



Safety Plan

St. Francis School will take every reasonable precaution to prevent the spread of Covid-19. In conjunction with the Diocese of Manchester, we remain open to adding new precautions as well as evaluating those that become unnecessary, counter-effective, or overly burdensome to our students and teachers. At this time, and for the foreseeable future, we are confident that the following requirements and precautions will address and enhance the safety of our school community.

THE SPIRITUAL REALITY

Our Lord's example on earth shows us that our ability to weather any crisis comes from daily and frequent connection with God our Father. From this relationship, we find deep and abiding peace. As we grow in our love for Christ, so will our capacity to love others (Jn. 15:5-12). We will respond from a wellspring of peace rather than react from a shallow point of fear and anxiety. It is only when we learn to abide in Christ more and more that our reactions change to thoughtful and peaceful responses, because we are deeply rooted in His love (Eph. 3:17-18).

Fully aware that St. Francis School encourages children to see with the eyes of Faith, and to show the love of Christ to others, all safeguards, considerations, and recommendations begin with the following prayer:

May we learn more and more to abide with Christ. In Him, we find our peace and from this vantage point we find the dignity of others and the courage to respond to them with love.

ALL STUDENTS AND EMPLOYEES MUST STAY AT HOME IF THEY ARE SICK

Without question, the most important measure that we can take as a school community to prevent the spread of any illness, including Covid-19, is to be diligent in keeping our children home if they are sick. We must allow sufficient time for the body to rest and recover before returning to school.

If students have any of the following symptoms, they are required to stay at home:

- a) Fever in the last 72 hours, including feeling feverish, chills, or shaking
- b) Any new muscle aches or pains, headache, nausea, severe fatigue without apparent cause, or diarrhea

- c) Changes in sense of taste or smell
- d) Temperature over 100 degrees
- e) Sudden onset of respiratory symptoms such as cough or shortness of breath (unless known medical condition such as COPD or CHF). If a student suffers annually from allergies (e.g. sneezing, red eyes, runny nose and/or cough), please let the school know.

Students or employees who are ill must go home. Students who become ill during the school day will be separated from other students and retrieved as soon as possible by their parent or designated pick-up person. Parents must have an emergency pick-up plan in case their child becomes sick.

HEALTH SURVEY: COMMITMENT TO KEEPING THE SCHOOL INFORMED

A Health Survey must be completed on the first day of school for each employee and student. The Survey requires staff and parents (on behalf of their children) to answer questions before entering the school building on the first day of school. Parents and employees are expected to inform the Front Office if there are changes to the Health Survey.

For the latest version of the Health Survey, please visit:

<https://www.stfrancisschoolnh.org/school-safety-plan>

If, based on the Health Survey and the discussion with the principal, an employee or student is either not allowed to enter the building, or needs to go home, options will be discussed. Recommended actions will be documented and may include but not be limited to the following:

1. Checking back in every two to three days
2. Quarantining at home
3. Seeing a doctor
4. Going to the hospital
5. Obtaining a COVID-19 test

The Principal and Front Office are designated COVID contact personnel and are responsible for documentation. In the event of a confirmed COVID-19 case, the school will follow DHHS guidance. A positive test will be documented and reported to designated persons at the Catholic Schools Office, Diocese of Manchester and DHHS. Any person testing positive for COVID-19 must be cleared by their physician prior to returning to the school building; the school must be in receipt of that documentation prior to the re-entry of the individual.

REMOTE LEARNING / INDIVIDUAL STUDENTS

In the event that a student needs to remain at home, be it for 72 hours or longer quarantine, he or she should continue participating, health-permitting, in academics. Remote learning will be facilitated by sending materials and curriculum home to students. Teachers will post assignments via Google Classroom or email and offer up to 30 minutes a day of Office Hours for groups of students who are at home.

Parents are expected to contact the Front Office as soon as possible to arrange picking up materials and curriculum.

REMOTE LEARNING / WHOLE CLASS

Should an entire class need to go remote, parents and students can expect a more robust remote learning experience. Teachers will conduct direct instruction over Zoom and include longer office hours.

In an abundance of caution, and because we are dealing specifically with elementary school children, if a student has been at school when positive for Covid-19 per the DHHS his or her entire class will be considered a close contact.

COHORTS

To add an additional safeguard during the school day, each individual class will be treated as its own cohort.

At this time, children will have very limited access to students from any other cohort during the school day.

DAILY SCHOOL PROTOCOLS

The approach taken in this plan is that of keeping students contained in their own cohort, and even more so, in their own class. You will notice that while whole school interaction is minimized, the daily schedule and normalcy of the classroom learning experience is intentionally maintained.

Morning Drop Off

Our Before Care Program will begin at 7:00 AM. Before Care is only available to those families who have pre-purchased it for the year. This must be done before the first day of school. The Drop Off procedure is that children are walked to the school entrance and a temperature check will be taken at that time.

At 7:30 AM, Regular Drop Off will commence. To begin the school year, we will abide by this Car Line procedure: families will pull up to the school entrance doors, and temperature checks will be done at the car or under the front awning. This will naturally space children upon arrival. Children from one car at a time will enter the building and go directly to their classroom. If there is a change in the Health Survey, it should be reported at this time or via the Health Survey Google Form that is on our website.

School Day

St. Francis School is blessed with large and bright classrooms where there is abundant air circulation and 939 sq. ft. of space (after the space of all desks and furniture have been subtracted). This is double of what some schools have. Even at our classroom cap of 24 students, we are still only utilizing 71% of classroom space when maintaining social distancing. Desks in Grades 1-6 will be spaced as much as possible and our classrooms will function in an orderly way. Early Childhood and Kindergarten will establish smaller in-class cohorts. Children will remain in these cohorts as much as possible and at the direction of the teacher.

St. Francis School teachers in Grades 1-6 will wear face coverings when social distancing is not possible. This will be monitored by the teacher, and it is at his or her discretion. Specials classes will be taught in homeroom classrooms.

In school, we will be focusing on increased cleanliness and frequent personal hand hygiene. Handwashing signs and social distancing markings will be present in the school as teaching devices to help our students form orderly routines. Children will wash their hands after returning from recess and before eating. Classrooms will be supplied with cleaning and disinfecting supplies for use during the day. At the end of the school day, all surfaces, bathrooms and common areas will be thoroughly cleaned. Hand sanitizer will be available at all entrances and in the hallway.

Should families need to pick children up during the day for any reason, we ask that the office be informed ahead of time. We will bring your child to the front entrance upon your arrival. At this time, we ask that parents minimize the need to come into the building during the day; we are happy to help with anything you need outside of the front entrance (e.g. exchange forms, supplies, forgotten lunches, etc.). If it becomes necessary for parents to enter the building, for the time being, we are requiring that a face covering be worn. If visitors do not have a face covering with them, one will be provided by the school.

Our Safety Plan is not meant to be static, rather, it is a fluid and living document that is meant to be refined and adapted over time. For these reasons, the icon below will always represent the most up-to-date version.

QUARANTINE PROTOCOLS

- Francis School adheres to the minimum of 10 days at-home quarantine from the time of exposure or start of symptoms. Should a student live in a household where a Covid positive family member is in quarantine, the student's 10-day quarantine begins when the family member/roommate's quarantine ends.
- Please note that you cannot test out of quarantine due to close contact. You can test out, after 7 days, of quarantine due to travel.
- Current state guidance for individuals who have received their second dose of the vaccine is: If 14 days have passed since reception of the second shot, that individual is not required to quarantine if they have been exposed to a person with COVID-19, or after traveling outside of New England. Even if a parent has been vaccinated, St. Francis School students must still quarantine following travel outside of New England or been exposed to a person with COVID-19, as they have not been vaccinated and could still contract/carry the virus.
- The same guidance applies if a person is within 90 days of a COVID-19 infection that was diagnosed by PCR or antigen testing. St. Francis School requires documentation of such testing in order to exempt a student or staff member from quarantine post COVID-19 infection. If that documentation is not provided to the school, quarantine will be required. If you suspect your child had COVID-19 but opted not to test for it, quarantine will be required. Once the 90 day timeframe has been met, original guidelines will be applied, and the individual will again be required to quarantine if exposed to someone with COVID-19 or has traveled outside of New England.

Hallways & Travel to and from Classrooms

The St. Francis School hallway has always been a place where structure and order are maintained.

- Markings will help children follow spacing guidelines.
- Children will continue to observe a no talking policy while walking in our hallways. Education will be provided on the first day of school, and on a regular basis, to show children how to use our hallways with social distancing in mind.

- Cohorts / Classes will not comingle in our hallways.
- Shared materials and surfaces will be disinfected before student use.

Bathrooms

Early Childhood - Grade 2 will utilize the West Bathrooms and Grade 3-6 will utilize the East Bathrooms. Grades 1-6 will utilize a Bathroom Pass that allows one boy and one girl from each class to use the bathroom at any given time.

Outdoor Recess and Lunch

Outdoor recess is a hallmark of St. Francis School. Children experience fresh air, sunshine, and our beautiful and spacious property where they run, jump, play, and sled. We will continue to hold at least two recesses a day. **While outside, students will play with their own class in a rotating recess area.** All students will continue to eat lunch in their respective classrooms or outside.

Afternoon Pick Up

Afternoon pick-up will follow the same car line procedure as in previous years, with students leaving from their classrooms and exiting out the main school doors when their last names are called.

Students attending After School Group will be brought to the ASG room from the classroom as normal. The rooms that ASG utilizes will be cleaned before ASG and after. Students will be separated into their same cohorts as much as possible, and at the staff's discretion.

HOLY MASS

At a safe social distance, the St. Francis of Assisi Parish Church holds 231 total people, which is well below its occupancy permit of 450. We have separated the Church into four sections and calculated the total number of people that could fit with social distancing in place.

As the colder months approach, St. Francis School students will not gather as a whole school for Wednesday All School Mass, in an over-abundance of caution for keeping sickness at bay. This temporary measure will be in effect through February, when we will re-evaluate our protocols.

- Early Childhood - Kindergarten will still be required to wear Dress Uniform once a week for their special visit to the Church. Sister Holly, whom we are blessed to have at SFS, will be developing a beautiful routine for our youngest ones to visit Our Lord.
- Grade 1 and Grade 2 will attend once a week.
- Grade 3 twice a week
- Grades 4, 5 and 6 will continue to attend four times a week.

During Holy Mass, when school is in session, the inside of the Church will now be closed to parishioners and school families in order to allow more spacing for students. Parishioners and families, of course, are welcome and still encouraged to attend daily Mass from the Gathering Space (as we have been doing on Wednesdays).

MASKS / FACE COVERINGS AT SCHOOL

Students in Grades 1-6 will be asked to wear a face covering at school when social distancing is not convenient or possible; this remains at the teacher's discretion.

COMMUNICATION

- St. Francis School will continue to keep parents informed per our Parent Communication Plan, [see here](#).
- Any Emergency Information will be sent out via text, recorded message and email.
- Upon the release of this Reopening Plan, the principal will clear his schedule for one-on-one parent meetings either in person, remotely, or over the phone.

CALENDAR

Our School Calendar for the year will remain the same, [see here](#).

NON-ESSENTIAL ITEMS

Any non-essential items in classrooms will be removed in order to free up space.

TRAINING & MONITORING

The Teachers and Staff have been meeting regularly throughout the summer and have already begun training on implementing new procedures.

Upon the release of this Reopening Plan to the school community, the principal will clear his schedule to take appointments for phone calls, in-person meetings, and virtual meetings. The principal will remain in frequent contact with families as the school year progresses.

Please note that we expect the situation and recommended guidelines to evolve as the year progresses. St. Francis School is committed to maintaining open communication with parents and an understanding of individual family situations. We look forward to a healthy and successful school year.