at home.*



### PRAYER

*Please pray for our staff and students. Consider the Litany to End Pandemic found on our website, and pray for courage.*



### RESPECT AND CHARITY

*We are all learning together. Thank you for your patience and understanding of the privacy of any staff, students or families who might be sick.*

*putting policies into practice*

# A DAY IN THE LIFE AT SAINT JOHN'S

Here is what you and your child(ren) can expect as we return to in-person classes at Saint John's on September 8. We will continue to monitor and amend these, as needed, throughout the 2020-2021 school year, and communicate those changes accordingly.



All work spaces will be separated by either 6 feet or a plastic screen guard.



Students will leave their classrooms rarely during the day, only during pre-scheduled times. The flow of all movement is clearly marked with signage.



All staff, teachers and K-8 students will wear masks at all times when indoors. We continue to monitor and defer to Archdiocesan updates regarding masks.



Drop off and pick up will occur through the Gathering Space only. Parents will never need to leave their cars.



We have multiple hand sanitizer stations throughout the building, especially in heavily trafficked areas like the gym, office and lunch room.



Lunches will be eaten in the same learning pods each classroom is divided into, with no more than four students seated at a table to maintain distance.



We will be live-streaming Mass on Facebook, so that students don't have to congregate in large groups, and parents can still participate virtually.



We will keep recess groups to 50 or fewer (grades K-2, 3-5, 6-8) with sanitizing of the equipment between each group.



As of now, we will have sports if they can occur within social safety standards, as well as many virtual extracurriculars.



We are limiting group gatherings to those that can be held outside and in groups of fewer than 250, with all socially distancing measures in place.



At this time, we will not be transporting students in buses for field trips.



We will not be accepting visitors at this time. All pick-ups and drop-offs will be conducted in the Gathering Space circle.

# DOMAIN 1: Promoting Behaviors that Reduce Spread

## Benchmark A: Staying Home when Appropriate

Saint John's students, faculty and staff must stay home when sick. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Students and employees will be sent home immediately if they are displaying any *one* of the following symptoms:

- Fever of 100.4F or higher, or chills
- Cough
- Shortness of breath or difficulty breathing
- Vomiting
- New loss of taste or smell

Or any two of these symptoms (including those listed above):

- Muscle or body aches
- Headache
- Sore throat
- Fatigue
- Congestion or runny nose
- Nausea or diarrhea

**COVID-19  
Points of Contact**

If you have any concerns regarding COVID-19, or to report an illness, contact **Principal Dan Hurley**, dhurley@sjolc.org, 651-288-3220. Back-up point of contact is **Karla Schultz**, kschultz@stjohnsoflc.org, 651-484-3038.

Saint John's will follow the directives of a sick student's or employee's healthcare provider when determining when the individual may return to school.

If a student or employee is displaying symptoms consistent with COVID-19 (see above) or has had close, sustained contact with a person with COVID-19, a laboratory test should be obtained. Siblings and household members should stay home until test results are received.

If a sick student or employee receives a positive COVID-19 test result:

- Stay home at least 10 days since symptoms first appeared AND until no fever for at least 72 hours without medication AND improvement of other symptoms
- Siblings and household members also stay home for 14 days

If a sick student or employee receives a negative COVID-19 test result or another diagnosis (e.g. noro-virus, strep throat, influenza):

- Stay home until symptoms have improved
- Students must show no signs of fever for 48 hours without medication
- Siblings and household members do not need to stay home

Saint John's will not utilize a "Perfect Attendance" award system this year as an attendance policy incentive, and the truancy policies are also under amendment.

Students will be allowed to "make-up" any missing assignments from short-term absences (fewer than 4 days), and accommodations will be made to provide distance learning during long-term absences (4 or more days).

Parents/staff should self-report illnesses by calling the School Office, then follow the procedures laid out above.

**COVID-19 FAQ**

**What counts as close contact?**

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

# DOMAIN 1 (con.): Promoting Behaviors that Reduce Spread

## Benchmark B: Practicing Personal Hygiene Measures

All Saint John's School students and employees will be taught proper hand-washing hygiene, which means washing hands with soap and water for at least 20 seconds ("Happy Birthday" song 2 times) frequently throughout the day, including but not limited to the beginning and end of the school day, prior to any mealtimes, after meals/snacks and after using the restroom. For employees and older students who can safely use hand sanitizer, products will be available.

There will be signage around the building and verbal reminders to promote and reinforce proper hand-washing hygiene. Saint John's School staff will visually monitor student hand-washing before and after transitions and lunch.

The members of the school community will teach and adhere to the following procedure:

- Covering coughs and sneezes with tissue (kept at desks)
- Throwing used tissues in the trash
- Washing hands using handwashing protocols after coughing or sneezing

If tissues are not immediately available, students and employees are coughing or sneezing into their elbow. Our school will have the following guidelines:

- Students will have personal tissue packets at their work stations
- Employees will be trained on proper respiratory etiquette during the annual start-of-year in-service and orientation in August
- Teachers will be required to instruct and remind students weekly of proper etiquette
- Teachers will discreetly reinforce this training with individual students on an as-needed basis

All Saint John's employees, teachers and K-8 students will wear cloth face coverings or face shields at all times.

## Benchmark C: Social Distancing

Saint John's School will set the following guidelines for social distancing:

- Saint John's will have designated one-way stairways (the office stairway will be down-only, library stairway up-only)
- Students will stay to the right in all hallways
- Students will only leave rooms for lunch, phy. ed. and bathroom breaks
- Teachers will stagger student breaks to lockers or cubbies so that students may maintain a six-foot distance (no more than three students to locker area or one student into the cubby area at a time)
- Locker use by middle school students will be minimized, and locker breaks will be staggered
- Social distancing floor decals will be placed six feet apart in all hallways, stairways, bathrooms and gymnasium to help with spacing and
- Teachers will limit the number of students
- Students will maintain three-foot distancing
- Students' desks in classrooms will face in to
- Students will have clear dividers around work areas on their desks and/or work tables
- Hallways will be kept clear of furniture or other clutter
- A new room for 1-1 instruction will be identified - this room will be regularly sanitized between use

### Hygiene Etiquette

Saint John's School will set the following guidelines for employees and students:

1. Employees will be educated on proper face-touching etiquette during our August training session.
2. Teachers will be required to instruct and remind students weekly of proper face-touching etiquette
3. Teachers will discreetly reinforce this training with individual students on an as-needed basis.

### Mask Up, Saint John's: Key Points

Under the guidance of the Archdiocese, all staff, teachers and K-8 students must wear face masks while attending school. Here are some key points:

- All K-12 students are required to wear a face covering that covers the nose and mouth
- Students should have masks on prior to leaving their vehicle
- A face shield (clear plastic shield worn in front of the face) may be used for students who cannot wear a face mask
- Teachers will be instructed in proper techniques for wearing face masks and will use positive behavioral strategies to encourage the safe wearing of face masks in school. No student will be punished or singled-out for his or her inability to wear a face covering
- Students will not be wearing coverings during recess, physical education class or lunch. We will be scheduling additional "mask breaks" for students
- Masks must be free of writing or any distracting design

# DOMAIN 2: Maintaining Healthy Facilities

## Benchmark A: Cleaning and Disinfecting Efforts

Saint John's School staff will develop and utilize a Cleaning Log for routine cleaning and disinfecting, which will be kept in a shared space. Shared spaces will be sanitized between every use with SAO water:

- Lunch tables will be sanitized with teachers present
- 1-1 training stations will be sanitized by a teacher or volunteer
- Bathrooms will be sanitized after every class use
- Classrooms (frequently touched surfaces) will be disinfected by teachers each day
- Each night, all areas will be disinfected by Minnesota Cleaning Services

### Frequently Sanitized Checklist

- Face shields
- Doorknobs and handles
- Stair railings
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (athletic equipment, playground toys)
- Push-buttons on elevator
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards / mouse
- Bathrooms
- 1-1 training stations

Saint John's School will develop a cleaning checklist that includes frequently touched surfaces, both inside and outside the classrooms, to be maintained by the facilities manager, teachers and staff, and the night cleaning crew

The checklist will be filled out by staff and cleaning service personnel daily

Playground supervisors will sanitize playground equipment with SAO water in between each use. Staff will establish daily routines for cleaning playground equipment, such as rubber balls and jump ropes

Labeled bins will be provided for all playground equipment, one for "sanitized" equipment and another for "used" equipment, which needs to be sanitized before reuse. Students will be educated on how to use the bins correctly

Saint John's School primarily will be using the safe, non-toxic SAO water for disinfecting areas; however, Saint John's will also follow all "Right to Know" data for disinfectants and will provide the Safety Data Sheet and training for each chemical used

Saint John's School staff will follow all label directions and contact times for the disinfectants when using

Saint John's School staff will store all harmful disinfectants out of the reach of students

Teachers will receive training on how to use the SAO water appropriately and effectively for sanitation and keep a log of when SAO water bottles were filled

## Benchmark B: Adequate Supplies

Saint John's School will provide disinfectants approved by the EPA for safe use against COVID-19.

## Benchmark C: Separate Physical Space for Students with COVID-19 Symptoms

Saint John's School has identified an open office space to be used in the event that a student or staff member begins showing COVID-19 symptoms. A student with COVID-19 symptoms will reside in the vacant, closed-door office next to the principal's office and adjacent to the health office until a guardian comes to pick them up.

A designated staff member will supervise the student until they can be picked up.

The designated space will be properly sanitized once the room becomes vacant.

Saint John's School will train the designated staff member in the the following safety measures:

- Adults supervising students with COVID-19 symptoms will be required to wear a cloth face mask with a face shield and gloves.
- The supervisor is required to maintain a six-foot distance from the ill person. The door of the room will remain closed while occupied
- All garments worn by the supervising adult will be properly sanitized after use or disposed of in a designated trash bin

### School Supply List

Consider placing a few extra of these in your cart when back-to-school shopping:

- EPA-approved Lysol disinfectant spray
- Lysol Disinfectant Max
- Clorox disinfecting wipes
- Lysol wipes
- Paper towels
- Spare water bottles
- Spray bottles

## DOMAIN 2 (con.): Maintaining Healthy Facilities

### Benchmark D: Engineering Controls

The Saint John's School facilities manager will monitor the ventilation systems throughout the year, adding this task to his regular monthly checklist. Saint John's School teachers will open all classroom windows during the school day when the temperature is moderate (no AC or heat on), to increase the circulation of outdoor air.

The facilities manager also will check and maintain all water systems. We are looking into what the benefits and costs of a mold check are, to be conducted in August 2020. Maintenance supervisor, Virgil, will flush our water systems quarterly. Our night cleaning service, Minnesota Services, will clean according to an updated checklist nightly.

## DOMAIN 3: Maintaining Healthy Operations

### Benchmark A: Symptom Monitoring and Screening

The expectation of all families is that regular health checks occur daily, beginning every morning before arrival, and will be reinforced through communication on our school website, at-a-glance documents and infographics, and regular e-newsletters. These health check expectations include:

Prior to the beginning of the school year, each student will be asked to complete a thorough health care assessment as part of the annual required Emergency Forms

Parents will do a temperature check at home before bringing students to school. If one family member has a fever of 100.4F or higher, the entire family should stay at home

Saint John's School has purchased multiple thermometers, and will conduct temporal checks and arrival-time health questionnaires prior to the students leaving their vehicles. This information will be recorded on a daily spreadsheet, kept in the health office

Saint John's has established the Gathering Space circle as its one defined entry. After temperature checks, if cleared to leave their vehicles, students will put on their masks and proceed directly to their designated space within the school

Students will leave via one defined exit procedure that keeps students in their classrooms until called for carline over the loudspeaker (see Benchmark F for more on arrival/dismissal)

Staff are also expected to undergo a temperature check upon arrival at school each morning. Any staff exhibiting symptoms will be asked to leave the building immediately.

Students who have not cleared the arrival-time health questionnaire will require a separate note entered into their health information file. The office will retain a copy of the student's health questionnaire and any necessary routine check-up results in a confidential file.

### Benchmark B: Coming at School for Students who Become COVID-19 Symptomatic

Any student or staff member with a fever of 100.4 degrees or greater, or other symptoms of possible COVID-19 virus infection, should not be present in school. If an individual is not cleared in the morning health check, they will not be permitted to enter the building.

Students and staff members who develop symptoms while at school will reside in the designated office space next to the principal's office until a parent/guardian picks them up, or transportation is arranged, if needed, for staff.

If possible, the student's family will be contacted by the district-provided nurse to discuss symptoms.

Parents will be referred to the protocol for a safe return to school and how to report a diagnosed case of COVID-19.

### What We're Doing to Minimize Spread

- Posting signage at main entrances requesting people who have been symptomatic not enter the building
- Conducting daily health screenings
- Placing symptomatic persons in a designated area
- Contacting students' families immediately for pick-up
- Properly sanitizing all spaces daily, and any affected areas where symptoms were present immediately

### What You Can Do at Home to Prevent Spread

- Make daily morning temperature checks a part of your routine.
- If a child has a fever higher than 100.4F, they should stay home.
- Don't medicate with fever-reducing drugs to attempt to lower students' temperatures.

# DOMAIN 3 (con.): Maintaining Healthy Operations

## Benchmark C: Classroom Environment

Saint John's School will take the following measures to ensure a safe environment for our students and staff:

- Students will be required to wash their hands (using the proper handwashing procedures) upon entering and leaving the classroom, using the classroom sinks (K-5) or hand sanitizer (6-8)
- Students using desks will all face the same direction, and work areas will be surrounded by three-way plexiglass dividers
- Students using tables will have plexiglass dividers around their work areas to provide separation from their classmates
- There will be no mixing of classes. Classes will remain in their designated classrooms with few exceptions
- Middle school teachers will move between classrooms while classes stay, and will self-sanitize before entering new rooms.
- Science lab/art room will be used by only one class at a time and sanitized between classes
- Teachers will schedule cleaning times for frequently touched surfaces (desks, supplies and equipment)
- Staff will work to maintain a minimum of a three-foot bubble around individuals at all times
- Teachers will schedule bathroom breaks and limit the number of students in restrooms at one time
- Teachers will use a checklist for daily sanitizing
- Students in middle school will only use lockers for their lunches and jackets. They will utilize online materials whenever possible, so students will only need limited supplies and their personal Chromebooks.
- Teachers in elementary will only allow 1-2 children in the cubby area at a time
- Saint John's physical education teachers will use floor decals to space students and create stations to limit contact

Saint John's School will strictly limit the use of shared objects whenever and wherever possible. If items must be shared, we will adhere to the following guidelines:

- Teachers will be sure that students ONLY use personal supplies contained in their personal supply boxes (no sharing)
- Teachers will disinfect (using SAO water) shared objects immediately after use
- Items that can't be sanitized immediately after use will be placed in a designated "dirty" or "used" area or bin and will be cleaned at a later time. Once the items are properly sanitized, they will be placed in a clean bin and be available for student use. Students will be trained in the proper use of these bins
- Teachers will opt to go outside for physical education when possible and choose activities with natural spacing; limit shared equipment and sanitize in between use
- Teachers/students will not use the computer lab; the technology specialist will visit individual classrooms or iPads
- Saint John's will use protective covers on iPads to support sanitizing

## Benchmark D: Large-group Gatherings

For assemblies and meetings, the principal will utilize the school's speaker system and interactive Google Meets on classroom Promethean boards, and we will continue to videoshare Monday Announcements. Masses will be virtual via Facebook Live, with Communion delivered afterward to individual classrooms.

For the foreseeable future, Saint John's will not schedule field trips or allow outside speakers into the building. Our school will instead provide opportunities for virtual field trips, outdoor walks using safe social distancing, and virtual guest speakers. Back to School Nights will not be in the school building, but in the Gathering Space only. Times will be assigned by grade over the course of two nights, maintaining social distance standards.

Holiday festivities will be amended to small, in-class celebrations, and larger annual events will be streamed virtually as much as possible. PreK/Kindergarten parent nights will have prepackaged food only, and will maintain social distancing standards. Reconciliation/ First Communion /Confirmation will be planned socially distanced in accordance with the directives from the Archdiocese. End-of-year ceremonies such as sports awards, graduation, etc., will be

## What About Sports?

The Saint Paul Catholic Athletic Association (CAA) anticipates updates after Minnesota State High School League can meet upon Gov. Walz's return to school proclamation, expected after Aug. 10 survey results. In the meantime, plan for this:

- Practices will be closed to athletes and one coach (volleyball/basketball)
- Soccer/hockey will follow other schools' recommendations
- Swimming will not allow parents to stay for practices, and try to limit the amount of students in one lane at a time
- All sports and activities will maintain social distancing protocol whenever possible

Questions? Contact Athletic Director Laura Haraldson at [lharaldson@sjolc.org](mailto:lharaldson@sjolc.org).

# DOMAIN 3 (con.): Maintaining Healthy Operations

## Benchmark E: Visitors

As a general rule, for the safety of all, Saint John's School will be discouraging visitors from coming into the building until further notice. In the rare event a visit is essential, visitors will be required to follow the following procedure:

Visitors must schedule an appointed time by calling the front desk, and get approval from the principal, before any visit.

Absolutely no drop-ins

Visitors will undergo the same health care questionnaire and temperature check students and staff do daily. They must affirm they have no symptoms of COVID-19

Visitors will be informed of and required to follow Saint John's hand hygiene and respiratory etiquette

Masks must be worn at all times, no exceptions

Saint John's School will have the following guidelines for parents and volunteers, to limit the number of distinct people entering the building:

Parents must use the designated drop-off zone in the drive-up circle when dropping off children late

Parents must call the office when they arrive and the person covering the front desk will meet the child at your car to complete the daily health check

Once the student is clear, he/she will be escorted into the building

Parents must use the designated drop-off table in the Gathering Space vestibule when dropping off items for children during the day. The parent must call the office to state that he/she has dropped off an item for a child, and the person covering the front desk will come and retrieve the item and deliver it to the student. Parents are not to enter beyond the vestibule (the space between the doors)

Parents must call the office from the car in the drive-up circle when picking up children early and the person covering the front desk will walk the child out to the car

Classroom/school volunteer opportunities will be limited to minimize exposure. Title One tutors, Early Childhood Special Educators, Wilson Learning and Groves Academy literacy coaches will follow the same protocols as employees. Tours for prospective families will follow all social distancing guidelines and health guidelines. Staff will be notified of tours in advance, in order for teachers to plan ahead to ensure student safety. Tours will follow the same health check guidelines as students, staff, volunteers and visitors.

Saint John's School will ask vendors to adhere to the following procedures:

Vendors will notify the school upon arrival (the school office phone number will be posted outside the door) and enter using the Gathering Space doors

Temperature checks will be required if any vendor needs to enter the building beyond the Gathering Space

Masks will be required of all vendors upon entry to the school building

Saint John's will provide mail carts for package drop off in the vestibule

The person at the front desk will meet vendors in the Gathering Space if they need assistance

### Help Keep Us Safe

As a general rule, for the safety of all, Saint John's School will be discouraging guests from coming into the building until further notice. In extreme or essential cases, guests will be required to:

- Wear masks at all times
- Submit to a temperature check and health questionnaire
- Sanitize hands before entry



# DOMAIN 3 (con.): Maintaining Healthy Operations

## Benchmark F: Student and Employee Movement: Entrance, Within Building and Dismissal

### Arrival Process

Saint John's has one defined entry procedure:

1. The Gathering Space doors will be used as the one entry and exit place for all students and staff.
2. Entry begins at 8:30 AM; classes commence at 9:00 AM
3. Parents will pull up to the drive-up circle, carline-style. There is to be no entrance by parents whatsoever
4. Designated staff members wearing masks will check students' temperatures every morning while students are still in the car. If you arrive early, you must remain in your car until a staff person comes to meet you
5. While taking temperatures, designated staff members will also give the daily health questionnaire, required before any staff member or student may enter the building
6. Health information will be recorded on a daily spreadsheet and kept in the health office
7. If students/employees are cleared to leave the car, they will proceed directly to their designated spaces in the school. No lingering
8. Students will be required to wear a mask into the building
9. If students/employees are not cleared at this point, they will not be permitted to leave their vehicles and enter the building.
10. Pre-K will gather in supervised pods in the Fireside Room until teachers pick them up
11. Students (K-8) will walk directly to their rooms and will be asked not to stop along the way.

### Dismissal Process

Saint John's will have one defined exit procedure:

1. Parents will arrive at the drive up circle, carline-style. There is to be no entrance by parents whatsoever
2. Dismissal will start at 2:50 PM
3. Staff monitoring the drive-up-circle will communicate the student name to the office through the school's walkie talkies
4. Office will announce the student name through the school's speaker system
5. Students will be dismissed from the classroom at that time and will exit through the Gathering Space doors.

### Moving Around School

Saint John's School will make every effort to limit student movement throughout the building during the day. Students will remain in their homerooms whenever possible.

1. Saint John's will have one-way designated stairways; the main office stairway is down-only, library stairway is up-only
2. Students will stay to the right in all hallways.
3. Hallways will be kept clear of items.
4. Teachers will stagger student breaks to lockers or cubbies so that students may maintain a six-foot distance between each other. (No more than three students to locker area or one student into the cubby area at a time)
5. Locker use by middle school students will be minimized, and locker breaks will be staggered
6. Social distancing floor decals will be placed six feet apart in all hallways, stairways, bathrooms, and gymnasium to help with spacing/lining up
7. Teachers will limit the number of students in restrooms to two at a time, only one at time at sink
8. Students will remain in their homerooms and specialists will come to them.
9. Bathroom breaks will be scheduled by grade to maintain social distancing.

## Lunch Time

### BENCHMARK G: FOOD SERVICE

Students will move about the building only during recess/lunch: Students will have lunch in the dining room. Tables will be limited to four students/table, 48 students maximum in the dining room at one time. Every student will stay at their table until dismissed for recess.

Tables will have plexi-glass dividers to separate students. Here is the Lunch/recess schedule:

- Grades K-2 eats first, lunch 11:00-11:20 A.M., recess 11:20-11:50 A.M.
- Grades 3-5 eat second, 11:30-11:50 A.M., recess 11:50 A.M.-12:20 P.M.
- Grades 6-8 eats third, 12:00-12:20 P.M., recess 12:20-12:50 P.M.
- PreK eats last at 12:30-12:50 P.M., recess 12:50-1:20 P.M.

Saint John School will discontinue self-service food or beverage distribution in the dining room.. Meals, snacks and beverages served at school must be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages must be served directly to students, as always, ensuring the safety of children with food allergies. Saint. John's will post visual aids of hand washing procedures in the kitchen. As much as possible, students should bring their own meals. Individuals should avoid sharing food and utensils.

We await further direction from the Roseville School District regarding final word on hot lunch food distribution.

### Limited Use Spaces

Saint John's staff will limit use of shared spaces and maintain social distancing whenever possible:

1. Faculty and staff will sanitize restrooms after every use
2. Staff lounge will be closed
3. Max occupancies in Office: Two people in the front office, three in the copy room, two people maximum in Health Office

## What About Library?

Saint John's School will limit its use of communal spaces as much as possible. Saint John's will sanitize any spaces that are shared. Specialists will travel room to room instead.

- A library cart of books will be brought to each classroom for library time
- Students will not use the library for book check out
- Books will not go classroom to classroom, new books will be delivered between classrooms
- Library science skills will be taught in the students' primary classroom.

## DOMAIN 3 (con.): Maintaining Healthy Operations

### Benchmark H: School and Health Office Operations

Saint John's School office has added a plexi-glass shield to separate the office administrator from students, staff and visitors. Areas of the school office will have maximum occupancies. To allow the Health Office to prioritize students who exhibit COVID-19 symptoms, individual classroom teachers will be asked to manage minor scrapes / cuts / bruises, with assistance from the main office if necessary.

### Benchmark J: Mass Attendance

Saint John's School students and staff will only use the church on a limited basis. When the church is used, social distancing protocols will be followed and the space will be sanitized after use.

Saint John's will start the year with Virtual Masses, using Facebook Live streamed direct to the classroom. The classroom responsible for the Mass each week will be the only students in the church, and will be spaced in pews six feet apart. Communion will be distributed to each classroom by Father Tom. Saint John's will encourage parents to tune in online.

### Benchmark K: Thresholds for Building Closures

The principal and pastor, in dialogue with the Archdiocese, are actively monitoring and addressing community spread of COVID-19 as it relates to decisions about short-term or long-term closure of the school building.

## No Busing from Roseville

### BENCHMARK I: TRANSPORTATION

Saint John's historically has used the Roseville School District for busing. This year, we will not be using the Roseville School District buses. We encourage parents speak to each other about the possibilities of car pools, ideally keeping kids to the same classroom whenever possible.

## DOMAIN 4: Communicating, Training and Educating

### Benchmark A: Communications and Training

Signs will be posted in visible places throughout the school to remind the community of proper hygiene, social distancing and mitigation protocols. We will use the following channels to communicate with parents, students and faculty regarding proper protocols (weekly newsletter, morning announcements, email blasts, Facebook posts and updates to our website page)

Teachers will have a training session on all COVID-19 Preparedness at the end of August. Soon after parents will attend Back to School night, in which they will receive this Re-opening Booklet and a brief tutorial on what to expect upon return. Volunteers will receive this training as needed.

Saint John School will communicate a verified report of a positive COVID-19 test in the following ways

- Administrative assistant will send an email notification to all staff
- Administrative assistant will send an email notification to all families
- Principal will report to the CDC, if needed (working with the affected individual privately)

Saint John's School will use the following procedure in the event of a school closing due to COVID-19:

- Close off affected areas immediately
- Send all affected people home
- Contact all outside vendors for next 3 days, informing them not to come
- Contact Minnesota Cleaning Services to super-clean the area

Saint John's School will communicate to staff/parents/students the plan for next three days (in the event of a positive test, the time period might be extended). Saint John's will follow the directions of the Minnesota Department of Health to properly

## Parent Training

On Sept. 2 and 3, Back to School Night will host a COVID Preparedness Table, where members of the PPRP Committee will share details about:

- When to stay home
- Process for arrival/dismissal
- Health checks
- Social distancing and masks
- Sanitation
- Hygiene at school
- Lunch and recess plan
- Possibility of distance learning

## DOMAIN 4 (con.): Communicating, Training and Educating

### Benchmark B: Supporting Faith and Resilience

Saint John's School will disseminate information about COVID-19 in age-appropriate ways:

**Elementary:** Basic class conversations about hygiene, sanitation, cleanliness

**Middle School:** Basic information about protocols, procedures, and updates

Teachers will give continued consistent messages and reminders to students.

School leadership and faculty will be vigilant regarding student social, spiritual, physical and emotional needs, and communicate with parents via phone and email when changes in behavior occur.

Saint John's School will be attentive and responsive to the unique needs of its students and families during this time.

Prayers from Archdiocese newsletters will be shared in our regular resource communication (website & e-newsletters).

Dr. Slattery's resources will be shared (via our website and e-newsletters).

### Benchmark C: Instructional Continuity and Contingency Planning

Students who are not able to attend in-person (due to underlying health conditions, mental health concerns or a need to quarantine due to COVID-19 exposure) will receive instruction via synchronous learning (Zoom / Google Meet), largely following the same time schedule as the regular school day. This will require a device and appropriate Internet bandwidth for video conferencing. Grade-level classroom links will be provided.



*planning for the year*

# KEY AREAS OF PREPAREDNESS

Even while the pandemic causes daily changes, our Pandemic Preparedness and Readiness Plan commits to the following, in lock step with guidance from the Archdiocese:

- 1 MAINTAINING HEALTHY FACILITIES**  
Routine cleaning and disinfecting of classroom surfaces, restrooms, lunchrooms, meeting rooms and drop-off and pickup locations.
- 2 MAINTAINING HEALTHY OPERATIONS**  
Families, students and employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 through regular health checks.
- 3 COMMUNICATING, TRAINING AND EDUCATING**  
Parents, staff, teachers and all others in the school community have been educated on health and safety procedures for shared involvement and responsibility.



**ADD THESE  
ITEMS TO YOUR  
SHOPPING LIST:**



THERMOMETER



PERSONAL  
WATER BOTTLE



MASK OR  
FACE COVERING

*final notes*

# FAITH + FAMILIES TOGETHER

Educating young people in the light of Christ is foundational to the mission of Saint John's. While the Catholic Church has carried out this work of education in the midst of social, health and political crises in the past, the current global COVID-19 pandemic has prompted unprecedented reflection on education and the central role of the physical school community in promoting the academic, spiritual and emotional growth of the child.

In preparing for the start of the 2020-21 school year, Saint John's and the wider educational community throughout the state and the country will be required to make morally responsible decisions for how we educate the future citizens and leaders of our society during a pandemic, with special consideration for those children who are the most vulnerable among us.

We recognize that the decision to return to school this fall is a deeply personal decision for each family. We pray for all our families, as they too have to make prudential decisions based on a multitude of considerations of their own particular situation. We ask for prayers as we all seek the wisdom and courage to continue to learn and grow together, for the sake of one of our noblest endeavors—the education of our children.



## OUR RE-OPENING LEADERS:

Dan Hurley  
Amy Burgoyne  
Linda Gruntner  
Karsten Knudsen

Karen Leciejewski  
Laura Haraldson  
Annette Pearson  
Karla Schultz



## GET THE LATEST INFORMATION

Remember: Check Principal Hurley's regular e-newsletter communications, and our website ([school.sjolc.org](http://school.sjolc.org)) and Facebook page for minute-by-minute updates, as applicable.



Saint John's School of Little Canada  
2621 McMenemy St.,  
Little Canada, MN 55117

[WWW.SCHOOL.SJOLC.ORG](http://WWW.SCHOOL.SJOLC.ORG) |  
651-484-3038

#### OUR MISSION STATEMENT

*The Saint John's School community shares the mission of building a strong Catholic foundation and identity based on faith traditions, religious studies, and frequent celebrations of Mass, prayer services and the Rosary. Our students' behavior is thoughtful and caring in their relationships with one another, a principle that is taught and modeled at all levels.*