



Palmer Catholic Academy

Return to School Plan: Parent Information Guide

July 2020

Introductory Letter

Dear Palmer Catholic Academy Families,

Our *Return to School Plan* was carefully designed to assist all families, students, and staff in feeling safe about the return to school and also to reduce the impact of COVID-19 conditions upon returning to the school building.

Our current plan has all students back in our brick and mortar building 5 days a week for the 2020-2021 school year. We have put in place many protective measures and are taking many precautions to ensure everyone's well-being while on campus. However, with this fluid situation, there is the possibility that schools may need to close for a time and return to distance learning. That is not in our control. We will take whatever precautions we can to keep our school open, and our students happily learning face-to-face with their teachers; however, it is important to be flexible and adaptable throughout the school year.

While our plan has all students on campus, we understand that some students or their family members fall in the high-risk category due to medical conditions. We have a special plan in place for these students to keep them as part of our Palmer Catholic Academy family.

We ask that you carefully read through this *Parent Information Guide* so that you are aware of all the safeguards we have in place to ensure the well-being of our precious students and staff. Early next week, we will be emailing a PowerPoint for you to watch with your child with a more kid-friendly presentation of this Return to School information.

The guidelines in this plan are based on those set forth by the Center for Disease Control and Prevention (CDC) and the World Health Organization (WHO). Regular updates will be made to this plan based on the changing recommendations from these agencies as well as the governor, local, state, and federal agencies, the Diocese of St. Augustine (DOSA), the Florida Department of Education (FLDOE), the Office of Early Learning (OEL), the National Catholic Education Association (NCEA), the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA). Updates will be communicated to you via email and on the school website. We urge you to check your email often for school correspondence.

In conclusion, we acknowledge that families face a difficult decision in determining the best plan for their child for the 2020-2021 school year, and we are praying for each family as they make this decision. Our staff is excited to be back on campus with our Blue Angels and we look forward to a great year of learning with them. Stay well and let us pray for each other and for a successful, healthy school year!

Blessings,

Mrs. Linda Earp, Principal

Mrs. Daniela DosSantos, Assistant Principal

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Cleaning and Sanitizing

Will there be extra cleaning and sanitizing routines at the school?

Yes, in order to prevent the spread of germs the following daily cleaning requirements will be added to our normal cleaning routines.

1. Classrooms and offices will be disinfected throughout the day, including door handles (inside and out), light switches, desks, counters and shelves, sinks, chairs, keyboards, phones, iPads, cubbies (including hooks) and manipulatives using disinfectant wipes and cleaner. These items/areas will be cleaned after each use and at the end of the day.
2. Rooms will be sprayed with disinfectant once students have safely left the room for recess and at the end of the school day.
3. In Pre-K classrooms, center areas will be cleaned after each rotation of students.
4. Stairwells and hallways will be sprayed with a non-aerosol alcohol mist after all students arrive and are safely in classrooms, after classes move to and from recess, and after dismissal. Stair railings will be wiped down with disinfectant wipes.
5. Carpets will be vacuumed daily in hallways and classrooms.
6. Bathrooms will be cleaned throughout the day including mirrors, light switches, sinks, faucets, toilets, door and stall handles and floors using hospital grade cleaner and disinfectant (Super HDQ Neutral).

In addition, every classroom, stairwell and hallway will be sprayed with hospital-grade disinfectant spray at the end of the school day after students have safely been dismissed. Bathrooms, door handles, light switches, and stair railings will also be sanitized daily with hospital-grade spray and disinfectant (Super HDQ Neutral).

Personal Protective Equipment (PPE) and Other Precautions

Who will be required to wear masks at school? When will masks be required?

At this time, all students and all employees will wear masks when walking in the hallways (this includes arrival and dismissal), at Mass*, as per parish guidelines, and in any other instances where social distancing is not feasible, at the discretion of school staff. Once in their classroom and AFTER they have been seated at their desk, students may remove the mask since the desks have been spread out and socially distanced as much as possible. (Note: If parents or child feels more comfortable with the child wearing the mask in the classroom, that is definitely permitted.) **Masks will be placed in the student's own school-purchased pencil pouch each morning, zipped closed, and hung on the side of the student's desk for easy access during the day.**

*Parents can opt out of Mass for their children if they are not comfortable with them attending at this time.

It will be highly recommended for teachers and staff to wear a face mask in their classrooms unless they are lecturing/teaching a lesson. If an employee feels more comfortable wearing the mask throughout the day, that is definitely permissible.

Note: Masks can be any color and design, as long as the design is school-appropriate. We ask only that the masks have ear loops (instead of ties for behind the head) for quick removal in case of an emergency. Fabric masks should be washed after use.

These guidelines may change based on directives from St. Johns County and the Diocese of St. Augustine.

Who will be required to wear gloves?

Gloves, if not used properly, can be a source of contamination. Gloves will be used when handling and distributing food and will be changed if touching other surfaces. Gloves will be worn by employees when attending to sick children as well. Those wearing gloves should be sure to not touch their faces.

What additional precautions will be taken?

In addition to using PPE, employees and students will:

1. Wash hands often with soap and water for at least 20 seconds. Age-appropriate signs will be placed in each bathroom as a reminder of proper handwashing techniques.
2. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
3. Avoid touching eyes, nose, and mouth at all times.
4. Cover mouth and nose with a tissue when coughing or sneezing or use the inside of elbow. Tissues should be immediately tossed into the trash can after use, and hands should be washed/sanitized.
5. Avoid shaking hands and hugging others.

Teachers will review these additional precautions with students often in the classroom.

Social Distancing

How will students be socially distanced in the classroom?

Prior to the opening of school in August, desks/tables will be spaced out as much as possible within the classroom, using all available space. Furniture will be moved as needed to make room for spreading out the desks/tables. **Depending on the number of students in the room, desks will be 3-6 feet apart in each classroom as per the guidelines of the American Academy of Pediatrics and the CDC. Sneeze-guard barriers have been purchased for all student desks and should be arriving mid-late August, according to the company.**

Students will not be sitting together in groups or pairs. Students will work in teacher/aide-directed small groups of no more than 4 students throughout the school day. Students will not work in groups that are not teacher/aide-directed to ensure that health safety guidelines are maintained at all times.

How will students practice social distance in the hallways?

When traveling in the halls is necessary, students will walk arms-length apart in the hallways to maintain social distancing. Students will wear masks when traveling in the hallways.

Arrival Procedures

What will morning carpool look like for families?

Please try to arrive early as our new procedures may take some extra time. Parents are asked to honestly complete the **self-screening questions** (see section on *Health Protocols* for more information) about their child(ren) on the PikMyKid app **before coming to school in the morning. It is best to get this done before you leave the house, but you can also do it when you arrive on campus and it is safe to do so.**

While the first group of cars is being unloaded (no more than 8-10 students at a time), a staff member will be taking and recording temperatures of students in the next group of cars. ***Students whose temperature registers 100.4 or higher will be sent home. Siblings of this student will also be sent home as a precautionary measure if the sibling with the fever has 2 other symptoms on the list above in addition to the fever. Note: If the siblings are not sent home, they will be asked to wear a mask for the day to prevent the spread of any illnesses.*** (Note: Siblings who are asymptomatic will follow procedures outlined in the section entitled, *Students who need to be Quarantined at Home*, and will not be marked as absent if guidelines are followed. ***If siblings do not have any symptoms the next day, they can return to school, unless otherwise directed by their doctor.***) ***Students may not return to school until they are fever-free for 72 hours and bring a clearance note from a physician. (This is a prior policy that students who are absent 3 or more days must bring a doctor's note to return to school.)***

Students who are clear to enter will wear their mask as they enter the building. Students should be sure to take ALL belongings from their car, as the school is not allowing parents/visitors to drop off any forgotten items at this time. Once inside, students will proceed directly to their classrooms; they will not sit in the halls. Students will use hand sanitizer before entering their classroom. Once all students

have arrived and are safely in their classrooms, hallways will be sprayed with non-aerosol alcohol mist (non-fogging).

What will arrival be like for employees?

Each day, all employees must enter through the front door and have their temperature taken and recorded by a member of the front office staff. There will be marks on the ground to maintain social distancing. All employees will wear masks when entering the building. *No employee will pass the front entrance until their temperature has been taken.* Employees with temperatures of 100.4 or higher will not be permitted to enter the building. Employees will also do a daily screening checklist and will not be allowed in the building if they are experiencing symptoms as stipulated on the screening checklist.

What if my child is tardy and misses morning carpool?

Until further notice, if a child is tardy, the parent should walk the child to the front door. Both parent and child should be wearing a mask. A front office staff member will meet the parent and child at the front door, take and record the child's temperature, ask the parent to respond to the self-screening questions about the child and escort the child into the building. The front office staff will check the student in on the computer, as parents will not enter the building.

Dismissal Procedures

What will afternoon carpool be like?

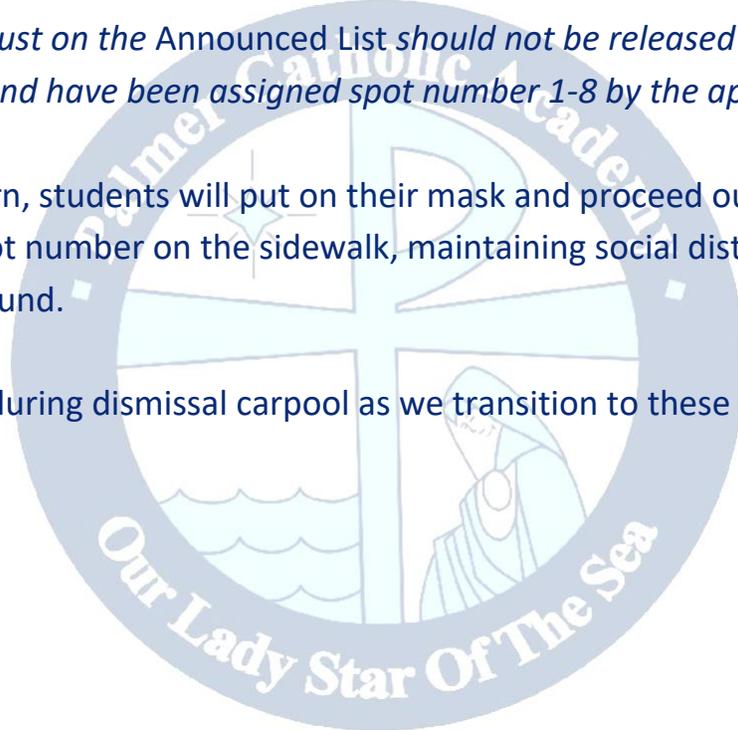
Families must use the PikMyKid app to announce themselves upon entering the school campus. The app will be monitored in the classrooms.

All students will remain in their classrooms during carpool but will be packed up and ready to leave the classroom as soon as their name moves to the *Waiting Line*.

Students who are just on the Announced List should not be released until they move to the Waiting Line, and have been assigned spot number 1-8 by the app.

When it is their turn, students will put on their mask and proceed outside to wait at the designated spot number on the sidewalk, maintaining social distance, which will be marked on the ground.

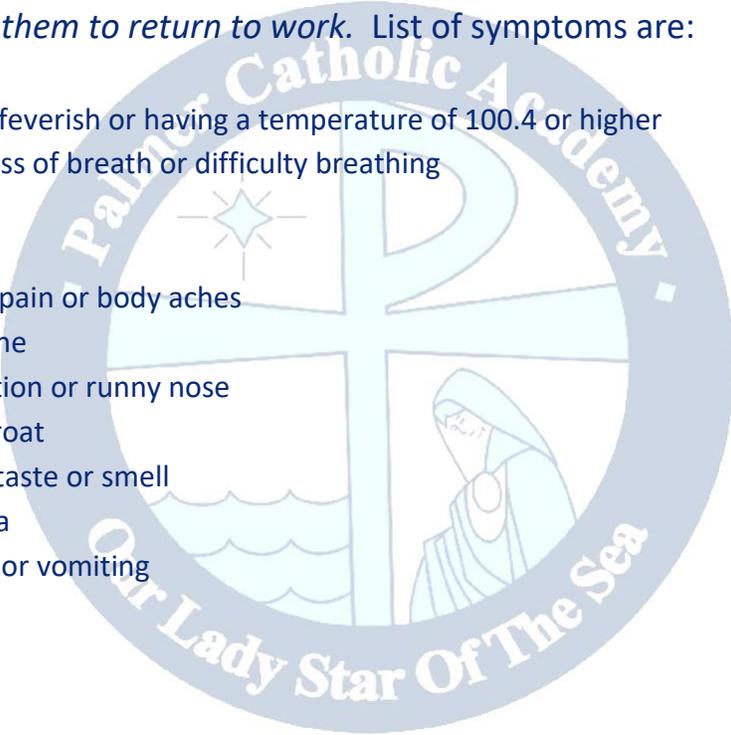
Please be patient during dismissal carpool as we transition to these new standards.



Health Protocols

What is the self-screening?

Upon daily arrival, parents will be asked to complete the self-screening questions on the PikMyKid app and employees will be asked if they are experiencing any of the symptoms on this list. *If a student or employee is experiencing a fever and shortness of breath/difficulty breathing and one other symptom on the following list, the student or employee will be asked to go home and quarantine for 14 days or until a doctor's note is received clearing them to return to work.* List of symptoms are:

- 
- Feeling feverish or having a temperature of 100.4 or higher
 - Shortness of breath or difficulty breathing
 - Cough
 - Chills
 - Muscle pain or body aches
 - Headache
 - Congestion or runny nose
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Nausea or vomiting
 - Fatigue

Will we have to sign a waiver before the start of school?

Yes, a Diocesan waiver will need to be signed by all Palmer families. No student will be allowed to begin the 2020-2021 school year unless the Diocesan *Assumption of Risk and Waiver of Liability Relating to COVID-19* has been signed by the parent **for each student** and is on file at the school. The waiver can be found at the end of this document.

What if my child doesn't feel well in the morning?

The important thing for families to remember is that if your child feels sick, he/she should **STAY HOME** – no matter what the symptoms are!

What if my child or an employee has had close contact with someone lab-confirmed to have COVID-19?

If an employee or student has had known close contact with a person who is lab-confirmed to have COVID-19, he/she should remain home in quarantine for 14 days before returning to work/school. **(Note: Only the exposed student will need to quarantine and get tested. Siblings who were not exposed, can come to school, unless otherwise directed by their physician.)** Asymptomatic students can follow the procedures detailed under the section below, *Students Quarantined at Home*. If all procedures are followed, the student will not be marked absent. **NOTE: If someone in the household is awaiting a testing result, the students should remain at home until a test result is received. Please do not send these students to school and risk exposing so many others.**

What happens if my child or an employee develops a fever at school?

Should a child or staff member develop a fever during the school day, he/she will be immediately isolated from the rest of the building.

The isolation room will be in the ticket booth area. A foldable vinyl cot will be stored in the isolation room for the patient. A first aid kit will also be kept in the room. Every effort will be made to make the child feel comfortable and safe.

When a student needs to be in the isolation room, the room will be monitored by the aide or a front office staff member. The monitor must wear protective gear (masks

and gloves) while attending to the isolation room. Once the patient leaves the room, maintenance staff will be called immediately to sanitize the room, including the cot, door handles, all surfaces and the floor. Maintenance will wear PPE including masks and gloves. **(Note: If the child has a fever plus 2 of the other COVID symptoms, he/she will need to be tested and receive doctor's clearance to return. Siblings will be sent home only if the fever is accompanied by the other symptoms. We realize that there will be other illnesses such as flu, strep, and common colds to deal with soon. For all fevers, with or without additional symptoms, the sick child may not return to school until they are fever-free without medicine for 72 hours.)**

If a student/teacher falls ill during school time with COVID-19 symptoms, that student/teacher's class will be calmly evacuated to the cafeteria until the classroom can be safely sanitized and disinfected by maintenance as per CDC guidelines.

What happens if someone at school is diagnosed with COVID-19?

If an employee/student is diagnosed with COVID-19, they should let the school administration know immediately. He/she may return to work/school when all four of the following criteria are met:

1. At least 3 days (72 hours) have passed since recovery, including no fever without the use of fever-reducing medicines
2. Improved respiratory symptoms (cough, shortness of breath, etc.)
3. At least 10 days have passed since the onset of symptoms
4. A clearance note from a doctor is submitted to the school.

If an employee/student experiences symptoms that are COVID-19 related, but does not get evaluated by a medical professional or tested for COVID-19, it will be assumed that he/she has COVID-19, and he/she may NOT return to work/school until the four criteria listed above have been met.

If a student/employee tests positive for COVID-19, the school will notify the Diocese who will contact the Department of Health. The school will carefully follow all directives from

the Department of Health and the Superintendent regarding cleaning, sanitizing, and quarantining. All decisions will be made on a case-by-case basis.

Will the Clinic still be open? What will the Clinic procedures be?

The Clinic will remain open except to treat fevers of 100.4 or greater. Before entering the Clinic, students will have their temperatures taken. Students with a temperature of 100.4 or greater will be escorted to the isolation room by the aide. The Clinic Officer will wear a mask and a clean pair of gloves for each student who enters the Clinic.



Visitor Policy

What is the visitor policy?

No parents/volunteers/visitors will be admitted into the building (unless for emergencies) until further notice.

If it is an urgent matter that parents need to pick up or drop something off, they should call when they arrive at the school, and a staff member will then meet them at their car to retrieve/give items. For the safety of our employees and students, the school is making every effort to reduce the amount of contact our employees and students have with visitors.

Parents are asked to NOT drop off lunches, PE clothing, or homework assignments until further notice. Students who do not have a lunch will be given an upgraded *Oops Lunch* for that day. If PE clothing is forgotten on PE day, the teacher will be lenient, as long as it is not habitual. Forgotten homework assignments can be photographed and emailed to the teacher until a hard copy can be received. Teachers will be understanding and flexible in these cases.

What will the procedure be if parents/visitors need to come into the building for an emergency?

If parents/visitors MUST enter, these procedures will be followed:

1. Their temperature will be taken and recorded by front office staff.
2. They must wear a mask. If they do not have a mask, one will be provided to them.
3. They must complete the DOSA Visitor Self-Screening Form. A copy of this form is at the end of this document. If the parent/visitor responds yes to any of the questions on the screening, he/she will not be permitted to enter the building.
4. They will use hand sanitizer upon entering the building.
5. Their movement will be limited to a specific area, depending on their reason for admittance.

What if I need to have a conference with my child's teacher?

Parent-teacher communication remains a priority and necessity even amidst the pandemic. Parent conferences will continue over Zoom whenever necessary. No parent request for a conference will be turned down; it will just be virtual until further notice.

What if my child has a doctor or dentist appointment scheduled during the school day?

Until further notice, the following procedure will be followed if a student needs to leave school early for a doctor or dentist appointment. Parents should pull up to the front of the school and call the front office. The child will be called down to the office and signed out by the front office staff. The child will then be escorted out to the car. Student should wear a mask when leaving the classroom and until he/she is in the car. Parents will be asked to show ID.

Upon return from the appointment, the parent should call the front office again, and a staff member will come outside to escort the child back into school. Student will need to wear a mask until he/she is back at his/her desk. The front office staff will sign the child back into school on the computer.

Switching Classes

Will my child be switching classes during the school day?

Students will not be switching classes at this time until further notice. They will remain in their homeroom for all subjects including Enrichment. Students will also be in their classrooms for lunch. See the section below entitled *Lunch* for further details. **Middle school classes have been assigned a second homeroom classroom that is not being utilized at this time. They will use that classroom as a breakout room for Math and Literature classes. This will allow them some additional movement during the day as well.**

How will PE classes be handled?

PE classes may take place outside as long as students maintain social distancing practices. Traveled hallways will be sprayed with a non-aerosol alcohol mist once students are safely outside and back in the classroom. PE classes will also incorporate health and hygiene lessons, especially as these pertain to COVID-19. **For inclement weather days, PE/Health classes will take place in the classroom.**

Locker rooms will remain closed until further notice. All students will wear **sneakers** and PE clothing (grades 5-8) to school on PE days until locker rooms re-open. **For students in grades 5-8, the following will be the dress code for PE days only:**

Girls:

They may wear their PCA polo shirt OR their PCA PE tee (tucked in).

They will wear their sneakers to school and keep them on all day.

They will wear their PE shorts under their skirts.

Boys:

They may wear their PCA polo shirt OR their PCA PE tee (tucked in).

They will wear their sneakers to school and keep them on all day.
They will wear their PCA navy uniform shorts (not the PE shorts).

How will PC Lab (Computer) classes be handled?

PC Lab classes will take place in the classrooms as well. Teachers will sign out a class set of iPads during PC Lab periods so that the PC Lab teacher can utilize them for instruction. Aides will wipe down all iPad screens and cases before returning them to the cart.

How will Middle School classes and tracks be handled?

Middle school classes will all take place in their homerooms. Teachers will travel to the homeroom classes. Middle School tracks for Literature and Math will continue to take place. **Middle school homerooms will be created based on Math tracks. Each homeroom will contain one of each teacher's groups. During Math, one of the teachers will stay in the homeroom with her group, and the other will take her group to the second homeroom. Literature classes will run similarly; one teacher will remain in the homeroom with her groups, and the other will take her groups to the second homeroom.** All students will receive instruction in all core subjects each day.

What if my child usually sees a Learning Resource Teacher for academic support?

Since these sessions are one-on-one, they will continue. Learning Resource teachers will **use the sneeze-guards during their sessions.** They will pull their students one at a time to their respective offices and use the sneeze guards when working with the student. Learning Resource teachers will be responsible for cleaning the sneeze guards, all surfaces, chairs, and any materials used in between student sessions.

What if my child usually sees the County-contracted Speech & Language Pathologist or Occupational Therapist?

These services will continue as well, as they are usually one-on-one or in a small group of 4 or less students. These therapists will work with their students in a corner of the gym, where a table and chairs will be set up. The therapists will use sneeze guards as described above for Learning Resource teachers. The therapists are responsible for wiping down the shields, chairs, surfaces, and all materials between students. **Note: The County does not start school until August 31st, so these services will most likely not start until at least then. Further information will be provided as we receive it.**

What if my child is part of the ChOICE program?

ChOICE is PCA's enrichment program for students in grades 1-5. ChOICE will continue, however, it will be modified to abide by the CDC and health guidelines at the time of opening. ChOICE students will be assigned a Renzulli Learning account (many have already started this summer as a pilot program). Students will complete the Profiler, which determines their best learning styles. The ChOICE teacher and the student will then choose enrichment projects on the site to work on independently. They will be given ChOICE time in their homeroom classrooms. The ChOICE teachers will have weekly meetings of no more than 4 students at a time (in the PCA Media Center) to check in with the students and monitor their progress with the Renzulli projects, and any other projects or critical thinking activities that have been assigned. The ChOICE teacher will be responsible for wiping down all tables, chairs and other materials that were used during ChOICE. **Note: ChOICE will not start until September.**

What if my middle schooler has a Study Hall period in place of Spanish?

Middle School students who are assigned to Study Hall during their Spanish classes will have their Study Hall in the **Gym**. Students will wear their mask when traveling to the

gym and sit socially distanced. Once seated, the mask may be removed. The teacher will be responsible for wiping down all tables, chairs and other materials that were used during Study Hall.

What if my child is injured and needs to use the elevator?

If a student should need to use the elevator, an aide or front office staff member will ride the elevator with him/her, both wearing masks and staying as far apart in the elevator as possible. The staff member and student should not face each other in the small elevator. Once the elevator is used, the elevator will be sprayed down and the handles/buttons wiped down as well.



Supplies & Classroom Activities

Will my child be sharing supplies with other students?

Students will have their own personal school supplies. There will be no shared or communal supplies used for any classes. **NOTE: Option 2 students are expected to have all the supplies as their in-school peers. They may keep these supplies at home with them, but when they transition back to campus, all supplies should be brought to school.**

Will my child be using their locker or cubby?

Lockers will not be used until further notice. All student belongings will remain in the student's homeroom. Students in classes with cubbies should not go to the cubbies without permission from the teacher. No more than 2 students should be at the cubbies at a time. Cubbies should only be used for backpacks, jackets and lunchboxes to reduce the need for movement in the classroom. Personal belongings will be spaced out as much as possible on the cubby hooks.

Will the students still be using manipulatives for learning?

Yes, hands-on learning is always important! If any manipulatives need to be used during class, each child will have their own Ziploc bag of clean manipulatives assigned to them. Bags will be labeled with the student's name. These manipulatives will be sanitized regularly as well.

Will water fountains be open?

All water fountains in classrooms and hallways will be covered. No one will be permitted to use the water fountains in the hallways or classrooms. Students should

bring their own water bottles with a refill. All water bottles and refills should be clearly labeled with the student's name.

Will my child still be allowed to bring his/her cell phone to school following the guidelines in the Parent/Student Handbook?

Since cell phones are known to carry germs, the school would prefer that students keep these devices at home. However, if any parents are adamant that their child must have their cell phone with them, in addition to the regular school rules regarding cell phones that can be found in the school handbook, the following rules will be added. Students must disinfect their phones with a wipe before placing it in their designated pocket on the wall cell phone holder in the classroom. Students should use hand sanitizer before taking their phone back out of the pocket at the end of the day. The cell phone holder will be sprayed down each day.

Will my child still be able to call home during the school day if there is an emergency?

In an emergency, a designated front office phone can be used by students to call home. **Emergencies do NOT include making after school arrangements with friends or forgetting homework, projects, lunches, supplies, or PE clothing.** Phones will be wiped down after each student use by the front office staff.

Will Pre-K classes still do their center rotations?

Yes, we will continue this important learning for our Pre-K students. Student rotations will be kept to a maximum of 2-4 students (depending on the center) and materials will be wiped down at each rotation.

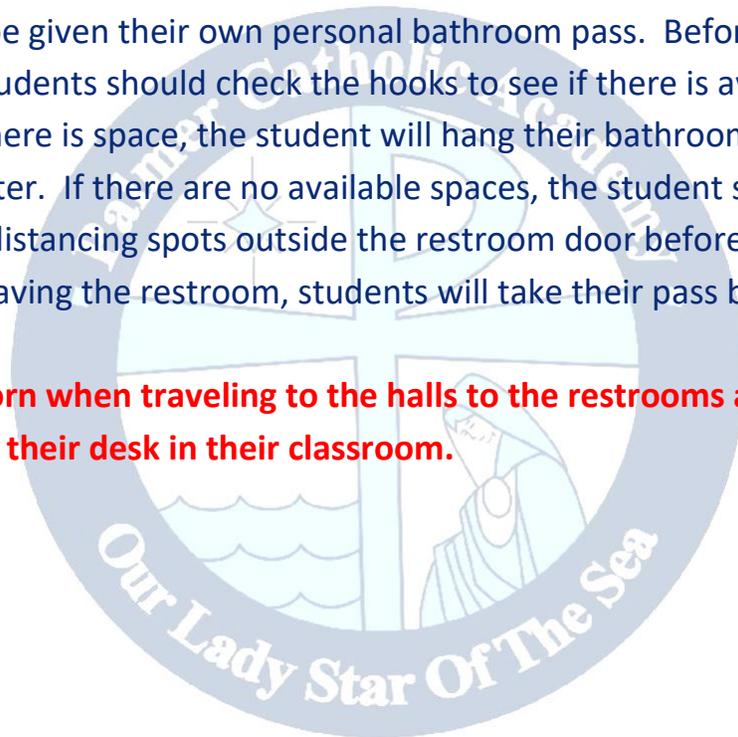
Restrooms

How will restrooms be handled?

Pre-K - 1st grade classrooms have bathrooms in the rooms, which will be monitored by the aides. Aides will disinfect the bathrooms after each use (wipe down faucets, flusher, light switch, door handles).

Maximum capacity signage will be placed on each restroom door in the school. In addition, a corresponding number of hooks will be attached to the door. Each student in **grades 2-8** will be given their own personal bathroom pass. Before entering the restroom, these students should check the hooks to see if there is available space in the restroom. If there is space, the student will hang their bathroom pass on a hook and proceed to enter. If there are no available spaces, the student should wait on the designated social distancing spots outside the restroom door before entering the restroom. Upon leaving the restroom, students will take their pass back to class.

Masks must be worn when traveling to the halls to the restrooms and until the student returns to their desk in their classroom.



Lunch

Where will the students eat their lunch?

Students will be eating lunch in their classroom until further notice. The cafeteria will be closed for lunch periods.

How will lunch ordering and delivery be managed?

Parents will order lunches for students online via the Boonli website. Food deliveries will be accepted at the back cafeteria door only. The Lunchroom Coordinator will meet the delivery person at the door with a cart. The delivery person will not be allowed to enter the building. The Lunchroom Coordinator will wear a mask and a clean pair of gloves when accepting deliveries. Food delivery people will wear masks and a clean pair of gloves when delivering the food.

How will lunches be distributed to the students in the classroom?

Food will be delivered to the classrooms on carts by the Lunchroom Coordinator or aides, who will wear a mask and a clean pair of gloves (gloves will be changed between rooms). Food will be distributed to the students in the classrooms at their desks by the aides **or staff member covering lunch duty** (and Lunchroom Coordinator if assistance is needed). A clean pair of gloves will be worn while distributing the food to students. Students will all wash/sanitize their hands before and after eating lunch.

Recess

How will outdoor recess be managed?

Only one grade level will be outside at a time. **One class** will be on the field and **one class** will be on the blacktop. Area assignments will rotate.

Students will not use the playground equipment at this time. Students will engage in activities during recess that do not include physical touch (kickball, relay races, jump rope, hopscotch, catch, hula hoops, sidewalk chalk drawing, etc.). All equipment (balls, jump ropes, hula hoops, etc.) used by students will be wiped down by the aides after student use.

Students will wear their masks until they exit the building for recess. Teachers/aides will have a basket of **the school-purchased student pencil pouches** labelled with student names to collect the masks one at a time. Students will place their mask in their pouch and zip it closed before going to play for recess. **Students will not wear masks during outdoor recess time.**

When the teacher comes to pick up the class from recess, students will **sanitize their hands** and be given their pouches with their masks. Students will put their masks back on before entering the building and walking through the halls.

What will happen on days that students cannot have outdoor recess?

For days when **indoor recess** is needed due to weather or other conditions, students will need to be engaged in activities in their classroom that require them to stay in their space. Aides will show a brain break video that includes movement so students have some activity. Other activities can include whole class games where students remain in their seats such as Kahoot, Jeopardy, and other whole class trivia-type games. Students can also watch educational videos during this time that have been pre-approved by administration.

Mass

Will the students still participate in Friday morning Mass?

To encourage active participation in Mass, the PCA campus will have a rotating schedule for students in grades 2-8 to attend Friday Mass in the gym, not exceeding 150 attendees (students and teachers) at a time.

Based on current enrollment, there will be a three-week rotation. Week one (August 21st) will include grades 6, 7, and 8. Week two will include grades 4 and 5. Week three will include grades 2 and 3. **Parents may have their child(ren) opt out of Mass attendance at this time. Students who do not attend Mass with their class will remain in the classroom with the aide or other assigned staff member. Students will complete a spiritually reflective assignment during this time.**

Students will wear masks to Mass as per parish guidelines, and will be assigned seats to abide by social distance guidelines. Masks will be kept on until student is about to consume the Holy Eucharist. Masks can be taken off to consume the Eucharist, and then placed immediately back in place.

The weekly school Mass will be closed to all visitors until further notice.

After Mass the gym, hallways, and stairwells (including railings) will be completely disinfected by the maintenance crew.

Students in the High-Risk Category

What plan is in place if my child or someone in my household is in a high-risk category, and the doctor has advised that he/she not return to school yet?

Students, who for a medically documented reason, are considered to be in the high-risk category and cannot return to school yet as advised by their physician or specialist must provide a note from their specialist doctor. The note should document the reason why the student cannot be in school even with all the protective measures that will be in place and also indicate how long the child will need to remain at home.

In these cases, the school will allow the student to learn from home for a designated time period as stated by the doctor. The school will purchase Swivl devices so that these students can participate in live lessons with their classmates from home. Students in these circumstances will be expected to log in during all live lessons with their class each day. ***The student must be available to log-in during the designated times (school hours) to participate in the lessons.*** Using the Swivl devices, the student will then have opportunities to ask questions and complete independent work while on live with the class from home.

All assessments will be completed live as well. The student will need to participate in all lessons and assessments at their scheduled time to receive credit for the day. Due dates for all assignments and assessments will be the same as their in-school peers.

In these cases, students will still be enrolled as PCA students and therefore families will be charged the regular fees and tuition rate. There will be no alternative rate, as the student will be receiving all the same instruction, feedback, textbooks, and materials as his/her peers.

For these high-risk student cases, prior to the start of school a Zoom meeting will be arranged with the parents, student, administration, and teacher so that all rules and

guidelines are reviewed and understood. Parents, student and administration will sign an agreement about the above rules and guidelines.

This procedure can be applied to students with a high-risk family member who is living with them as well, as long as a doctor's note is received.

Please note: According to the Emergency Executive Order that was recently passed, this option is currently available in schools through the end of December, at which time the plan will need to be re-evaluated.

*****Update to this plan as of 7/12/20*****

ALL PCA students will have these 2 options for schooling for the 2020-2021 school year:

OUR TWO OPTIONS ARE:

Option 1 - FULL 5-DAY BRICK AND MORTAR:

Students would return to school in August on campus every day, following the guidelines and protective measures outlined in our Return to School plan.

OR

Option 2 - SYNCHRONOUS ONLINE INSTRUCTION:

There is a change in this option from what was described in our original plan. Originally, this option was only offered to students/family members with a medical reason. *This has now changed to include any family who would like this option, regardless of the reason.* This option includes the following:

-Synchronous online instruction -This means that the students would log in at scheduled times throughout the day to receive their core subject lessons at the same time that these lessons are being presented live to their classmates. Students would be online to engage in all subject lessons (including Enrichment) and to complete

assignments so that their teachers can answer any questions they may have, and teachers can monitor their understanding of the material. These lessons would have to be attended "live"; recorded lessons will not be provided at this time, as stipulated in the Commissioner's Order. This means that students choosing this option would be online during regular school hours except for morning arrival, lunch, recess, and dismissal.

-Assessments and Tests - Assessments (tests and quizzes) during the school day will be assigned to students either via Forms or will be sent via email to these students immediately prior to the assessment. Students will stay online and be monitored during the assessment during the same time that their peers are being assessed, so that teachers can answer any questions that may arise. (Please note: For 8th graders choosing this option, families will have to choose to either send their child in after school to take the PSAT in October OR opt out of this exam. It cannot be taken remotely at this time.)

-Tuition - There would NOT be an alternative tuition cost for this option. Students choosing this option will still be receiving the same high quality instruction that their peers are receiving and using the same materials and books. Therefore, tuition rates will remain the same.

-Timeline - Students who choose this option will need to commit to this option for the entire first semester according to the Commissioner's Order. Therefore, families choosing this option are locked in for the first and second quarter of school. At that time, the pandemic situation will be re-evaluated and directives will be set for moving forward for the second semester.

-Devices and Internet Connection - Families who choose this option should ensure that their home internet connection is strong enough to sustain the daily online learning. In addition, *students in grades PK-4* should ensure that they have their own device available at home for this distance learning. Their device would need to have a camera so that the teacher can see them, and the capability to send assignments to

their teacher as needed. *Students in grades 5-8* are assigned their own school iPads which they can use for this instruction.

-Distribution of Materials - Families choosing this option will be assigned a day and time to come and pick up books and materials that will be needed for synchronous learning.

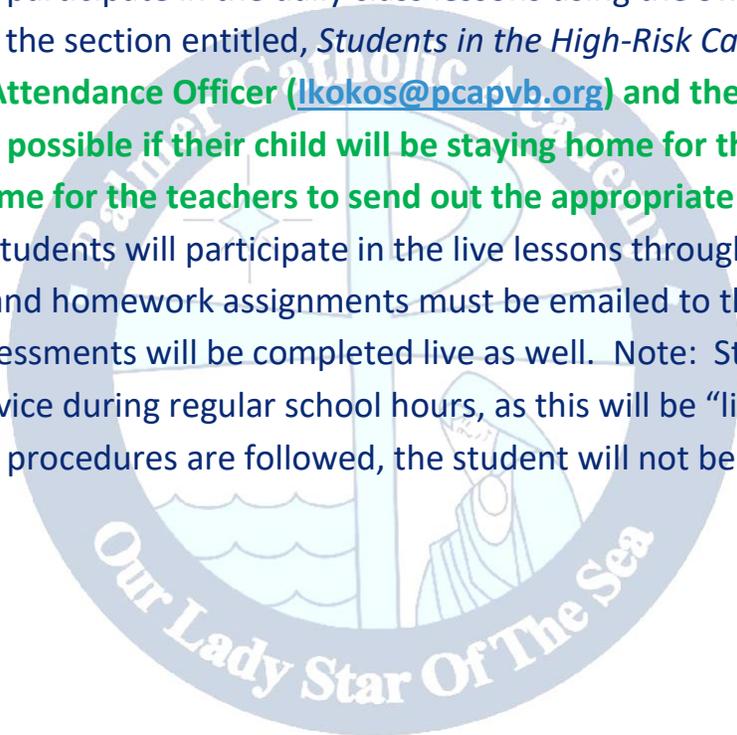
-After School Clubs and Sports - Families choosing this option would not be eligible for after school clubs and activities at this time.



Students Who Need to be Quarantined at Home

What if my child was exposed to COVID-19, is asymptomatic, but must be quarantined at home?

Students who need to stay quarantined at home due to exposure, but are asymptomatic, can participate in the daily class lessons using the Swivl device described above in the section entitled, *Students in the High-Risk Category*. **Parents should notify the Attendance Officer (lkokos@pcapvb.org) and the homeroom teacher as early as possible if their child will be staying home for this reason. This will allow ample time for the teachers to send out the appropriate Zoom links for classes that day.** Students will participate in the live lessons throughout the day from home. Classwork and homework assignments must be emailed to the teacher daily to receive credit. Assessments will be completed live as well. Note: Students need to be available with a device during regular school hours, as this will be “live” via the Swivl. As long as all these procedures are followed, the student will not be marked absent for these days.



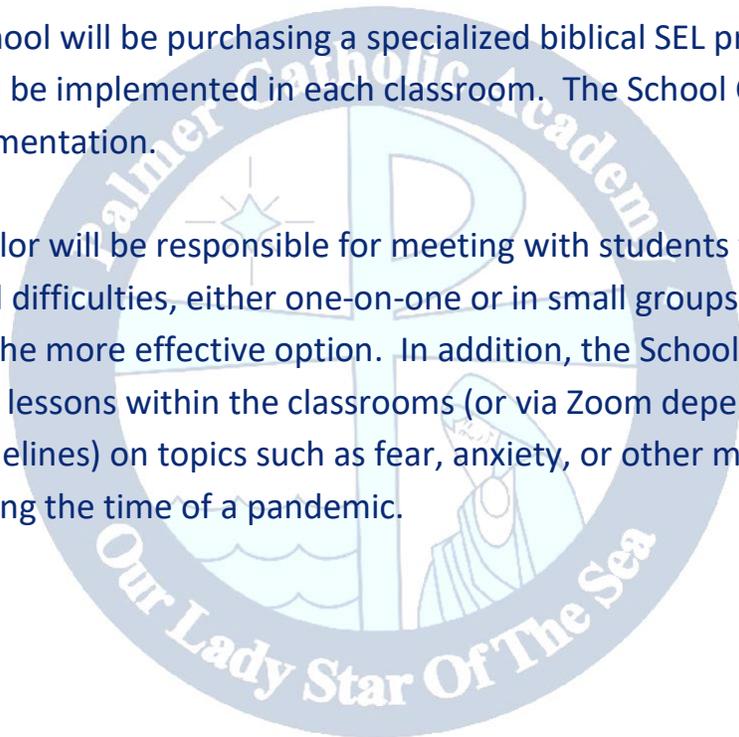
Social Emotional Learning (SEL)

How will the school ensure that my child's social emotional needs and mental health are being tended to upon the return to school?

Teachers will carefully monitor students' social emotional state upon re-entering school and throughout the time of social distancing. Any issues should be reported to the School Counselor for intervention. The School Counselor will send out monthly resources for parents and students to utilize in this area.

In addition, the school will be purchasing a specialized biblical SEL program called Friendly which will be implemented in each classroom. The School Counselor will assist in this implementation.

The School Counselor will be responsible for meeting with students who are having social or emotional difficulties, either one-on-one or in small groups of no more than 4 students, if this is the more effective option. In addition, the School Counselor will deliver whole class lessons within the classrooms (or via Zoom depending on CDC/Diocesan guidelines) on topics such as fear, anxiety, or other mental health issues that may arise during the time of a pandemic.



Recovery Plan for Students

What if my child has fallen behind academically as a result of last year's distance learning coupled with the summer slide?

It is our goal to close learning gaps that may have occurred during distance learning and the summer months by the end of the school year. In order to do so, the following Student Gap Recovery Plan will be put into place for the 2020-2021 school year.

Beginning-of-the-year assessment data will be collected from all students as soon as possible, but no later than **within the first 2 ½ weeks of school**.

As assessments are completed, the Data Committee will meet to review the scores and determine which students are in need of a Recovery Plan.

A Recovery Plan will be written for each qualifying student, containing specific measurable goals to be met, and parents will be notified of these goals so that they can assist with meeting them at home.

Students with a Recovery Plan will be pulled at least once a day by the classroom teacher in a small group of no more than 4 students following social distancing protocol. During these small groups, teachers will work with these students on the specific areas detailed in the Recovery Plan.

Progress monitoring will be completed bi-weekly for all students on a Recovery Plan. This progress monitoring data will be reviewed by the Data Committee bi-weekly, as it is administered, to determine if the Recovery Plan/small group instruction needs to be amended/alterd in any way.

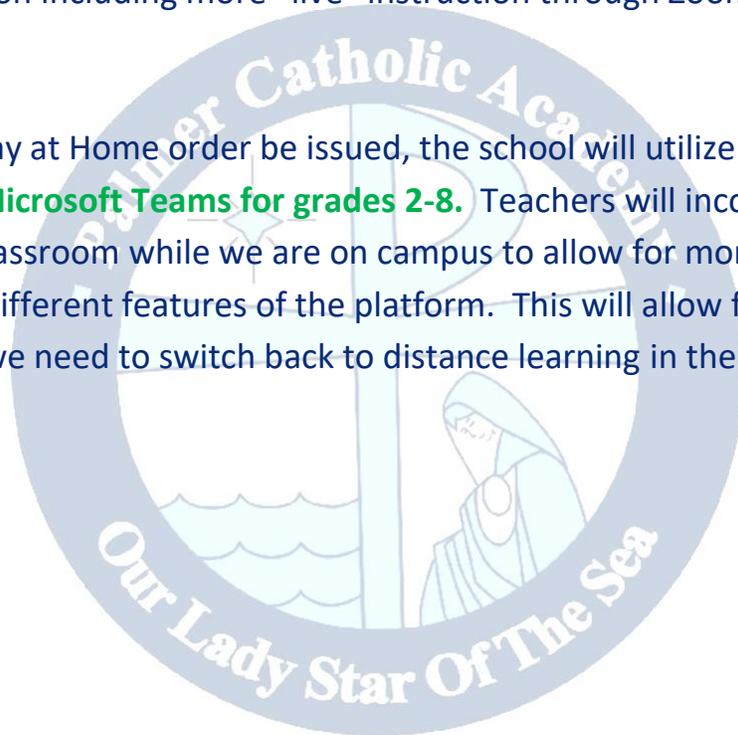
Once the goals of a student's Recovery Plan are met, a post-assessment will be given to determine if the student can be released from his/her Recovery Plan or needs to continue with small group activities. Parents will be notified of any changes to the plan.

Instructional Continuity Plan (ICP)

Does the school have a plan in place in case the state issues another Stay at Home order?

During the last Stay at Home order, the school prepared an Instructional Continuity Plan (ICP) to remotely continue quality education for all students. This summer, the Leadership Team will be meeting to review the plan and make some amendments to the plan, focusing on including more “live” instruction through Zoom, and other effective methods.

Should another Stay at Home order be issued, the school will utilize **Class Dojo for grades PK-1 and Microsoft Teams for grades 2-8**. Teachers will incorporate these platforms in the classroom while we are on campus to allow for more teacher-guided practice with the different features of the platform. This will allow for a more seamless transition should we need to switch back to distance learning in the future for a period of time.



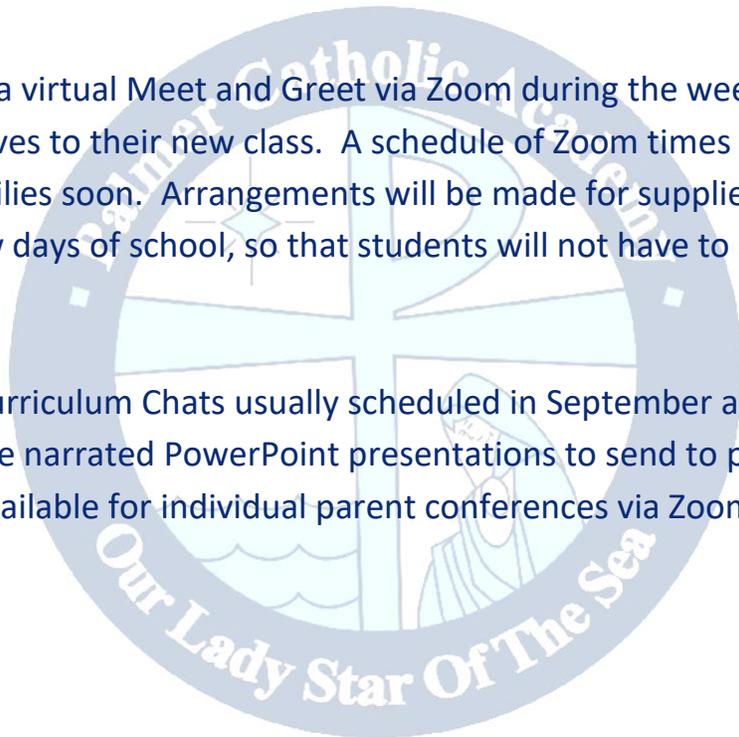
Meet & Greet and Curriculum Chats

Will we still have our regular Meet & Greets and Curriculum Chats?

The school will not hold its annual Meet and Greet due to social distancing requirements, **except for Pk and Kindergarten students. These will include only 3 students and their parents at a time and be scheduled through a Sign-Up Genius.** Families will **notified prior to the Meet and Greets** who their child(ren)'s new teacher(s) will be.

Teachers will hold a virtual Meet and Greet via Zoom during the week of August 3rd to introduce themselves to their new class. A schedule of Zoom times for Meet and Greet will be sent to families soon. Arrangements will be made for supplies to be brought in during the first few days of school, so that students will not have to carry too many items at once.

At this time, the Curriculum Chats usually scheduled in September are cancelled. Teachers will create narrated PowerPoint presentations to send to parents instead. Teachers will be available for individual parent conferences via Zoom throughout the school year.



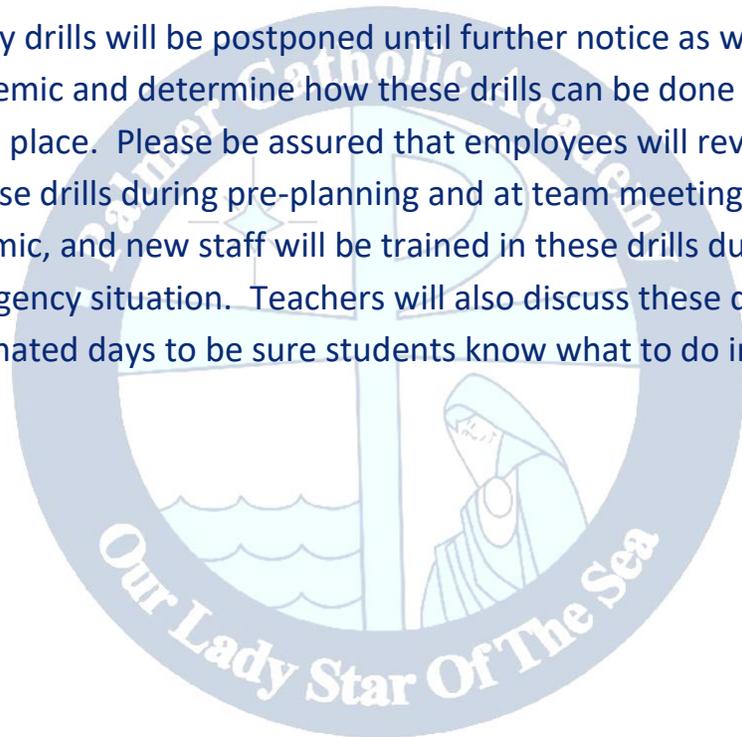
Drills

Will the school still have fire, weather, and safety drills during the pandemic?

At the direction of the Diocese, the rules for drills are as follows.

The school will still be required to have fire drills for the upcoming school year. Masks will be worn by all employees and students during fire drills.

Weather and safety drills will be postponed until further notice as we continue to evaluate the pandemic and determine how these drills can be done with the current social distancing in place. Please be assured that employees will review rules and regulations for these drills during pre-planning and at team meetings throughout the time of the pandemic, and new staff will be trained in these drills during pre-planning in case of an emergency situation. Teachers will also discuss these drills with students quarterly on designated days to be sure students know what to do in case of an emergency,



Extracurricular Activities

Will my child still be able to participate in clubs, sports, Rise and Shine, and Angels After Hours?

Before School Care (Rise and Shine) – Our before-school care program, Rise and Shine, will continue in the cafeteria with a limit of students based on the CDC recommendations at the start of school. Students will have their temperature checked at the front door before entering the school building. Students will then proceed to the cafeteria for Rise and Shine. Before leaving the cafeteria, the Rise and Shine moderator(s) will wipe down all tables, benches and materials used by the students during before-school care.

After School Care (Angels After Hours) – Our after-school care program, Angels After Hours, will continue in the cafeteria with a limit of students based on the CDC recommendations at the time of the start of school. Students will be spaced out in the cafeteria and rotate their after-care time inside with time outside to have less students together in one area at one time. Tables and play equipment will need to be wiped down before and after rotation. Angels staff will use gloves if distributing snacks. Cafeteria will be disinfected at the end of Angels each day, including all surfaces, door handles, light switches and any materials used.

After School Clubs and Activities – After school clubs and activities will continue on a case-by-case basis. Administration will meet with club sponsors in August to determine club limits and guidelines.

Sports - Sports are possible and will be determined on a case-by-case basis, depending on the CDC guidelines at the time of the sport.

Appendix

DOSA Visitor Self-Screening Form



VISITOR SELF-SCREENING FORM

Visitor or Parent Name: _____

Date: _____ Mobile Number: _____

School Name: _____

Are you showing any signs of the following symptoms?

- Temperature 100.4 or higher
- Shortness of breath, difficulty breathing
- Cough
- Runny nose
- Sneezing
- Muscle Pain
- Tiredness

Have you been exposed to someone with COVID-19 positive test results?

- YES
- NO

Is the information you provided on this form true and correct to the best of your knowledge?

- YES
- NO

NOTES: Visitation is forbidden if there has been any YES responses to the screening checklist. If "yes" is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.

DOSA Assumption of Risk & Waiver Relating to COVID-19



Assumption of Risk and Waiver of Liability Relating to COVID-19

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly through person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Palmer Catholic Academy has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending programs offered by the school and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the school may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, coaches, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at any school sponsored programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Palmer Catholic Academy and the Diocese of St. Augustine, and all of their current, former, and future agents, representatives, religious and employees and related entities (collectively, “the Diocese”) of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Diocese, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any school program.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Student