

Saint James School

Special Health & Wellness Details for 2021-2022



All information contained in this document is subject to change.

Saint James School has always valued a collaborative effort between school and home. For everyone's safety the following procedures are being implemented for this school year:

Attendance & Health Protocol

Every parent/guardian, student, and staff member plays a critical role in helping Saint James School maintain a healthy and safe learning environment. Therefore, the following guidelines must be followed every day:

- Assess your child's health daily before leaving for school. This should include taking his/her temperature. Your child is required to remain at home if he/she exhibits any symptoms of illness.
- Students and staff are required to remain at home if:
 - They test positive for Covid or have been exposed/ in contact with someone who has tested positive. **If this happens the parent/guardian must inform the school nurse immediately.**
 - They experience other illnesses that are not related to Covid. These include, but are not limited to, sore throat, fever, cold/flu symptoms, gastrointestinal symptoms, strep throat, and any new and/or untreated rash or skin conditions in need of antibiotic treatment. **A doctor's note is required to confirm these conditions are not related to Covid before returning to school.**
- If any student, whether remote or in-person, will be absent on a given day, a parent/guardian must call the school and report the absence **by 8:00am**. The school nurse will record absences and student symptoms on a specific illness tracking form. All absence calls must be made to the school nurse's phone extension (#3). Please **DO NOT** leave absence calls on the main office voicemail or send absence notification via email.
- The nurse will monitor attendance on a daily basis and report potential or verified COVID-19 cases to the School Administration, the Manchester Coordinator of School Health Services, and the Manchester Board of Education's COVID liaison. The Manchester Health Department will be consulted, and contact tracing will begin. The School Administration will notify the Archdiocese of Hartford Vicar of Education.
- **NOTE: If a student is staying home for an extended period of time due to an emergency health related concern (i.e., quarantine) but otherwise able to attend class, the student will be able to sign into their classes and participate in remote learning and therefore not be marked absent. Approval from the school will be required before a student can participate in remote learning.**
- Please notify the school nurse if/when your child is vaccinated

Isolation Room

- As per state requirements, Saint James School has identified and set up an isolation room to be used at the discretion of the school nurse when a student is exhibiting high-risk illness symptoms. This room is located at the end of the hallway on the main floor and has its own bathroom and a window for ventilation.
- If a student is brought to the isolation room, the school nurse will stay with the student at all times until released to the parent. An immediate pick up of the child is required and the child's health care provider must be contacted for further evaluation. A note from the provider will be needed before the student or staff member can return to school.
- While the nurse is in the room, she will be equipped with full PPE.

Containment Plan & Return to School Guidelines:

High-Risk Symptoms

Students (and staff) cannot come to school if any of these [Symptoms](#) associated with Covid and other infectious diseases exist. In addition, immediate dismissal will occur if any of these symptoms present themselves while at school. Should symptoms present while at school, the student (or staff member) will be placed in a designated isolation room until they are picked up. Following the dismissal(s), the room will be cleaned according to [CDC cleaning guidelines](#).

High-risk symptoms include, but are not limited to the following:

- Fever (above 100.4 °F or per clinical judgement with or without fatigue/body aches/chills)
- Sore throat
- New unexplained loss of taste or smell
- Respiratory symptoms (lung congestion, shortness of breath, cough)

Please contact your child's healthcare provider for further evaluation should there be any signs of these high-risk symptoms. A primary health care provider's note and a Covid test may be required prior to returning to school.

Return to School per CDC (click on hyperlinks for more detailed information):

*Symptom-based Strategy – Regardless of Vaccination Status

For those presenting with High-Risk Symptoms with NO known exposure to a Covid positive person.

- At least 24 hours have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and** 10 days have passed since symptoms *first* appeared.
OR -
- If a negative Covid test result, students may return to school after improvement in symptoms.

*Time-Based Strategy - Regardless of Vaccination Status

For those asymptomatic but tested positive

- At least **10 days** have passed since the date of their first positive Covid diagnostic test assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the symptom-based should be used.
- Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

Other Symptoms Associated with Illness

Students exhibiting any symptoms of illness, including those listed below, should not come to school. Dismissal may occur for students (or staff) exhibiting 3 or more symptoms/complaints or at the Nurses discretion, including but not limited to:

- Runny nose
- Sore Throat
- Body aches
- Fever
- Headache
- Cough without congestion
- Gastrointestinal symptoms (diarrhea or vomiting)

Return to School Following Other Symptoms Associated with Illness

- The student (or staff member) is able to return to school without a doctor's note once these symptoms improve unless there is development of any high-risk symptoms as noted on the prior page. If this occurs, the Return to School Following High-Risk Symptoms plan must be followed.
- If a student (or staff member) required antibiotics to treat their illness (e.g., strep throat), they may only return to school after the first 24 hours of starting the course of treatment.

All COVID related illnesses, regardless of vaccination status, should be discussed with the school nurse as soon as possible and prior to any re-entry of school.

Protocol for Responding for a Confirmed Covid Case in the School

1. If a student, staff, volunteer, or visitor who has been present in school with a confirmed diagnosis of Covid, or was present in school within 48 hours of first exhibiting Covid symptoms leading to a positive diagnosis, the President or Principal will contact the Adjunct to the Vicar of Education at OEEC and the School Nurse will contact the Manchester Public School (MPS) Covid Health and Safety Compliance Liaison. This communication should be made while maintaining confidentiality and privacy expectations.

If a student or staff member has been in close contact with *anyone* who has been in close contact with someone who has tested positive for Covid. The [CDC quarantine guidelines](#) are to be followed.

2. The MPS Covid Health and Safety Compliance Liaison shall notify the Department of Public Health to immediately assess the risk of further transmission in the school.
3. Decisions will be made concerning contact tracing or those who are within close contact.
4. The decision to quarantine will be made by the head authority in the school in consultation with the School Nurse and local health officials. The OEEC will be notified of the recommendation before the decision is communicated to the school community.
5. A move to remote learning for an entire grade or school will be based on the number of school Covid positive cases
6. In the case of a confirmed case of Covid, the school will notify school staff and parents only that there is a positive case, maintaining confidentiality of the student's name. The school Principal must maintain communication with parents regarding the status of the plan to return to school.

Main Entrance/Main Office

- Anyone needing to stop by the school to drop off paperwork, forgotten lunch boxes, folders, textbooks, etc. must call the SJS main office to notify the school in advance.
- A drop-off bin will be placed at the top of the main entrance stairway for parents/visitors to leave items that need to be passed along to students.
- If a student needs to be picked up early from school, please send a note to the child's homeroom teacher that morning. When picking up, please call from your car and your child will be escorted or sent out to you.
- If a scheduled visit in the school is necessary, visitors must wear face masks and social distance while in the building. Always report to the main office when entering the building unless otherwise instructed.
- Office personnel will limit the number of staff/visitors in the main office to 1-2 families/staff at a time.

Classroom Layout (K-8 Program)

- Desks will be spaced three feet apart and set up to all face the same direction as recommended by current state guidelines.
- Some classrooms may be relocated to take advantage of larger spaces.
- In occupied classrooms doors will remain open, but in the locked position. When not occupied, classroom doors will be closed and locked as per standard school protocol.
- Each child's supplies will be separated in individually labeled containers, cubbies, or areas and teachers will minimize the sharing of high-touch materials to the fullest extent possible.
- A window exhaust fan and custom air purifier (which uses both ultra violet light and HEPA filtration) has been purchased for use in each classroom.
- Older grade students will return to rotating classrooms. Coat closets and lockers will be utilized this year.

Classroom Protocol

- Students should maintain social distance of 3 feet whenever possible.
- Students will wash their hands/use hand sanitizer at the following times:
 - Upon entering and exiting the classroom
 - After having close contact with others
 - After using shared surfaces or tools
 - Before and after using the restroom
 - After blowing nose, coughing, sneezing
 - Before and after eating and preparing food
 - Before and after recess

Bathroom Protocol

- Sensor-activated faucets, toilets, and urinals have been installed in all student bathrooms to eliminate high-touch surfaces in these areas. Touchless paper towel dispensers are installed in all bathrooms for sanitary drying of hands after washing. Bathrooms are equipped with floor decals to indicate social distance at the sinks, stalls, and urinals.
- Where appropriate, outer bathroom doors may remain open to increase ventilation. In the event of an emergency, the nearest staff member will close the door in accordance with school protocol.
- The number of students occupying the bathroom will be limited. To aid in the administration of this, each classroom will have scheduled times.
- All bathroom surfaces will be fully disinfected twice a day with CDC-recommended disinfectant.

Masks

Upon return to school all students, faculty, staff, parents, and volunteers will be required to wear a cloth mask or face covering that covers their mouth and nose while in the building. There will be times when it will be safe and appropriate for masks to be lowered/removed while in the building. These times will be determined based on current health and safety regulations and communicated to teachers by school administration.

Students are encouraged to arrive at school each day with their mask attached to a lanyard to reduce the risk of being lost or getting dirty during mask breaks. Opportunities for scheduled mask breaks will take place daily. Each class will have outdoor time without masks, weather permitting.

Our uniform supply companies are offering masks for sale, however, families are not obligated to purchase a mask from the uniform company. Masks need to fit snugly around the nose and cheek area to avoid gaps, cover students' noses and mouths when in use, and be thick enough not to see the sun/light through it. Masks may include pictures, but no writing or slogans. Gaiters, bandanas, and masks with air-valves are not permitted as they have been proven ineffective in preventing virus transmission.

Classroom Mask Breaks

Students should come to school with their mask on a lanyard every day. Classroom teachers will thoughtfully provide mask breaks for students throughout the day. These times will include, but not be limited to:

- When students are outside and are spaced at least 3 feet apart
- When students are inside, properly physically distanced, and engaged in silent reading or other quiet activities
- During snack and lunch

Water Bottles

Students may bring a reusable water bottle to school each day (containing water only) to drink during snack time or throughout the day as permitted by their teacher. Water fountains are turned off this year, however touchless water bottle refilling stations have been installed on each floor of the main school building as well as in the gymnasium and cafeteria.

Lunch & Snacks

- Students in all grades have the option to bring whole or cut up fruit and vegetables or cheese sticks to school in a zip-lock bag/container to be eaten mid-morning.
- Kindergarten students will eat lunch in their classroom, but will have the option to receive hot lunch this school year. For grades 1 through 8, a rotating schedule will be established to allow each grade to enjoy lunch periodically in the cafeteria together at the same time. All students will face the same direction while eating in the cafeteria. To allow for appropriate distancing and ensure all students eat at a reasonable time, alternate grades will have their lunch in the classroom.
- All snack and lunch items should be in containers that can be opened easily by the student.
- While we will still recognize and celebrate student birthdays, no birthday treats or goody bags will be allowed this year.
- Hot lunch will be available to students in grades K through 8, even when they are scheduled to eat in their classroom. Hot lunch will again be FREE to families when school resumes thanks to a grant through the town of Manchester. There is a \$0.40 charge for milk-only purchases. Hot lunch will be delivered to the classroom by lunch aides.

School Bus (K-8 Program)

- Students must wear a face mask at all times while on the bus.
- Students will board the bus and begin sitting from the back to front.
- In the mornings, a Saint James School staff member will oversee students as they exit one bus at a time (from the front to back). After exiting the bus, students will be guided to the specific school entrance for their class/grade where they will use sanitizer prior to proceeding to the classroom.
- In the afternoons, Saint James School staff members will assist with loading of buses from back to front.
- Additional requirements may be imposed by the town of Manchester.

Morning Drop-Off

- For students not using the school bus or the before-care program, morning arrival will be between 7:30am and 7:50am. Only students will be allowed to enter the building at this time. To maximize physical distancing, students will enter through one of four entryways assigned by grade and proceed directly to their classrooms: Front door - Mrs. Phelan's 3rd Grade Class & Both 4th Grade Classes; Breezeway - Grades 1, 2, & 6; North Door Main Blacktop - Grades 7 & 8; South Door Main Blacktop – Mrs. Moran's 3rd Grade, Kindergarten & Grade 5. Pre-K3 students will enter the Pre-Kindergarten building through the front door; Pre-K4 students will enter the building via the back ramp.
- Morning temperature checks may be implemented at morning arrival IF a student is exhibiting symptoms of illness. **(Please ensure you have done a thorough health check before leaving the house every day - no student should be coming to school showing signs of illness or feeling unwell).**
- All staff and students will utilize hand sanitizer upon entering the building.
- Saint James School staff members will be on-hand at the start of school to escort our youngest learners and new students to their classrooms.

Afternoon Dismissal

For students not using the bus or aftercare program, students will be dismissed daily outdoors in the pre-kindergarten parking lot at 2:00pm.

- Students will be dismissed outdoors each day in the pre-kindergarten parking lot. Grades will be released in a staggered fashion over a 10-minute period beginning at 2:00p.m. as to avoid students mixing in the hallways and stairwells. Kindergarten pick-up will occur on the pavement closest to the grassy area, Grade 8 closest to the street, and all other grades sequentially in between. Signs will be placed in the parking lot during the first day to help guide new parents. Outdoor mask wearing is at the discretion of parents at dismissal.
- Pre-Kindergarten students will be dismissed through the same doorway as they enter the building in the mornings. Half-day students will be dismissed at 11:00a.m. Due to the procedure of dismissing students in a safe manner, dismissal time for full-day students not going to aftercare will begin at 1:50p.m. Students will be dismissed through the door in which they enter at morning arrival. Parents should wait outside until their student is dismissed to them.

Extended Day Program

- The Saint James School Extended Day will be available to all families who have completed and submitted the program registration paperwork.
- During their time in the program, students will remain in cohorts and observe appropriate distancing where possible, but due to limited spacing and an increase in enrollment this year, there may be times when distancing is not possible. Should this be the case and a student tests positive for Covid, contact tracing and quarantining may need to be implemented.
- Parents must wear a mask while in the school building to drop-off or pick-up students up from the Extended Day Program. Parents must also use sanitizer when entering the building.

Cleaning of High-Touch Areas

- All bathroom surfaces will be fully disinfected with CDC-recommended disinfectant twice a day.
- Frequent cleaning will also take place for high-touch areas throughout the school such as door knobs, handles, rails, copiers, appliances, and desks.
- In addition to sanitizer, each classroom has been equipped with an ample supply of antibacterial wipes and gloves.
- Classrooms will be fully disinfected at the end of each school day by our professional contractor.

Playground/Recess

Students will enjoy one or two recess periods each day, according to grade and weather permitting. During these recess times:

- Recess will take place in a variety of areas - designated by grade - to maintain cohorts.
- Masks do not have to be worn during outdoor recess

Helpful Links:

- Can my child go to school today? Click [HERE](#) for a helpful checklist
- The current Travel Policy can be found [HERE](#)