



"Forming Leaders for Christ"

2020-2021 Re-Opening Plan

Fact Sheet

School Name:	Sts. Peter & Paul School
Location(s):	Nauvoo, Illinois
Pa:	Fr. Thomas Szydlik
Principal:	Mrs. Lisa Gray
School Reopening Team Members:	
Fr. Thomas Szydlik	Parochial Vicar
Mrs. Lisa Gray	Principal
Mr. John Allen	Maintenance
Mrs. Nicole Wheatley	Building Secretary
Mrs. Susan Knipe	Business Manager
Mrs. Angee Sinele	Preschool Teacher
Mrs. Erin Hughes	Kindergarten Teacher
Mrs. Ciara Yuskis	First/Second Grade Teacher
Mrs. Kayla Haas	Third/Fourth Grade Teacher
Mrs. Kayla Wilson	Fifth/Sixth Grade Teacher
Mrs. Rhonda Boyles	Instructional Aide / Music
Mrs. Amber Parrish	Preschool Aide / PE
Mrs. Julie Knoche	Food Service
Mr. John Huston	Bus

School Phone: 217-453-2511

Approximate number of students: 60

Approximate number of full-time faculty & staff: 10

School email: principal@stspeterpaul.org

School website: www.stspeterpaul.org

OCS Review of Plan

Date: 7/8/2020

Approved Returned for Revision: **STS. PETER & PAUL SCHOOL/ NAUVOO PLAN APPROVED.** *Dr. Sharon Weiss, Superintendent*

Health and Safety Strategies Action Plan and/or Procedure

-How to maintain hygiene standards throughout the day

Temperature monitoring by whom and how often (including entry into building upon arrival)

Students will have their temperature taken as they enter the building and upon entering the bus (if applicable); this will be part of the morning routine. Students will enter the building and stop at the hand sanitizing stations before heading to their classroom.

Drinking fountains will be unusable. A new bottle filling station will be installed so students may fill their water bottles.

Hand sanitizer will be located in every classroom as well as throughout the building. We will implement the practice of sanitizing before leaving the classroom and upon returning to the classroom. This practice of “sanitize in/out” will be a common practice throughout our day.

Masks will be used upon entering/departing the building as students arrive and at the end of the day as well as in common areas of the building when social distancing cannot be maintained. Anyone who is unable to wear a mask must have a licensed physician note on file in the school office.

-Procedure for faculty/staff/students who become ill during the school day, for whatever reason

Any students that show signs of being ill, or become ill, will be placed in an area away from others until parents arrive to pick them up. Staff who show signs of being ill will be directly sent home, and their position will be filled by a substitute if needed. All locations in which the student/staff were located will then be immediately sanitized.

-Training for office staff for signs/symptoms of COVID 19 and how to isolate, if suspected

Using the CDC recommendations, we will ensure all staff are trained with the most up to date information regarding all safety and cleaning procedures. With guidance from OCS, our school will provide approved trainings to ensure we are following all guidance.

-Documentation and location of temperature checks storage

A binder will be kept in the secretary’s office with weekly logs of temperature checks that have been documented.

-Physical distancing in the classroom and corridors and other areas of the building

We will follow the CDC guidelines regarding spacing in the classrooms and corridors. Signs will be located on the walls of the classrooms and corridors to give visual cues and directives for staff and students. Each side of the corridors will be a one way only traffic pattern with visual markers on the floor to help guide the safe distancing.

-Describe traffic pattern upon arrival, departure and throughout the school day

Students will enter/exit front door wearing masks. During the day, hallways will be marked with arrows showing proper traffic directions as well as marking to show proper distancing. Students will remain distanced while in line and moving around the building.

-Monitoring hand washing and distancing in the bathrooms; sanitization during the school day

Limiting only 3 students at a time in the restroom at all levels will be common practice. Signs will be placed on the walls outside the bathrooms as reminders to help with distancing in the restrooms. Regular hand washing breaks throughout the day outside of the bathroom break opportunities. Restrooms sanitized by teacher/office staff after each cohort of students finish their bathroom break.

-Physical distancing on the playground, cafeteria, gymnasium(s), library, & weekly school mass or other church-related activities

On the playground, students will be able to play as normal, except all games and activities that require touching and being close, will not be allowed. Encouraging students to play games where spacing is part of the game will be part of the recess guidelines.

During Gym class, students will take part in activities that allow them to have their individual space, and at the same time be collaborative with one another for the team aspect of PE.

The library is open to students at all times and we will limit the number to no more than 5 students in the library at a time for checking books out. There is no need to go to the library for returning books, as each homeroom has a crate in their classroom to return these books.

We are looking at running a normal cafeteria setting only using more space to spread students out. Depending on enrollment and CDC recommendations, we may also be eating in the classrooms if we need to use the cafeteria for classroom space.

We are exploring Mass options at this time. We are looking to continue our regular Mass at 8:30 but may limit the grade levels that attend each week.

Adoration/Benediction/Reconciliation will all be done by groups of grade levels to ensure proper CDC recommended spacing.

-Arrangement of faculty/staff lounge to allow for physical distancing and maintaining hygiene

No faculty/staff lounge

-Signage in classrooms and throughout building areas (refer to CDC website)

We will be using the CDC recommended signage for the whole building and posting on social media/website to ensure everyone is aware of expectations and regulations.

-Vulnerable teacher and staff protection

Any staff or faculty that is vulnerable, will have the option to attend work or not. If they feel uncomfortable being at work, then we will find a replacement/substitute for them. If need be, we will let the employee go, and hire a replacement, which would only happen with guidance from OCS and all proper channels of communication. This will involve discussions with the employee and be a mutual agreement between school and employee. If they prefer to work, but need extra protection, we will purchase needed protection for them to maintain their work duties.

-Training for substitute teachers, volunteers and procedures to ensure health & safety maintained

Using CDC recommendations and our re-opening plan, all substitutes and parents will receive a copy of the plan to look over. The OCS waiver form must be signed and returned to school before entering/working in the building. This will also be required of all employees before August 19th (1st day of school).

-Regular HVAC maintenance for ventilation and hygiene

Maintenance will check these systems daily for proper maintenance for ventilation and hygiene. We will not turn the boiler on for heating the building until deemed necessary. This will allow us to control the temperature individually in classrooms using the windows and weather.

-How to dispose of PPE in classrooms and building areas

PPE equipment will be disposed of in the room garbage cans as normal garbage. There are numerous garbage cans throughout the building that get emptied multiple times a day, so disposal will be often and not linger in the cans/bags.

Physical Infrastructure Strategies Action Plan and/or Procedure

-Signage for health & safety and where posted in building, classrooms

Using the CDC recommended signs for safety and procedures, the school will have these posted for all to see in the building. They will be posted in each restroom, hallway, office, classroom etc.

-Entrance and exit traffic plan to ensure social distancing and safety

Students will enter/exit through the front door with masks on and social distancing being practiced. Students will report to/leave their classrooms and continue to practice social distancing during morning circle prayer time and at dismissal.

-Plan for utilization of spaces with the building for special and co/extracurricular activities to ensure health & safety and social distancing

At this time, we are not planning on having any extracurricular activities until further notice.

-Location of “sick bay” and if isolation is needed, where?

Located in the area by the secretary’s office.

-Ordering procedures for PPE

Maintenance/Janitorial, Principal, and Secretary meet and create lists of needs. Ordering supplies done through Amazon, McFarland Swan Supply Company (current supplier of cleaning supplies), and OCS & OSF as needed.

-Cleaning service or in-house custodial crew – disinfectants and supplies to meet criteria for COVID 19 sanitization

We are in the process of hiring a new janitor and will be in constant communication about cleaning and sanitation needs.

-A point COVID 19 contact person on-site at school

The COVID 19 contact person on-site at the school will be the principal Mrs. Lisa Gray, and in case of her absence, it will be the Mrs. Nicole Wheatley, Secretary.

Scheduling and Staffing Strategies Action Plan and/or Procedure

-Adjustments made and/or needed for classrooms based on social distancing

We are analyzing our class lists and determining what (if any) extra space will need to be utilized for assurance of social distancing for our students. We have 2-3 different locations that could be used for this purpose, but at this time we are measuring spaces in the building.

-Staffing needs based on social distancing and vulnerabilities

At this time, we have the staff needed to follow guidelines for social distancing in school. We will also follow CDOP Legal and OCS guidance in regard to staffing during a pandemic.

-Accommodating student needs

Student needs are always a top priority and we will ensure all students have their needs met any way we can. We will make sure areas used for Title and Speech are wiped down after being used.

-How re-opening and procedures shared with school community

We are constantly updating our school community on our efforts to re-open. Once we have a plan in place, we will be emailing all families, employees, substitutes, and volunteers a copy to review. We will also post the plan on our website.

-Staffing plan for high-risk and vulnerable faculty/staff

Any staff or faculty that is vulnerable, will have the option to attend work or not. If they feel uncomfortable being at work, then we will find a replacement/substitute for them. If need be, we will let the employee go, and hire a replacement. This will involve discussions with the employee and be a mutual agreement between school and employee. If they prefer to work, but need extra protection, we will purchase needed protection for them to maintain their work duties.

-Updating remote learning plans for use when a student is quarantined at home or if state mandates “shelter in place” due to resurgence of pandemic risk level

Our E-Learning Plan is a working document that will be adjusted as needed during any time of social changes impacting our daily functions. Our Faculty discussions will look at current needs of academic staff as well as needs of our students. We will adjust the plan to fit all needs, while providing guidance to all impacted by usage of the plan.

-Decision on whether or not to close school “campus” and not allow visitors, guest speakers, or volunteers to be at school

In times of uncertainty, there will be discussions had with all front office, health, and maintenance employees to discuss appropriate level of visitors. At the current time, there will not be visitors allowed in the building until a routine is established and approved by OCS.

-Plan for rotation and scheduling of grades 6-8 to minimize cross contamination

For now, we have a very small 5th-6th grade (10 students) that will be together as a cohort so we don't anticipate cross contamination.

All employees and students will sign the OCS COVID-19 liability waivers which will be kept on file in the office.

**Transportation and Food Service Strategies
Action Plan and/or Procedures**

-Discussion with local public school and the plan for bussing students to ensure health, safety, and social distancing for students and driver

At this time, we do not know what the public school is planning for their bussing procedures but we will follow up and notify parents to ensure student safety.

-If school has its own busses, how will health, safety, sanitization, and social distancing be maintained for students and driver

Bus driver will take students' temperatures before students can board bus. Bus will be sanitized after each use and masks will be worn by students and driver.

-Entry and exit building door for bus students and how temperatures will be taken upon arrival

Bus students will follow same procedures as non-bus students – enter/exit front door and have temperature taken.

-Procedures for lunch periods, location, hygiene, food, food allergies, forgotten lunches & cleanup

The cafeteria will be used as normal and we will have students distanced as CDC recommends. Students will wear masks into the cafeteria and will have washed their hands with soap and water before entering. The traffic flow will be comparable to the

usual routes used when in the cafeteria.

Forgotten lunches will be changed from having parents bring a meal from home. We will provide a meal for them to eliminate extra people coming to the building. Cleaning of the cafeteria will remain the same.

-Procedures for indoor and outdoor recess, supervision, social distancing, grouping, & equipment sanitization

Recess will resume as normal with students outside. As they come into the building, they will be washing their hands in the restrooms and following all hallway guidelines for distancing themselves from each other. All equipment will be sprayed and sanitized after recess each day. Each classroom will have their own equipment bucket that will get cleaned and not shared with other classes.

Extended Care

Action Plan and/or Procedure

N/A as we do not have Extended Care at SPPS.