



## St. Vincent de Paul Parish School COVID Plan

*“Let us all believe that all is going along the best in the world when we take no satisfaction in it, provided we humble ourselves for this and redouble our confidence in God.”* St. Vincent de Paul

Our mission: ***St. Vincent de Paul Parish School is a Christ-centered community where each person is a valued child of God. We are dedicated to cultivating the mind and the heart.***

The following plan details a great number of things that we are asking of you and your children--things that will be difficult to do and difficult to sustain. In the midst of all that lies ahead, the school will continue to focus on two main questions: Why are we doing these safety protocols? How do we persevere through such a tremendous trial?

For the first question, we look to our mission. We are enacting the plan because every person in our community is a valued child of God, and as such, deserves protection and care for all their needs. The faculty and staff (and parents) are dedicated to doing this to the best of our abilities. Now, more than at any other time, we are reminded that our work at St. Vincent's is a ministry that we take with the utmost seriousness.

For the second question, we look to God. The time of COVID has been a humbling experience. We know that no matter how smart or strong we are, we cannot get through this without the hope we have in God--the hope that this will end at some point. The hope that God is with us, and has been with us, and that we are not alone in our suffering. With God's hope, we can be energized and positive for our children, and complete this task that is in front of us.

Our COVID plan (based on the risk phases) focuses on **returning to school**. The majority of our effort was placed on the Yellow Risk Phase, and this is what we anticipate to enact beginning August 17. Given the evidence about the negative effects

of children staying at home and the evidence indicating that children and adolescents are less likely to be symptomatic, less likely to have severe impact from SARS-CoV-2 infection, less likely to become infected and to spread infection, the school fully supports **returning to school**. The Administrative Team (Mr. Green, Mrs. Lambert, Mrs. Hankins, and Mrs. Haney) and Mrs. Howa-Johnson, in consultation with the faculty and the School Board's Health and Safety and Executive Committees, have created this plan. (Special thanks to Dr. Emily Thorell for her invaluable help.)

In creating this document, we cross-referenced with the COVID plans made by the Utah State Board of Education, the Center for Disease Control, and the Salt Lake County Health Department. We will continue to evaluate and improve these procedures throughout the year as new information becomes available. If you have specific concerns because your child is considered "at-risk" or you live with someone who is in a high risk category, please contact Mr. Green (ggreen@stvincents-school) to discuss the possibility of remote learning.

**For everyone's protection, you must keep your child at home if s/he is sick or you are concerned they are starting to feel sick.** Do not try to have your child "tough it out." The school will send home students with symptoms more quickly than in the past. (Symptoms are listed in the Yellow Risk Phase section, part 7.)

If a member of the school community is diagnosed with COVID-19 or has been in contact with someone who has been diagnosed with it, we will consult with the Salt Lake County Health Department for guidance. The entire school will not necessarily be closed if a student/faculty/staff is positive for COVID-19; a single class may need to be quarantined. In any case, the SLCHD will have the final say.

<p><b><u>Red Risk Phase</u></b></p>  <p><b>Soft School Closure</b></p>	<p>1. Remote Instruction</p> <ul style="list-style-type: none"><li>• Grades PK-8 will use Google Classroom to deliver Instruction.</li><li>• All homeroom teachers will have visual contact daily with all students for instruction purposes.</li><li>• Schedules will be developed for virtual times and lessons will also be recorded.</li><li>• "Do No Harm" policy will be followed for grading.</li><li>• Administration will provide professional development for teachers.</li></ul>
--	---

## 2. Social/Emotional Needs

- The counselor will be available to help students, families, and staff.
- The counselor will reach out to students with pre-existing conditions that may be exacerbated by changes due to COVID and those who are staying home.
- Homeroom teachers will contact students regularly in order to maintain a positive relationship.
- Every person on campus has an adult to check in with regularly (faculty/staff included)

## 3. School Facility

- Only the principal, vice-principal, office manager, accountant, faculty, custodial staff, and Health and Safety Committee, given permission by the administration, will be allowed into the building. Employees in the building will be limited to 10 people.

## 4. Maintenance and Cleaning

- The building will be deep cleaned throughout. Special emphasis will be placed on all contact services.

## 5. Communication

- Faculty, Staff, and Administration may be reached via email. Zoom conferences may be arranged via email.
- A weekly note will be sent to the parents by the principal in each Tuesday's blast email. Contents will include resources for social-emotional, spiritual, and physical needs.
- The Administrative Team (Mr. Green, Mrs. Lambert, Mrs. Haney, and Mrs. Hankins) will be the points of contact for general questions on the school's COVID plan.
- Teachers will send weekly emails to parents and individual communication as needed.

	<ul style="list-style-type: none"> <li>• The school will continue to send the weekly blast email and regularly update its social media.</li> <li>• Regular small group parent and/or student meetings with the teacher. Teachers will contact parents with any concerns or questions. Teachers should anticipate contacting 1-2 families/day to discuss student participation and physical/SE health.</li> <li>• Teachers will post a weekly schedule of class activities by each Monday morning. (or by Friday or Sunday)</li> <li>• Back-to-School Night will be held virtually. Recorded messages from the teachers and administration will be made available.</li> <li>• Virtual Parent/Teacher Conferences will be scheduled.</li> <li>• Teachers and administration will meet every day for prayer and to discuss school matters.</li> <li>• The School Board will meet monthly, and as needed, via Zoom.</li> </ul>
	<p>6. Catholic Identity</p> <ul style="list-style-type: none"> <li>• Religion curriculum will continue to be delivered online.</li> <li>• Prayers will be conducted daily with students.</li> <li>• Virtual masses for families each week by Fr. Norman</li> <li>• Other faith formation activities will be held remotely.</li> </ul>
	<p>7. Technology Needs</p> <ul style="list-style-type: none"> <li>• Some Chromebooks will be made available for families who do not have access to a computer with a camera and sound.</li> </ul>

<p><b><u>Orange Risk</u></b> <b><u>Phase</u></b></p>	<p>1. Remote Instruction</p> <ul style="list-style-type: none"> <li>• Same as Red Risk Phase</li> </ul>
--	---

**Soft School  
Closure  
or  
Possible School  
Reopening as  
Allowed by the  
Governor and  
the Utah State  
Board of  
Education**

**(Yellow Risk Level  
Precautions will be  
followed)**

**2. Social/Emotional Needs**

- 
- 

**3. School Facility**

- Only the Administrative Team, office manager, accountant, faculty, custodial staff, and Health and Safety Committee, given permission by the administration, will be allowed into the building. People in the building will be limited to 20 people.

**4. Students/Tutoring in the School Facility**

- Individual students/tutoring may be allowed in the school for targeted instruction.
- Students who need additional tutoring will be serviced through Zoom.

**5. Maintenance and Cleaning**

- Same as Red Risk Phase

**6. Communication**

- Same as Red Risk Phase

**7. Catholic Identity**

- Same as Red Risk Phase

**8. Technology Needs**

- Same as Red Risk Phase

**Yellow Risk**  
**Phase**

**School in  
Session**

1. Instruction

- Teachers will deliver instruction in the school building.
- The school will provide a plan for remote instruction for students who stay at home. Please let your child's homeroom teacher and the administration know if you intend to utilize this option.
- Essential lessons will also be recorded for those students who are learning from home.
- Teachers move classrooms to teach their assigned subjects, when feasible. The students will remain in their classroom.
- Middle School Electives will be taught by the homeroom teacher to the students in her grade. Outside organizations would have to offer their course virtually.

2. Social/Emotional Needs

- The counselor will be available to help students, families, and staff. Individual and small group
- The counselor will reach out to students with pre-existing conditions that may be exacerbated by changes due to COVID and those who are staying home.
- Communicate to the parents that the counselor is available to help.
- Homeroom teachers communicate with students individually at least on a weekly basis.
- Every person on campus has an identified adult to check in with regularly (faculty/staff included).

### 3. Safety Protocols

- Teachers will be trained on the school's safety protocols (Mask wearing, covering coughs and sneezes, maintaining appropriate physical distance, reducing duration spent face-to-face, hand washing/sanitizing, physical space hygiene).
- The homeroom teachers will train the students on safety protocols.
- Students will be seated as far apart as reasonably possible.
- Students need to maintain physical distance from others when moving about the room.
- Parents may not enter the school building without permission from the office or administration. This may be done by phone, email, or by using the speaker at the front entrance to the school.
- Any visitor to the school must wear a face covering/mask.
- Any school business that can be done via telephone or email, should be.
- Volunteers will not be allowed into the school building. (The parent volunteer requirement will be removed.)
- Signs will be posted to remind everyone of social distancing and other safety protocols.
- The main hallway bathrooms are limited to 4 students at a time. The number of students allowed in bathrooms will be posted on bathroom doors to allow for physical distancing. Schedules will be set for classroom bathroom breaks. Students will enter from the main hallway and exit via the gym hallway door. The Holy Family Hall bathrooms will also be used when feasible.
- Students are asked to bring a clearly labeled water bottle. Drinking fountains will only be used to refill bottles, not for direct drinking. Water fountains will be sanitized regularly.
- Students will wash hands (or use hand sanitizer) when they arrive and before they leave the building for any reason, before and after lunch, before and after recess, and anytime the teacher feels it is necessary. Sanitizer will be

located in every classroom, in the office, and in common spaces.

- Masks (clearly marked with the student/faculty/staff name ) are required of all faculty, staff, and students.

*Reusable/cloth masks are preferred to save procedure masks for healthcare personnel in case of shortage.* Masks do not have to be worn outside unless students are engaged in long-term (15 minutes or more), face-to-face contact, which we will try to avoid. (Masks may have to be worn outside if COVID cases continue to rise. Masks would be needed when children are playing within 6 feet of one another.) We recommend keeping a spare mask in the backpack in case of soiling or malfunction, but there will be disposable masks in the office for students who forget them. (Face shields, or goggles/other eye protection may be worn in addition to masks. Gators are not allowed.) No objectionable images or messages may be on the masks.

- Group interactions with students other than homeroom classmates will be minimized.
- Classes will have assigned times for recess that overlap as little as possible. Sports equipment will not be shared between classes.
- Windows will be left open whenever possible to allow for better ventilation.
- Teachers will use the outdoors for classes more frequently.
- Students will have assigned seats to help with contact tracing.
- Movement of classes throughout the school is controlled so as to minimize congestion. Transition times will be increased to accommodate this practice.
- Whenever possible, students will not touch the same objects. Students will sanitize hands before and after an activity when the same objects will be touched by two or more students.
- Adults will keep a physical distance of 6 feet from other adults whenever possible.

- Alternate locations around campus will be used to a greater extent.
- Singing and cheering will be saved for outside with distancing and masks.
- Bathroom and other doors will be propped open when feasible.
- Pre-K Extended Daycare sections will eat lunch with their own AM or PM group, not altogether as in the past.
- Emergency drills will be done on an individual class basis.
- The following items were added after the plan was first released to the community:
  - Classes will cohort (the class is split into 2 sections in order to distance more) when feasible.
  - Air filters will be placed in rooms without windows.
  - Staff members will not initiate hugs, but will not stop a child who initiates a hug. The adult will turn their face away, if possible, and ask the child to sanitize their hands afterwards.
  - Families will be encouraged to employ outside of school the same safety measures that are used in school.
  - To clarify the 5th bullet point in this section: No parents may accompany their child(ren) into school, even on the first day. Parents with children in grades 1-8 do not exit their cars at drop-off or pick-up time, unless they are doing business in the office that cannot be done via email or phone. Parents with children in pre-k4 will receive instructions from the teachers about how drop-off will run. They will be allowed to escort their children to a designated spot on the playground (pre-k4), but will not be allowed in the school.

#### 4. Entry and Pick-Up Procedures

- There are five possible entrances or exits from the building.
  - Pre-K: Door at end of the hallway
  - Kindergarten: Door on Pavilion
  - 1st-5th Grade: Door by 5th grade
  - 6th Grades: Main Entrance
  - 7th and 8th Grades: MS Door
- Doors will be held open during entrance to the school at the beginning of the day and again at the end of the day to eliminate contact with surfaces. Employees will monitor the doors.
- Drop off for families with last names beginning in A-H will be between 8:00 and 8:10. Those students will enter the school at 8:10. Drop off for families with names I-Z will be between 8:15 and 8:25. (This will switch at the semester.)
- Parents will drop off their child(ren) at the designated spot, and will not walk with them to the lines. (Pre-K is the only exception to this rule.)
- If you are late, your child should enter the school through the main doors.
- There will be a temperature check for all faculty/staff/students upon entering the building and the temperature must be under (100.4) to remain.
- We will minimize overlap time in the hallway.
- Halls will be marked with six foot distance dots.
- Students will not be allowed to congregate in the halls or other places indoors in groups.
- Excess furniture will be removed from classrooms to accommodate distancing.
- Middle school students will not use the lockers. Backpacks will be allowed in the middle school classrooms.
- Faculty and staff will kindly remind students when they forget about physical distancing, masks, or other safety protocols.
- Dismissal: Students with last names ending in A-H will be dismissed at 3:10. Students with last names beginning with

I-Z will be dismissed at 3:25. Parents must wait in their vehicles (with the exception of Pre-K), and follow the carline path. Students will wait in the classrooms until called by the traffic monitor. (Please place a sign with your last name in the windshield.) Aides and teachers will help facilitate the process.

More information about this process will be emailed to you.

- The following items were added after the plan was first released to the community:
  - In addition to the temperature check, staff members will look for the other two top COVID symptoms: cough and inability to smell or taste

## 5. School Activities-Mass, Sports, Recess, PE, etc...

- Mass will be held in the church with only one class at a time (on a designated day) and Fr. Norman. No other people will be present.
- P.E. will be held outside, weather permitting. P.E. will have no team contact sports. Equipment will be disinfected before used by another student/group.
- Recess will be divided between the playground, the field, and other locations. There will be a set recess schedule to minimize contact.
- A Band plan is in progress.
- Choir is cancelled until further notice.
- Music will be held in the homerooms. Art, Library, and Computer will be held in their respective classrooms.
- Large gatherings, such as assemblies, will be virtual.
- The following items were added after the plan was first released to the community:
  - Middle School students will not change for P.E. class.

## 6. Lunch Protocols

- Lunch will be in Holy Family Hall and/or outside, with physical distancing in place.
- Students will wash or sanitize hands before and after lunch.
- Students will have assigned seats (6 feet apart) to support contact tracing.
- Only one class at a time will be in Holy Family Hall.
- Tables will be sanitized after use.

## 7. Protocols for Sick Students or Staff, and Vaccinations

- Anyone with symptoms such as cough, sore throat, fast breathing, fever, abdominal pain, congestion, runny nose, diarrhea, rash, bloodshot eyes, or excessive fatigue will be sent to the office to be evaluated.
- Anyone with loss of sense of taste or smell should not come to school and be evaluated for COVID-19.
- Anyone with a temperature 100.4 or greater will be isolated until s/he can be sent home. The presence of other symptoms may require the student to be picked up as well.
- Anyone with a sustained temperature of 100.4 or greater will be required to contact their doctor and determine if they need to be tested for COVID-19 or other workup (e.g. influenza, strep throat).
- Anyone testing positive for COVID-19 must quarantine for two weeks.
- Any family that has been ordered to quarantine by the health department must notify the school. In this case, remote learning will be instituted.
- If a student or staff member test positive for COVID-19, the school will comply with directives from the Health Department.
- All staff need to get an annual influenza vaccine. Please provide medical exemption signed by a provider if applicable.
- All families are highly encouraged to get the annual influenza vaccine to keep our community safe and school in session.
- Other immunizations must be kept up to date per diocesan policy.
- Teachers will manage minor injuries and first aid in the classrooms.

## 8. Returning to School After Quarantine

- A staff member or student who had signs of suspected or confirmed COVID-19 can return to school when:
  - At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND
  - At least 10 days have passed since signs first showed up. OR
  - It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19.
- If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 14 days.
- The school will follow the Salt Lake County Health Department's directions for students/staff returning to school if they differ from the points above.

## 9. Back-Up Staffing Plan

- A list of substitutes will be established.
- Teachers will provide virtual instruction plans for the substitute.
- Teachers without a homeroom class may be utilized to substitute if needed.

## 10. Maintenance and Cleaning

- Bathroom and high contact areas will be cleaned twice daily.
- Student desks, furniture, and equipment that are touched will be cleaned daily.
- The HVAC system has been cleaned.
- Cleaning procedures have a high priority among all staff members.
- The custodian has been trained by the Environmental Protection Agency in proper cleaning procedures and products.

## 11. Communication

- Teachers will contact parents with any concerns or questions.
- Teachers will post a weekly schedule of class activities by Sunday by 6:00pm. Changes to the weekly schedule may occur if a classroom need arises.
- Back-to-School Night will be different from the past. Parents will be able to make contact with teachers via Zoom. Teachers and administration will record messages for the parents and email parents their class information.
- Virtual Parent/Teacher Conferences will be scheduled.
- Teachers and administration will meet every day for prayer and to discuss school matters.
- The Administrative Team (Mr. Green, Mrs. Lambert, Mrs. Haney, and Mrs. Hankins) will be the points of contact for general questions on the school's COVID plan.
- The School Board will meet monthly, and as needed, via Zoom.
- Teachers will send weekly emails to parents and individual communication as needed.
- The school will continue to send the weekly blast email and regularly update its social media.

- Regular small group parent and/or student meetings with the teacher.

## 12. Catholic Identity

- Mass attendance will be offered, but limited to 1 grade per assigned day. Experiencing Mass virtually will be explored.
- Other spiritual experiences will be offered to students.
- Creative solutions are being explored so that family activities can continue.
- Weekly prayer over the phone system will continue as before.
- Students will pray at the beginning, middle, and end of the day, and possibly at other appropriate times.

## 13. Extended Day Program

- We are determining how to run our Extended Day Program safely. Stay tuned for details.

## 14. Technology Needs

- Record classes to help the students who are staying home.
- Use Zoom and/or Google Meet to allow students who are at home the opportunity to participate in lessons at school.
- Offer families help in finding devices if needed.

We have been focusing on the orange and yellow risk phases, so the plan for the green risk phase is incomplete. However, this will be completed when needed.

<p><b>Green Risk Phase</b></p> <hr/> <p><b>School in Session</b></p>	<p>1. Instruction</p> <ul style="list-style-type: none"><li>• Teachers will deliver instruction in the classroom.</li><li>• Lessons will also be virtual for those students who may be at high risk.</li></ul>
	<p>2. Social/Emotional Needs</p> <ul style="list-style-type: none"><li>• Same as Yellow Risk Phase</li></ul>

### 3. Physical Distancing and Safety Protocols

- The same practices will take place as with the yellow risk phase with the following differences:
  - Parents will still be encouraged to conduct business via phone or email if possible, but more flexibility will be exercised with parent volunteers in the school.
  - Masks may be required, but will be evaluated at that time.

### 4. Entry and Pick-Up Procedures

- 

### 5. School Activities-Mass, Sports, Recess, P.E., etc.

- Mass - Numbers as determined by the health department and the Diocese.
- Sports- As determined by the Diocese
- Recess – allow use of playground by all classes.
- Sanitize hands of students returning from recess.
- Recess equipment to be cleaned regularly.
- P.E. – Resume team sports outside.
- Maintain hygiene protocol as set by the health department.

### 6. Lunch Protocols

- Students will eat in Holy Family Hall. The lunch schedule will be staggered to allow for continued distancing.

### 7. Protocols for sick students or staff

- Same as Yellow Risk Level

### 8. Return to School After absences due to Covid- 19

- Same as Yellow Risk Phase

## 9. Back up Staffing Plan

- Same as Yellow Risk Phase

## 10. Maintenance and Cleaning

- Same as Yellow Risk Phase

## 11. Communication

- Teachers will contact parents with any concerns or questions. Teachers should anticipate contacting 1-2 families/day to discuss student participation and physical/SE health.
- Teachers will post a weekly schedule of class activities by each Monday morning.
- Back to School Night will be held virtually. Recorded options should be made available.
- In-person Parent/Teacher Conferences will be scheduled.
- Teachers and administration will meet every day for prayer and to discuss school matters.
- The School Board will meet monthly in-person.
- Teachers will send weekly emails to parents and individual communication as needed.
- The school will continue to send the weekly blast email and regularly update its social media.

## 12. Catholic Identity

- Students will attend weekly Mass, as well as other spiritual activities such as rosaries and prayer services.
- Students will pray at the beginning, middle, and end of the day, and possibly at other appropriate times.

## 13. Extended Day Program



## 14. Technology

- Same as Yellow Risk Phase