

# St. Luke School



# Reopening Plan 2020-2021

Revised August 21, 2020

This is an executive summary of the protocols and procedures, known as the Plan, for reopening St. Luke School for in-student attendance for the 2020-2021 school year. The Plan complements the Parish Reopening Plan and has been developed in consultation with the Archdiocese of Chicago Office of Catholic Schools and state and local public health officials.

The four guiding principles of this plan are:

1. Everything possible should be done to timely reopen our school building and provide a safe, faith-filled education for our students in a safe and timely manner.
2. The course of the pandemic in Illinois remains fluid. While much has been achieved, there remains the potential that the gains could be lost.
3. We must establish trust that the top priority in any Plan is the safety and well-being of our families, students, faculty and staff.
4. Calling people to exercise faithful citizenship. Each family must take personal responsibility for the common good as well as their own safety.

### **Two Track Model**

St. Luke School will offer families to choose between two tracks for students during the 2020 - 2021 school year. St. Luke will discontinue the use of perfect attendance awards and assessments based on absenteeism.

#### **Face-to-Face Track:**

- A physical return to St. Luke School following the cohort model developed within the guidelines from the Archdiocese of Chicago reopening plan.
- An ability to move to short term e-Learning, coordinated by the homeroom teacher, should a student or cohort need to be away from the classroom for any reason.
- Adherence to the Archdiocesan Priority Standards during instruction.

#### **Long Term e-Learning Track:**

- Available for PreK-8 students where instruction and assignments will be provided on a daily basis with regular feedback.
- Organized using St. Luke School teachers and staff according to grade level groups, with consultation by the homeroom teachers to ensure coordinated instruction between tracks.
- This track will begin Monday, August 24th. This will allow teachers and staff the opportunity to plan and prepare lessons aligned for both face-to-face instruction and long term e-Learning.
- Coordination of e-Learning lessons with those lessons being taught in the face-to-face track. The concept and content being taught will be the same. There may be differences in how the lesson will be taught, given the differences in the two types of instruction.

- All students will receive regularly scheduled face-to-face time with e-Learning teachers.
- Students will receive regular assessments and feedback of work in a timely manner. Teachers will be utilizing the same grading scale as the face-to-face track.
- Attendance will be taken daily and student schedules will mimic the school day and be based upon 5 hours of face-to-face teaching and independent work.
- Adherence to the Archdiocesan Priority Standards during instruction.
- Core classes taught: Religion, Reading, English, Math, Science, and Social Studies. Special area classes may be integrated at a later date.
- Students will be given a St. Luke email address and will be using Google Classroom as the main learning management system. Virtual meetings will be through Zoom.
- Students will be using iReady as well as platforms and applications similar to those being used in face-to-face instruction and short-term e-Learning.
- Parent and student support will be provided by St. Luke School staff.
- Chromebook loaner devices will be available through the school while supplies last.
- The ability to return seamlessly to face-to-face instruction at the end of the first and second trimester will be provided.

### **The Cohort Model**

St. Luke School will operate under a “Cohort” model when school reopens in the fall. Under the cohort model, students and staff are grouped by homeroom. The homeroom groups will have the same group of students stay with the same staff (all day for grades PK-5 and as much as possible for grades 6-8).

The cohort model maintains a safe environment by eliminating the interaction between cohorts, which allows single classes to be quarantined in the event of infection, rather than closing the entire school building. Within each cohort, students will be social distanced as much as possible to help mitigate risk. Classroom furniture will be arranged to maximize space between students while all students will be facing the same direction.

### **Masks and Personal Protective Equipment (PPE)**

All individuals in the school building must wear masks at all times. Students are expected to bring their own masks with the following guidelines:

1. Reusable Masks: students will be asked to bring two (2) masks daily in case one breaks or is unusable. Masks should be washed daily.
2. Disposable Masks: students will be asked to bring two (2) masks daily in case one breaks or is unusable. Masks should be discarded after each school day.

Masks should be on when students arrive at school grounds in the morning. Masks are not allowed to contain messages or images that would distract from the educational environment of the school. Students can use “gaiter” masks provided they have three layers of fabric and can remain over the mouth and nose at all times. **Valve masks cannot be used.**

Masks may be removed in special circumstances. These include:

1. When students are eating lunch, breakfast, or snacks.
2. When engaged in outside activities or instruction.
3. When removing masks, students and employees must remain socially distant by at least six feet.
4. When removed, masks should be stored in an individual paper bag (not plastic or cloth) that is labeled with the students name (Paper bags will be provided by St. Luke). Students will wash or sanitize hands before putting their masks back on.

Masks may be moved aside for short sips of water.

St. Luke School will ensure an ongoing supply of PPE and cleaning supplies for classroom and building use. These supplies include but are not limited to:

1. Gel Hand Sanitizer
2. Non-Contact Thermometers
3. Disposable masks
4. Disposable gloves
5. Face shields
6. Cleaning and disinfectant for each classroom and bathrooms.

### **Arrival & Dismissal Procedures**

St. Luke School will provide a detailed arrival and departure procedure to each family. The school building will open at 7:50 am for students to enter **(Families with Preschool & Kindergarten students are asked to drop off between 8:05 am -8:15 am)**. The traffic flow will be done to allow for easy movement for students and families and will be strictly enforced. Each grade level will be assigned a specific exterior door (see below) that will be used for arrival and dismissal of that grade. Please be aware that this year the parking lot will be closed as we will be using it for student pick-up and arrival.

Entry/Exit Door Assignments:

- Preschool - Door 8 (Gymnasium)
- Kindergarten - Door 8 (Gymnasium)
- 1st Grade - Door 2 (Library)

- 2nd Grade - Door 2 (Library)
- 3rd Grade - Door 1 (Main Entrance)
- 4th Grade - Door 1 (Main Entrance)
- 5th Grade - Door 7 (Lake St.)
- 6th Grade - Door 7 (Lake St.)
- 7th Grade - Door 4 (Alley)
- 8th Grade - Door 4 (Alley)

All students arriving late to school are asked to enter through Door 1 and report to the Main office.

Upon arrival, students will be asked to complete a Wellness Check. The wellness check will occur inside the entryway for each designated grade level and will be completed by a St. Luke employee/volunteer. The Wellness check includes:

1. **Mask Check:** A check of each student to ensure that masks are present and properly worn.
2. **Ask Symptoms Check:** Students will be asked the following questions: “Do you feel sick in any way? Do you have a cough or fever? Do you have a stomach ache?” Any student who identifies as feeling sick will be sent home.
3. **Temperature Check:** A temperature check of each student will be taken by a touchless thermometer on the students forehead. Any student with a temperature over 100.4 degrees fahrenheit will be sent home. (medical definition of fever is 100.4 degrees)
4. **Hand Sanitizer:** Students will receive hand sanitizer to clean their hands before entering.

Parents and guardians will not be allowed to enter the building to escort students to/from classrooms at arrival or dismissal.

Dismissal time will be completed by grade level and will be staggered by five (5) minutes to ensure student health and safety. Students will be asked not to congregate on school grounds after dismissal.

### **Facility Guidelines and Cleaning**

St. Luke School will follow the building cleaning and disinfection procedures outlined in the ISBE/IDPH’s Transition Joint Guidance. Specific details of the facility guidelines and cleaning include:

1. Increase the circulation of outdoor air as much as possible by opening windows and internal classroom doors.

2. Internal hallway doors will be kept open to eliminate the need to use door handles as long as in doing so is acceptable to fire code and student safety.
3. Fans will be utilized within classrooms for air circulation as long as the fan does not point in the direction of the students.
4. All rooms will be supplied with a spray bottle of cleaning disinfectant and hand sanitizer.
5. Common used rooms and surfaces will be cleaned throughout the school day as well as after school by the school cleaning service.
6. Restrooms will be cleaned throughout the school day as well as after school by the school cleaning service.
7. Drinking fountains will only be used to fill reusable bottles or disposable cups and will be cleaned regularly.
8. Food and drinks cannot be shared (including students snacks, lunches, and birthday treats). Food and drinks should be covered when not being consumed.
9. Students lockers will not be used (with the exception of Preschool and Kindergarten). Students will keep personal belongings at their desks.
10. The hallways and shared spaces will have designated one way markers and social distancing markers to allow internal traffic flow.
11. Cohorts that need to move around the building will only be allowed to do so with no other cohort in the hallways.
12. Sharing of school supplies such as pencils, markers and art supplies will not be allowed. All students are expected to maintain their school supplies in individually labeled containers, cubbies, or desks. Any shared equipment (i.e. computer) will be cleaned and disinfected before use by another student.

### **Lunch and Restrooms**

St. Luke School will utilize Waldron Hall and classrooms for lunch on a rotational basis allowing students to be socially distanced while eating lunch. Restrooms will be scheduled per cohort and cleaned after each use. No more than three (3) students will be allowed in the restroom at a single time. Touchless appliances (i.e. Toilet, Sink, Soap dispensers, Hand dryers) are going to be used in every restroom to avoid contamination.

### **Special Area Classes**

St. Luke School will continue to offer students special area classes to enhance the educational experience for our students. The teachers of these classes (with the exception of Computers) will go into the student cohorts and maintain social distancing while in the classroom. The computer

lab will be thoroughly cleaned before the classroom can be used by another class. PE/Health will be outside when possible.

### **Recess**

St. Luke School will continue to have recess for all students at various times throughout the school day. Recess will be scheduled so that cohorts do not intermingle with other cohorts. When recess is held outside, masks may be removed and stored in paper bags or on the student's lanyard. Any recess equipment that is used will be cleaned between cohort usage.

### **Extended Day Services**

St. Luke School will continue to offer Extended Day Services (EDS) to all families. EDS will take place in Waldron Hall with social distancing in effect between students in different cohorts. Students will be allowed to go outside with adult supervision and weather permitting. Pick-up and drop-off will utilize Door 1 (Main entrance) of the school. Waldron Hall will be cleaned before and after EDS. Toys and supplies will not be shared among students.

### **Special Events**

St. Luke School will pursue virtual group events, gatherings, or meetings when possible, and promote social distancing of at least six (6) feet between people if events are held. Large group gatherings, such as assemblies, will not take place until further notice. Students will still participate in weekly Mass either by attending in-person by cohort or watching Mass inside the classroom. When students are attending Mass in-person, St. Luke will adhere to the Archdiocesan Liturgical and Sacramental Guidelines.

All off-site field trips will not take place until further notice from the Archdiocese.

Emergency drills will continue to be conducted with assistance from the River Forest Police and Fire departments.

### **Student Travel**

St. Luke School discourages families from traveling throughout this school year. If any student does travel to another country or to states experiencing significant COVID-19 outbreaks (as determined by the City of Chicago) will be required to quarantine for 14 days upon returning home. Students should inform St. Luke if they experience any COVID-19 symptoms during those 14 days of quarantine.

## Extracurricular Activities

All extracurricular activities must follow the school health and safety requirements set forth above, which include social distancing, appropriate use of PPE and limiting the number of individuals in one space to 50 or fewer. Such programs as School Play, Guitar, Piano, Band and Strings etc. will be postponed or conducted virtually outside of school hours until further notice from the Archdiocese.

St. Luke School fall athletic competitions are cancelled, winter and spring athletic competitions will be determined at a later date.

## Infection Protocol

St. Luke School will follow the infection protocol as outlined by the Archdiocese Office of Catholic Schools. Details of the protocol include:

- Prevention:
  - As outlined above, temperature checks of all students and staff will be taken on arrival at school each morning. Any student, employee who has a temperature above 100.4 degrees fahrenheit will be sent home and encouraged to see a doctor.
  - Masks will be worn at all times by all individuals in the school building.
  - All cleaning and disinfecting measures will be taken to mitigate exposure and spread of COVID-19.
- Response:
  - If a student is exhibiting a fever or two or more other COVID-19 symptoms, they will be immediately separated from others. They will be moved to the schools isolation room and parents/guardians will be contacted immediately. The parent/guardian will be asked to pick up the student immediately. The student should see a doctor to assess symptoms and/or administer a COVID-19 test.
    - Any siblings of the student will also be sent home, regardless of whether they display COVID-19 symptoms. Siblings may return for the next day of school unless the student receives a positive COVID-19 diagnosis or the siblings develop symptoms.
  - For students that see a doctor and it is determined the illness is not COVID-19, either through a test or the doctor's diagnosis, the student may return to school when symptoms subside **with a doctor's note confirming the negative COVID-19 diagnosis.** A doctor's note is required for illnesses that last more than three days.
  - If a student has symptoms but has tested negative on a COVID-19 test, they are to remain at home until symptoms disappear (without the use of medication). **They**

**must provide a doctor's note or the documented COVID-19 test results before returning to school.**

- If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met CDC's criteria to discontinue home isolation, which currently includes:
  - 24 hours with no fever (without medication) **and**
  - Other symptoms reduced substantially (by at least 75 percent) **and**
  - 10 days since symptoms first appeared.

Students will be allowed to complete and submit work remotely during time away from school.

- Isolation:
  - If any student or employee is diagnosed with COVID-19, the following steps will be implemented:
    - The student or employee will be asked to remain at home and monitored for ongoing symptoms, as described above.
    - The principal will distribute a COVID-19 exposure letter to all parents and employees (the privacy of the impacted student or employee will be protected) of the affected cohort.
    - The cohort of the infected individual will be quarantined and move to e-Learning.
    - When cohorts are quarantined, the entire cohort (students and employees) are sent home. They are asked to remain home until they have met the CDC's criteria to discontinue home isolation, which currently includes:
      - Three (3) days with no fever (without medication) **and**
      - General symptoms improved by at least 75 percent **and**
      - 14 days since symptoms first appeared **or**
      - 14 days since exposure to the infected individual(s) for asymptomatic individuals.
  - The school will continue to closely monitor the health of all non-quarantined students and employees. In cases of widespread infections in the school (particularly multiple cohorts), the entire school may be quarantined.
  - In cases where students or employees have exposure to individuals (such as an immediate family member) who are COVID-19 positive in their home, the following steps will be implemented:
    - The student will be asked to remain at home for at least 14 days from last exposure to their family member, or in the event the student continues contact with their family member, 14 days from the time when their

family member has met the CDC's criteria to discontinue home isolation, which currently includes:

- Three (3) days with no fever and
- Other symptoms improved and
- 14 days since symptoms first appeared.

ARCHDIOCESE OF CHICAGO CATHOLIC SCHOOLS  
2020/21 SCHOOL YEAR

**WE ARE  
CALLED...**