



Dear Saint Bruno Families,

We are pleased to share our plan for a safe and successful return to school in August. A dedicated group of St. Bruno community members have contributed hours to developing this plan on behalf of our community. Guiding our thoughts was the goal of finding a balance between safety and learning, while allowing for flexibility to accommodate students' needs and adaptability to the ever-changing climate we currently are adapting to each day.

As you might expect, we are still duty-bound to directives from the Governor, the Illinois Department of Public Health and the Archdiocese of Chicago, as well as the unpredictable nature of the Coronavirus itself. Accordingly, even the most well-devised plan may need to be changed, likely on short notice, at any time in the months ahead. We will continue to monitor updates and share them with you as they become available to us.

The highlights of our plan are as follows:

**Overview:**

1. To address the above points most effectively, and to welcome all students to campus, we will adopt staggered start times five days a week with appropriate health and safety protocols and social distancing enforced to the greatest extent possible.
2. Any family who does not feel that it is safe for their child to attend in-person instruction has the right to keep their child at home. Any students who are unable to attend school in-person will be able to continue their coursework through eLearning.
3. A cohort model will be implemented. Students will remain in their classrooms to minimize student contact in the hallways. Teachers will relocate, depending on their teaching schedules.
4. On certain occasions, schedules created by our Academic Team will enable location changes (such as the gym, science room, computer lab, cafeteria, playlot and parking lot) for cohorts to learn in a new environment or to provide a break from the mask when outside and properly socially distanced.
5. All students must take their temperatures and complete a self-certification of any COVID-19 symptoms they may have before they leave for school every morning.

Do not come to school if you are not well. We rely on our partnership with parents and ask that you do not send your child to school if they are experiencing the following symptoms: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and/or diarrhea).

6. It is important that you contact your doctor and follow the advice of a trained medical professional before returning to school.
7. Students are expected to enter at the start of the day and exit at the end of the day through an assigned door:

<p><b>Group A:</b> 2<sup>nd</sup> - 6<sup>th</sup> Grade will enter the building between 7:45 and 7:55 AM and exit the building at 2:40 PM.</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> Grade: Main Door</li> <li>• 5<sup>th</sup> Grade: Gym Door (Door #4)</li> <li>• 4<sup>th</sup> Grade: Door #1</li> <li>• 3<sup>rd</sup> Grade: Door #2</li> <li>• 2<sup>nd</sup> Grade: Playground Door (Door #3)</li> </ul>	<p><b>Group B:</b> PK, K, 1<sup>st</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade will enter the building between 8:00 and 8:10 AM and exit the building at 2:55 PM.</p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> Grade: Main Door</li> <li>• 8<sup>th</sup> Grade: Gym Door (Door #4)</li> <li>• 1<sup>st</sup> Grade: Door #1</li> <li>• Both PK Classes: Door #2</li> <li>• K: Playground door (Door #3)</li> </ul>
<p>Grades 8, 7, 6 and 5 will use the stairwell by the School Office to proceed to their classroom at the start of the day or to descend at the end of the day.</p> <p>Grades 1, 2, 3 and 4 upon entry will use the stairwell by the St. Joseph's Room to proceed to their classroom at the start of the day or to descend at the end of the day.</p>	

8. Before entering the school building, all students will have their temperatures taken and be asked whether they have any symptoms before entry into the school building.
9. Students will be given hand sanitizer upon entering the building.
10. Everyone who enters the building must wear a mask at all times, except when eating or drinking at designated times and in the designated areas. Students are required to bring their own masks. If a student wears a reusable cloth mask, he or she should have a minimum of two masks available daily.
11. Reusable masks must be washed nightly. Under no circumstances should students share masks.

#### **Health Initiatives:**

- Space to isolate any individual who exhibits COVID-19 symptoms has been established.

- Any individual who develops symptoms while in the building will be evaluated, isolated, and sent home, if it is determined the individual has symptoms consistent with COVID-19.

### **Response to Illness in Students:**

If a student has a fever and/or one or more other COVID-19 symptoms while at school:

- The student is immediately separated from others.
- Parents are immediately contacted so the student may be taken home.
- The student should see a doctor to assess symptoms and/or administer a COVID-19 test.
- Parents are encouraged to read the [CDC guidelines](#) for what to do when you are sick when caring for oneself and others.

For a student who sees a doctor and the illness is NOT COVID-19 (either through a test or the doctor's diagnosis):

- The student may return to school when symptoms subside and with a doctor's note confirming the negative COVID-19 diagnosis.
- If the student has symptoms, but has tested negative on a COVID-19 test, he/she should remain at home until symptoms disappear. The student must provide a doctor's note or the documented COVID-19 test results before being allowed to return to school.

For a student who DOES test positive for COVID-19 or does not seek medical attention:

- Student must isolate and not return to school until he/she has met the CDC's criteria to discontinue home isolation, which currently includes:
  - Three days with no fever, **and**
  - Other symptoms improved by 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 Protocol:**

If any student, employee or volunteer is diagnosed with COVID-19, the principal must be notified immediately.

While every situation is unique, the following steps will likely be implemented:

- The student, employee or volunteer will be sent home and monitored for ongoing symptoms, as described above.

- Families/Staff will receive the COVID-19 Exposure Letter. The privacy of the impacted student/employee will be protected.
- The student or employee's classroom/work area will be thoroughly cleaned and sanitized. Moreover, windows will be opened to maximize airflow.
- The entire cohort will quarantine and shift to distanced 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 days with no fever, **and**
  - General symptoms improved by at least 75 percent, **and**
  - 10 days since symptoms first appeared or 10 days since exposure to the infected individual(s) for asymptomatic individuals.
- All families/employees will receive the Cohort Quarantine Notice when a cohort is placed in quarantine.
- The principal will continue to closely monitor the health of all non-quarantined students and employees.
- In cases of widespread infections in a school (particularly multiple cohorts), our entire school may be quarantined.
- Students will be allowed to complete and submit academic work while quarantined.

#### **Preventative protocols:**

- We are in the process of procuring sufficient supplies of personal protective equipment (PPE), cleaning supplies, hand sanitizer, soap and other supplies needed to reduce the risk of transmission of COVID-19 within our facilities.
- Plexiglass barriers have been installed in the School Office and Principal's Office.
- Students will not share lockers.
- When students are allowed access to the school, they will proceed along the planned route to reduce the number of students congregating in the hallways on their way to the classroom.
- A locker schedule will be created to ensure that cohorts remain socially distanced.
- Hallways will be marked with directional signs to keep traffic flow isolated and stairwells will be used by particular cohorts to reduce interaction.
- If the school staff determines that a student exhibits symptoms consistent with COVID-19, the student will be sent home.
- In order to return to school, a student must have met the CDC's criteria to discontinue the home isolation period. CDC guidelines will be sent to parents.

- St. Bruno School will continue to follow the CDC, Cook County Department of Public Health, IDPH, ISBE, American Pediatrics Association and Chicago Archdiocese guidelines and update our protocols as needed.

#### **Start of the School Year:**

- To transition into the start of the school year with a particular focus on developing community and on new procedures within the classroom and school, students will begin on a staggered schedule.
  - August 19: First full day of school, 3<sup>rd</sup> - 8<sup>th</sup> Grade
  - August 20: First full day of school, K - 2<sup>nd</sup> Grade
  - August 21: First full day of school, Pre-K
  - August 24: Remote learners begin instruction (all grades)

#### **Building Cleaning/Sanitizing:**

- All classrooms, bathrooms, locker rooms, cafeteria, gymnasium, St. Joseph's Room, and other common areas will be sanitized nightly using hospital-grade cleaning products.
- Throughout the day, students will wipe down their desks and seats. Teachers will wipe down all other appropriate classroom areas to ensure sanitation.
- Weather permitting, teachers and staff will keep their windows open to improve ventilation.
- PE classes, and items used for PE, common areas used by various cohorts and the church will be sanitized before and after every use.
- We are using approved safety disinfectant sprays to be used throughout the building at appropriate intervals.
- St. Bruno staff will follow aggressive cleaning and disinfecting procedures. Hand sanitizing stations will be available near each entrance, in the classrooms and by each bathroom. In addition, students will be encouraged to wash their hands regularly with soap and water. Teachers will teach hand washing techniques, and signage will be posted as reminders.
- High touch areas such as railings, door knobs, light switches, faucets, toilet flushing handles, and locker handles will be wiped down by our custodian and administrative staff, and other available staff regularly.
- Personal student desks will be wiped down throughout the day.

#### **Visiting the Office:**

Adults and parents visiting the school are asked to make an appointment ahead of time. If you need to stop in for any reason, you must have your temperature taken, be wearing a mask, and maintain social distance. Chairs have been removed from the main office to prevent people from congregating. If you need to speak with Mrs. Kubik, please use the social distancing markers and wait your turn to enter the office.

**Student Training:**

Teachers and administration will train students on properly wearing a mask, social distancing in the classroom, hallways and bathrooms, following new traffic patterns in the hall, proper handwashing, not sharing supplies and food/drink, marking personal items with their names, bathroom procedures, and new arrival and dismissal procedures.

**Transportation:**

We encourage families who drive their children to school, or carpool, to enforce appropriate guidelines to minimize the risk of exposure (*i.e.*, mask-wearing). Families who allow their children to walk to school should teach their children guidelines to minimize the risk of exposure (*i.e.*, mask-wearing and social distancing).

**Lunch:**

- Students will be eating their lunch either in their classroom or in the cafeteria at a scheduled time.
- We will follow the guidelines of having no more than 50 people in the cafeteria at a time. As a result, only two classrooms will eat lunch in the cafeteria during a lunch period.
- Students will receive hand sanitizer before and after lunch. Hand sanitizer stations will be available in the lunchroom and all classrooms.
- Lunch tables and chairs will be cleaned and disinfected between each lunch period and cohort use.
- Before and after eating, all students must wash their hands with soap and water and/or use hand sanitizer.
- Students may remove their masks to eat and drink.
- Recess may be scheduled before or after lunch or at some point in the day. Masks may be removed and placed in a paper bag marked with the student's name and grade on the bag during lunch and recess.
- Lunches may be ordered through our FSP program. Lunches will be ordered through your FSP account on a monthly basis. The lunches will be delivered to students' who will be eating in their classrooms.

**Academics:****Remote Learning plan:**

St. Bruno's remote learning plan will be sent out to families once it is finalized and approved by the Office of Catholic Schools.

**Learning Platforms:**

Students and Teachers will be using two learning platforms in the new school year to organize assignments/lessons:

- PK - 2<sup>nd</sup> Grade will be using Seesaw.

- 3<sup>rd</sup> - 8<sup>th</sup> Grade will be using Google Classroom.

These platforms will be utilized in the class and, if necessary, for remote learning purposes if/when that may become necessary.

### **Video Conferencing:**

Our teachers will be using Zoom to communicate with families on a regular basis. Teachers will be using Zoom to communicate about classroom activities, student progress and to provide a space for families to ask questions.

### **Uniforms**

- After much consideration, we have decided to allow students to wear their gym uniform (e.g., gym shorts, sweatpants, and gym t-shirt) or spirit wear (e.g., St. Bruno soccer or basketball shorts with St. Bruno spirit wear). Students can also wear their St. Bruno uniform pants with their spirit wear. These changes will be in effect for the
- first trimester (i.e., August-November).
- We are planning on having the students learn in different locations throughout the school (e.g., gym, cafeteria, outside, etc.), so we want them to be as comfortable as possible.

### **Food and Drink in School:**

- No outside snacks, or birthday treats, are allowed to be passed out at school. No birthday treats will be allowed either. Sharing of food is not allowed. At this time water fountains will be only used to refill water bottles. Please make sure to write your child's name on the water bottle and other items with a permanent marker.

### **Classroom Environment**

- Air conditioning will be used for air circulation as well as fans to increase airflow in the classrooms, gym, and throughout the entire building.
- Classroom seating will be set up so that students are as far apart from each other as is possible.
- Students will not share supplies. Students will have their own supplies in a box or bag for their individual use.
- Only items needed for direct instruction should be brought to school.
- PK students will be assigned a rest cot and those will be wiped down each day. The rest cot and any personal nap items will be stored in a large Ziploc bag for each student and sent home for washing at the end of each week.
- PK and K toys will be limited, rotated and disinfected regularly.
- Equipment that must be shared will be used by as few children as possible and cleaned and disinfected before each use.

### **Outdoor Classroom Space:**

- Using outdoor space provides less risk of transmission of disease and will allow students to take a break from wearing masks while socially distanced. When the weather cooperates, teachers will use a Google Doc to schedule outdoor classroom space during the day using the playlot, grass area by play equipment, or parking lot. Gym class will be held outside weather permitting.
- Students will need a yoga mat or a beach towel to be used to sit on when outdoors.

#### **Water Bottles:**

- Students are recommended to purchase a 12 oz reusable water bottle to use throughout the day. Please label the water bottle with your child's name on it. Please purchase a standard size water bottle, so your child is able to fill it up easily.

#### **Extended Care - Before and After - School Care:**

- Morning care will be provided beginning at 6:45 AM and ending at 7:45 AM or arrival time. Extended day care will start at 3:00 PM and end at 6:00 PM.

#### **Drop-off Procedures-EDP**

Please park and walk your student to the Extended Day door. Ring the doorbell. While standing outside the door, a staff member will complete the wellness check with the student and the staff member will sign in the student.

#### **Pick-up Procedures-EDP**

Please ring the "Ring" doorbell outside the EDP door and a staff member will bring your child up to you.

Students will need to wear masks and practice social distancing in Extended Day. Cohorts of students will be socially distanced in the St. Joseph room and cafeteria. Extended day will begin the second week of school starting on August 24, 2020.

#### **Masses and Assemblies:**

- Until conditions are safe enough, and it is permitted by state and local authorities, there will be no in-person assemblies, masses or other gatherings greater than 50 people; however, virtual and/or socially distanced alternatives to these types of important events are being planned.
- A Mass and Assembly schedule will be created to ensure that students have opportunities to grow spiritually, socially and emotionally.

#### **Large Gatherings and Special Events:**

- Large group gatherings, such as assemblies, parent group meetings and special events, will be held virtually.

**Family Trips:**

- While the Archdiocese discourages out of town travel during the school year, we understand that some families may be traveling. Please consider the health and well-being of our school community when doing so, and follow the guidelines set out by the state of Illinois. Follow link for more information. [HEALTH ALERT: Coronavirus Disease 2019 \(COVID-19\)](#)

After reviewing the plan, if you have any questions, or concerns, please contact the School Office. I am also available to speak with you.

This school year will be unlike any other, but we know our students and the entire staff at St. Bruno is up to the challenge. We emphasize the importance of being a trailblazer, which means to be a leader. We hope that you will continue the momentum at home by reminding your children what it means to be a trailblazer and how that mindset will help us through the year ahead.

Carla Sever

A handwritten signature in cursive script that reads "Carla Sever".

Principal

St. Bruno School