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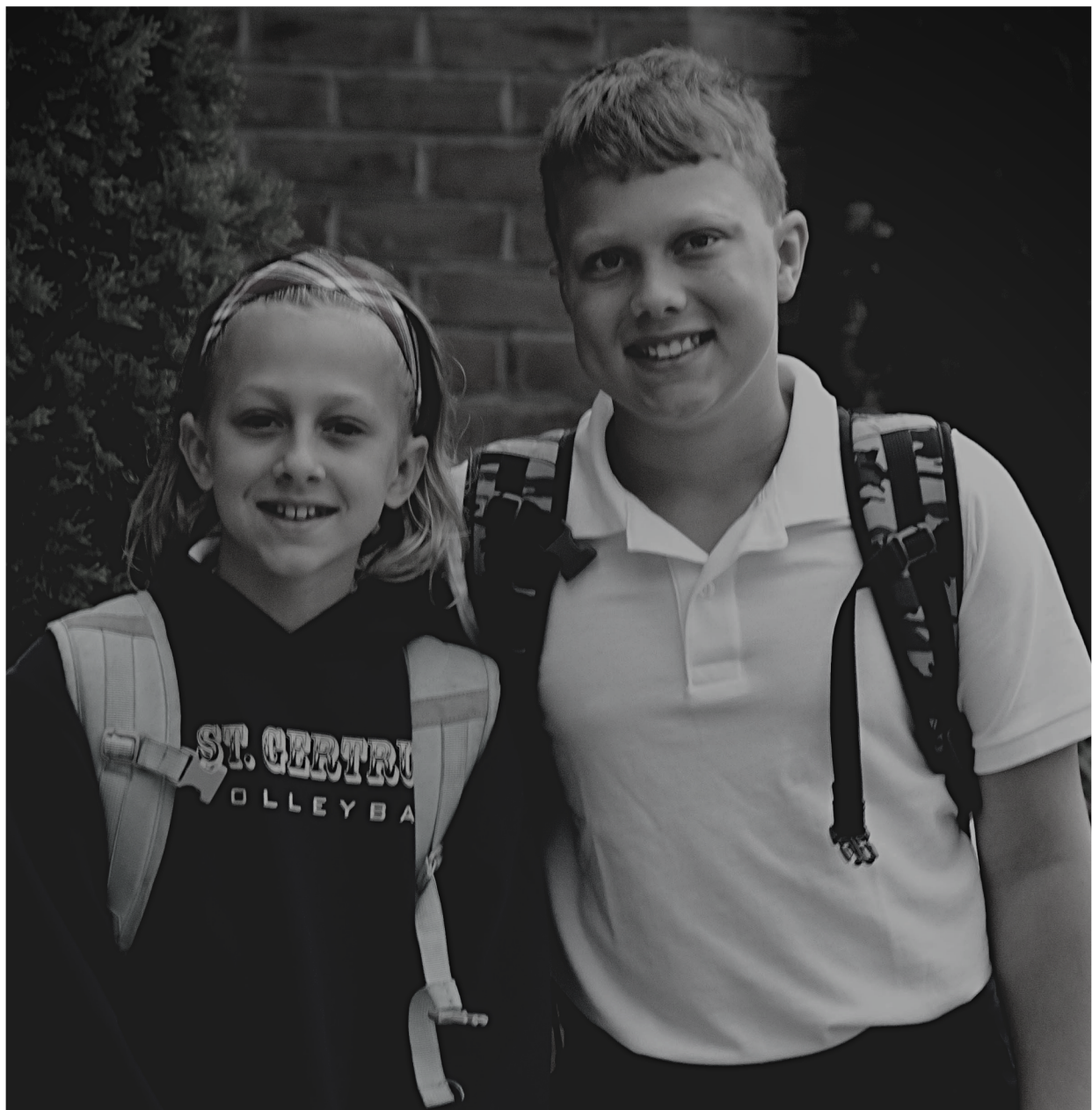
FALL 2020

**ST. GERTRUDE SCHOOL  
REOPENING PLAN**

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6543 MIAMI AVE MADEIRA, OH

[stgertrudesch.org](http://stgertrudesch.org)



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# A WORD FROM OUR PRINCIPAL

Dear Parents,

In this document, we outline our guidelines for welcoming students at St. Gertrude School for the 2020-21 school year. I hope that you will find this a helpful guide as you prepare your children for school and make decisions regarding their schooling. We acknowledge that this plan provides us with a framework as we begin the year and that it may need to be changed and adapted when the need arises.

Let us pray for an end to the pandemic through the intercession of Our Lady and may God continue to guide and protect us as we seek to know, love and serve Him in this world today. Our Lady, Seat of Wisdom and Queen of Peace, pray for us!

St. Dominic and St. Gertrude, pray for us!



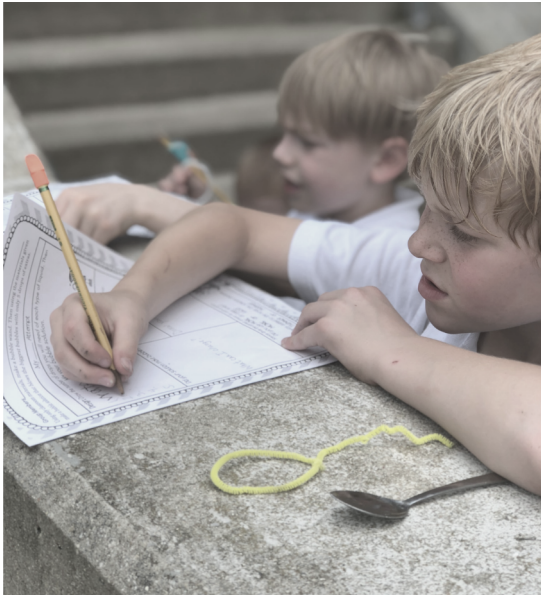
**Sister Maria Christi Greve, OP**  
**Principal**



## SCHOOL MISSION

# GUIDING PRINCIPLES

- Committed to our vision of providing a Catholic education for children
- Primary consideration for the emotional, mental, physical and moral well-being of children
- Policies to mitigate the spread of COVID-19 must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home
- Protect the health and safety of students, staff and visitors
- Communication and collaboration with families



# INSTRUCTIONAL PLAN

## FIRST DAYS OF SCHOOL

We will be welcoming students back to school over the course of the first two days, Thursday, August 20 & Friday, August 21, 2020. Parents will be notified of their family's assigned first day. This will allow teachers to give instruction on new procedures.

## CURRICULUM AND INSTRUCTION

In the event students are home due to illness, quarantine or elected distance learning, teachers will use both Google Classroom and FACTS SIS (replacing OptionC) to communicate with parents and students. See page 11 for our complete Distance Learning Plan. A block schedule will be implemented for 4th – 8th grade. Students will have a maximum of four core classes each day.

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# HEALTH & SAFETY GUIDELINES<sup>1</sup>

## DAILY HEALTH SCREENING

Parents should ensure that their child's temperature is below 100°F and is free of any symptoms<sup>2</sup> prior to sending them to school. Symptoms range from mild to severe and include the following: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Parents are encouraged to check the website of the [Center for Disease Control \(CDC\)](https://www.cdc.gov) for information on symptoms and when to seek medical care. Classroom thermometers will be provided to every teacher in order to assess student temperature as needed.

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<sup>1</sup> [COVID-19 Health and Prevention Guidance for Ohio K-12 Schools](#)

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# HEALTH & SAFETY GUIDELINES

## CONTINUED

### STUDENTS PRESENTING SYMPTOMS AT HOME

Parents should keep their child at home if they are ill. Any student or staff member with a fever of 100 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school. A student or staff member with symptoms of COVID-19 are encouraged to contact their health care provider to discuss testing and medical care. In the absence of testing, students or staff the following guidelines from Hamilton County will be followed.

### STUDENTS PRESENTING SYMPTOMS AT SCHOOL

1. Symptomatic students will be isolated, provided personal protective (PPE) equipment, and monitored by school staff.
2. Parents will be notified if their child is exhibiting symptoms and be asked to take them home.
3. Prior to returning to school, a doctor's note or a negative COVID-19 test must be provided for any student with confirmed symptoms.

### KNOWN EXPOSURE TO COVID-19

Families should notify the school if they have been exposed to COVID-19 and follow the 14-day home-quarantine guidelines. St. Gertrude School will follow the Hamilton County Guidelines for Suspected COVID-19.

A student or staff member who is symptomatic with suspected or confirmed COVID-19 may not come to school until:

1. At least 3 days (72 hours) have passed since recovery has taken place, defined as resolution of fever without the use of fever-reducing medications; and,
2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
3. At least 10 days have passed *since symptoms first appeared*

A student or staff member who has been in close contact with a positive case of confirmed COVID-19 should report suspected or confirmed cases of COVID-19 to the school and will also follow Hamilton County guidelines.

# HEALTH & SAFETY GUIDELINES

## CONTINUED

Close contact is defined as anyone that was within 6 feet of a positive COVID-19 case for 15 minutes in the 48 hours prior to being positive or symptomatic. This would include anyone with or without a mask.

- Asymptomatic contacts who test negative should self-quarantine for 14 days from their last exposure (i.e., close encounter with confirmed or probable COVID-19 case).
- Close contacts should self-isolate and be managed as a probable COVID-19 case.
- Close contacts should self-quarantine and be monitored for 14 days after their last exposure, with linkage to clinical care for those who develop symptoms.
- All close contacts need to be symptom free and no fever for 72 hours (3 days) without fever reducing medication.

St. Gertrude School will contact Hamilton County Public Health when there are positive or suspected cases of COVID-19 in the school. All contact tracing and positive COVID 19 requirements / guidelines are subject to change based on CDC and ODH requirements and guidelines.<sup>3</sup>

### CLOSE CONTACT AT ST. GERTRUDE SCHOOL

Since close contact is defined as anyone that was within 6 feet of a positive COVID-19 case (for 15 minutes in the 48 hours prior to being positive or symptomatic), students within the same classroom would not necessarily be in close contact with one another. In cases of COVID-19, we will reported to Hamilton County who will give guidance on close contacts. Our classrooms are set up to avoid close contact.



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<sup>3</sup> [Hamilton County Guidelines COVID-19 Suspected](#)

# PRACTICE GOOD HYGIENE

## WASH AND SANITIZE HANDS TO PREVENT SPREAD

St. Gertrude will instruct students and incorporate methods on proper prevention strategies. Since, handwashing and other common prevention methods are some of the most effective ways to reduce the spread of infectious disease<sup>4</sup>, teachers will regularly instruct and reinforce with students common prevention methods and healthy practices including but not limited to a) hand washing, b) cough and sneeze etiquette, c) respecting of personal space, and d) the importance of staying home when sick or displaying symptoms.

- Teachers and staff will monitor and encourage regular hand washing throughout the day.
- Sanitization stations will be available throughout the building and in common areas.
- All classrooms will be equipped with hand sanitizer (60 - 95% alcohol based).
- Students will dry their hands using paper towels.
- Students will wash/sanitize their hands after they go to recess.
- Students are asked to bring water bottles and water fountains will be used to fill bottles.

## THOROUGHLY CLEAN AND SANITIZE SCHOOL ENVIRONMENT TO LIMIT SPREAD ON SHARED SURFACES

St. Gertrude School will seek to limit the spread of infectious diseases through regular cleaning and sanitation of the school environment. Since the use of disinfectants reduces the spread of infectious diseases<sup>5</sup>,

- The school building is professionally cleaned every evening during the week. Among other things, cleaning will include wiping of surfaces, such as student desks, classroom counters, and other high touch areas.
- Scheduled cleanings for all touchable surfaces (e.g., interior and exterior door handles, office counters, etc.) will be done by school staff throughout the day.
- Teachers will be provided cleaning and sanitizing materials for regular cleaning and sanitizing of classroom surfaces.
- Students will use personal school and art supplies in the classroom.
- Shared tools (such as paintbrushes) will be sanitized when needed.

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<sup>4</sup> Centers for Disease Control and Prevention. Show Me the Science - Why Wash Your Hands? Sept. 17, 2018.  
<https://www.cdc.gov/handwashing/why-handwashing.html>

<sup>5</sup> <https://www.sciencedirect.com/science/article/abs/pii/S0196655302482491>

# PRACTICE SOCIAL DISTANCING

St. Gertrude School will seek to provide social distancing between students and teachers within the classroom as is recommended by the state of Ohio. Social distancing, with at least 6 feet between people, can reduce the spread of infectious disease.<sup>6</sup>

## CLASSROOMS

- Student desks will be spaced or clear partitions will separate desks.
- Students 4th-8th will move less frequently between classes.
- A block schedule will be implemented for 4th-8th grade.
- Each classroom will have an air purifier unit with medical grade H13 Filters (higher rated than True HEPA filters).
- Seating charts will be used for all rooms.
- Volunteers for classrooms will not be scheduled until further notice.

## ARRIVAL

- Arrival time prior to the school day will be limited, so that social distancing with supervision may be observed.
- General arrival begins at 7:35 a.m.
- Students arriving by bus prior to 7:40 a.m. will go to the cafeteria.
- Beginning at 7:40 a.m. students will go directly to their homeroom classrooms.

## BEFORE SCHOOL CARE

- Students needing early arrival will sign up for Before School Care for a fee of \$2 per family per day. Billing will be processed through FACTS Tuition Management.
- Before School Care is in the gym from 7:15 – 7:40 a.m.
- Students will enter through the side gym entrance, which faces the school building. Parents should exit the parking lot via Miami Avenue exit.
- Students will be escorted to the school building via the crosswalk in the parking lot.

## DISMISSAL

- There is one minor change to the dismissal process.
- Students will remain in their classrooms until their ride home is called over the PA system.

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<sup>6</sup> Centers for Disease Control and Prevention. Social Distancing. May 6, 2020. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>



# PRACTICE SOCIAL DISTANCING

## CONTINUED

### HALLWAYS

- Visual cues to encourage a healthy environment will be placed in the hallways.
- Student interaction in the hallway will be limited by staggering student movement.
- Teachers will coordinate movement within grade levels.

### LUNCH

- Lunch procedures will be developed for each grade level.
- Kaldi's Catering Service will be providing preordered boxed lunches.
- Students may purchase a boxed lunch and eat in the cafeteria or pack lunch and eat in their classrooms.
- The option to eat outside is also being considered.
- Free and reduced lunch is available through the office. Parents complete the application for Free and Reduced lunch at the beginning of the school year.
- Parent volunteers will be assisting in lunch distribution and supervision. Sanitization of tables and chairs will take place after each usage.

### RECESS

- Younger grades may have additional recess each day.
- The gaga pit will not be available.
- The students will learn games in PE, which are easier to play while keeping physical distance.
- The teachers will monitor the students' play and encourage activities that promote a healthy environment.
- The play equipment may be used.

### SCHEDULE OF CLASSES

- Grades 4th-8th will be on a block schedule.
- Art, Music and PE will take place in the corresponding classrooms for grades K-3 with social distancing.

# PRACTICE SOCIAL DISTANCING

## CONTINUED

### SCHEDULE OF CLASSES

- 4th – 8th will have music in their classrooms where physical distance is ensured. They will have Art and PE in corresponding rooms.
- Sanitization of tables, shared instruments and PE equipment will take place when necessary, i.e. the tables and instruments and equipment after use.
- Students will attend Library class at 50% capacity. At times Library class may be held in the homerooms.
- Students will not be required to wear PE clothes; they should have athletic shoes for PE.

### SCHOOL MASSES

- The students will practice social distancing at school Masses.
- Students in grades 2-8 will attend Mass each week. K-1 students will be scheduled to attend Mass each trimester.
- The schedule for three Masses will be announced closer to the start of school.
- This plan will be adjusted as we are able throughout the year.

### EVENTS

- In order to provide a healthy environment for all of our events, we will make adjustments to events as needed throughout the school year.
- 8th grade Leadership Retreat at Woodland Lakes will be a day trip with no overnight.
- We will use video conferencing for parent meetings until further notice (SAC & PTO).
- New Families Parent Meeting, Thursday, August 13, 2020 7PM, will be in person and through video conferencing (Family's preference).
- Back to School Night will be virtual. Details will be provided later.



<sup>6</sup> Centers for Disease Control and Prevention. Social Distancing. May 6, 2020. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

# FACE COVERINGS

## CONSIDERATIONS

The use of cloth face coverings can reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19.

N.B. On July 23, 2020, Governor DeWine announced a Directive from the Department of Health, which requires Ohioans to wear facial coverings. Although this directive specifically states that, it does not apply to schools (cf. [Director's Order for Facial Coverings throughout the State of Ohio](#), Section 2, subsection o), we strongly recommend during this time when Ohio is experiencing high exposure and spread of COVID-19 that students wear masks when they are not socially distanced.

## FROM THE AMERICAN ACADEMY OF PEDIATRICS (AAP)

- Students should be taught how to properly wear (cover nose and mouth) a cloth face covering, to maintain hand hygiene when removing for meals and physical activity, and for replacing and maintaining (washing regularly) a cloth face covering.
- Some students, or staff, may be unable to safely wear a cloth face covering because of certain medical conditions (e.g., developmental, respiratory, tactile aversion, or other conditions) or may be uncomfortable, making the consistent use of cloth face coverings throughout the day challenging.<sup>7</sup>

## FACULTY & STAFF

- School staff must wear face masks<sup>8</sup>, unless it significantly interferes with the ability to communicate with children. When interacting with large groups of students, it may be helpful to wear a clear shield in order to communicate well.
- Teachers may wear face shields when teaching that wrap around the face and extend below the chin rather than face masks. In order to communicate well with students, this is preferred to face masks.

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<sup>7</sup> American Academy of Pediatrics, [COVID-19 Planning Considerations: Guidance for School Re-entry](#).

<sup>8</sup> [COVID-19 Health and Prevention Guidance for Ohio Schools](#)

# FACE COVERINGS

## CONTINUED

### STUDENTS

The COVID-19 Health and Prevention Guidance for Ohio K-12 Schools strongly recommends that students in grades 3-8 grade wear a face mask unless they are unable to do so for a health or developmental reason. Students in grades K-2 may wear face masks in school.

- Ultimately, it is the parents decision if their students wear masks, however we strongly encourage students to wear masks to school and at times when they are not socially distanced (i.e., moving around the building).
- Masks worn by students with their uniforms should be a solid color and white, black, navy, grey or red. No lettering may be on the masks.
- Students should bring a few masks to school labeled with their name. Parents are asked to ensure that they are regularly laundered.

### VISITORS/VOLUNTEERS

- The guidelines recommend that we limit the number of visitors to a school.
- Volunteers follow the same guidelines as staff.

### EXCEPTIONS WHEN

- Facial coverings are not advisable for health reasons;
- Facial coverings impede communication;
- Facial coverings obstruct the ability for hearing impair students to read lips.



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# DISTANCE LEARNING PLAN

## THE DISTANCE LEARNING PLAN WILL BE IMPLEMENTED IN THE FOLLOWING CIRCUMSTANCES:

- Parents have elected for their child or children to stay home for the trimester.
- Students are quarantined due to illness or suspected COVID-19 exposure.
- The school is closed and has implemented school wide distance learning.

## ATTENDANCE

- Students will be expected to attend regularly scheduled class meetings. Class meetings will be hosted by the teacher. Students will connect to the video conferencing/chatting service (e.g., Google Meet or Google Hangouts) for class meetings.
- Students enrolled in distance learning for the trimester or those who are at home due to circumstances related to illness will be provided a schedule and specific times for when they should join live, on-campus classes.
- Teachers will record attendance at the beginning of each scheduled class meeting. Attendance records will be kept and attendance policies and guidelines will be enforced.
- If a student is unable to attend distance learning classes for the day, then parents should notify the school office by 8:00 a.m. Parents may communicate absences through email at [office@stgertrudesch.org](mailto:office@stgertrudesch.org) or voice at 513-561-8020 x. 1101. Excused or unexcused absences will be determined by administration.
- Attendance policies will also be applied to students receiving intervention/auxiliary services.

## ASSIGNMENTS AND INSTRUCTION

- Teachers will provide instruction, based on the curriculum and standards in each subject ([See Archdiocesan Graded Course of Study](#)).
  - A block schedule will be followed for the 2020-2021 school year. Students will have 3 or 4 classes per day.
  - Teachers will provide instruction through video conferencing or through recorded content.
  - Teachers may require virtual class attendance to provide instructional content. However, students will not be required to be online continuously.
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# DISTANCE LEARNING PLAN

## CONTINUED

### ASSIGNMENTS AND INSTRUCTION

- Teachers will provide regular assignments for students to complete. All assignments will include due dates. Specials teachers (Art, Music, PE) will assign long-term projects.
- In grades 2-8, penalties may be applied if directions are not followed or if work is submitted late.
- Teachers will post assignments on Google Classroom for students. Assignments are posted by 8:00 a.m. on the day that the class meets. For example, if a student has math class on Monday and Wednesday, then assignments for those days' classes are posted by 8:00 a.m.
- School policies on make-up work will apply to distance learning. For grades 2-8, this includes credit deduction for work that is submitted late.

### GRADING

- Assignments given during distance learning will be graded in the same manner as the regular class environment. Teachers will communicate any adjustments to grading when meeting with students during class meetings. Parents may also be notified of changes.
- Teachers will track student work and progress through scheduled classes and Google Classroom. Feedback will be provided as needed. In grades 3-8, grades will be updated on a weekly basis and posted on FACTS SIS.

### COMMUNICATION

- Parents may email the teacher directly. Parents are able to email through FACTS SIS or email directly through their email service provider. Parents may also call the teacher on their direct class line. Teachers will respond to parent communication within 24 hours of receipt of parent communication.
  - Students will have regular communication with teachers during classes through Google Meets. A student may send messages to their teacher via Google Hangouts at any point throughout the day. The teacher will respond when it is convenient to do so. Students may not email the teacher and teachers will avoid one-on-one meetings with students.
  - Students will have access to teachers during the school day. Students in 4-8 grade may join regularly scheduled classes virtually. While students in K-3 may join their class at a specific time arranged by the teacher.
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# DISTANCE LEARNING PLAN

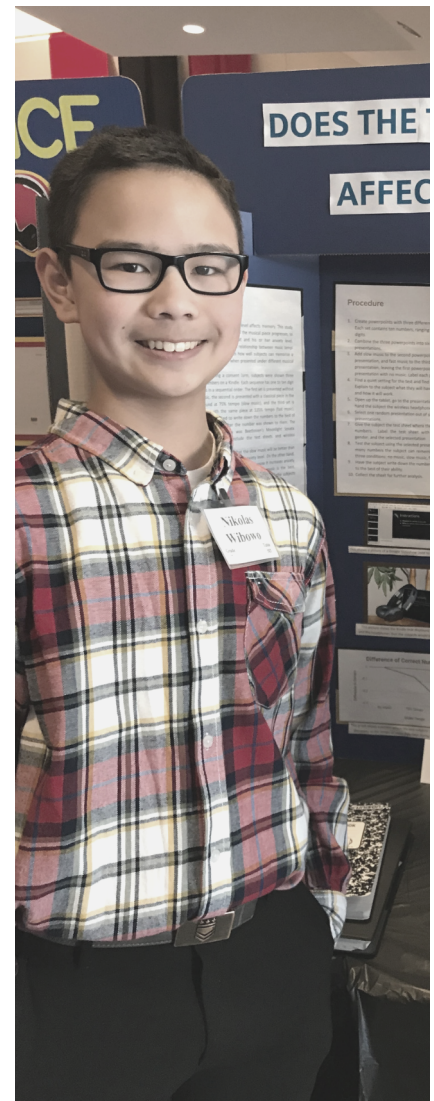
## CONTINUED

### COMMUNICATION

- Parents should monitor student use of Chromebooks and internet activity, including video conferencing.
- Families who elect distance learning will work with each teacher to establish instructional communication. Students in grades 4-8 will be required to access classes through video conferencing. Since the school is on a block schedule, students will have 3-4 classes per day and will log in for specific times during the class period.

### BEHAVIOR AND ETIQUETTE FOR DISTANCE LEARNING ENVIRONMENT

- The Student Conduct Code will be enforced during distance learning. This includes but is not limited to academic honesty, technology use, and interpersonal communications policies. Consequences for misconduct may be adjusted to the distance learning environment.
- Students will dress appropriately for video conferencing with class; the school dress down policy applies.
- Parents should provide an appropriate space for their child to complete assignments and for video conferencing with class.
- During class meetings, students' faces should be seen. Students will follow teacher directions regarding communication protocols during class meetings (e.g., muting mics, sharing screens, asking questions, etc.).
- Parents should refrain from doing any assigned work for their children; teachers need to know what skills students have mastered in order to proceed with the highest-quality instruction.



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# COVID-19 ACKNOWLEDGEMENT OF RISKS

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Gertrude School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Gertrude School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. Gertrude School, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Gertrude School function. The same is true for parent(s) of a student at St. Gertrude School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Gertrude School functions is the choice of each family, including ours. If student or parent(s) who visit St. Gertrude School have underlying health concerns, which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to [School], attend any St. Gertrude School function, or visit [School]. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Gertrude School or any St. Gertrude School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

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