



# **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19  
2021-2022 School Year*

## **INTRODUCTION**

This Christ the King Return to School Plan conveys the guidelines the school will have in place when on-site classes resume on August 18, 2021. The goal is for employees, students, and families to feel safe and to reduce the impact of COVID-19 conditions upon returning to on-site school instruction. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Arkansas Department of Health (ADH), and Governor Hutchinson. Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state and local agencies. All licensed childcare and after care programs must also follow the guidelines of the Department of Human Services.

We realize that many parents may be nervous about sending their children back to school during the pandemic and we have structured the 2021-22 school year with this in mind.

## **EMPLOYEE AND STUDENT SAFETY**

### **VISITOR RESTRICTIONS**

Christ the King will not allow normal visitation to our campus for the beginning of the 2021-22 school year. Visitors will be restricted from entering school buildings based on current guidelines. If a visitor is admitted, they are to be screened for symptoms of the COVID-19 virus.

### **EMPLOYEE SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a daily self-screening for symptoms related to COVID-19 including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Fatigue
- Congestion or runny nose
- Nausea and vomiting

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Employees are to report any symptoms to Mrs. Keyton. All screening information will be kept confidential.

### HEALTH PROTOCOL

- If an employee becomes ill at work or exhibits symptoms of COVID-19, they will be asked to leave work and go home or to the nearest health center for evaluation.
- Employees returning to work from an approved medical leave should contact Mrs. Keyton. You will be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work only when all 3 of the following criteria are met:

1. At least 2 days (48 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
  3. At least 7 days have passed since symptoms first occurred and you have had a negative test result
- If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

### GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact your healthcare provider and Mrs. Keyton to let them know you have been exposed to COVID-19,
3. Mrs. Keyton will contact the Office of Catholic Schools to determine appropriate next steps. Refer to the ADH flowchart.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

## HANDLING A SUSPECTED COVID-19 CASE

If an employee or student becomes ill on campus, he/she will immediately report to the **nurse's office** which is located across the hall from the teacher workroom.

Once the employee or student arrives at the nurse's office, we will immediately provide them with a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse/administrator will call the Arkansas Department of Health and seek advice regarding transportation and location. Refer to the ADH flowchart (attached).
- The nurse and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse/administrator will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse/administrator must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the administration.  
**Maintain the confidentiality of the employee.**
- The nurse's office and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## HANDLING A CONFIRMED COVID19 CASE

A school might need to implement short-term closure procedures if an infected person has been in the school building:

First, notify ADH and the Office of Catholic Schools and follow their guidelines (see flowchart at the end of this document). Guidelines will include:

- Dismiss students and staff for 2 – 5 days to allow local health officials to gain a better understanding of the COVID-19 situation impacting the school and make recommendations
- Cancel all school based extracurricular activities and events during the closure
- Discourage staff, students, and their families from gathering or socializing anywhere
- Communicate with staff, parents, and students: **Maintain confidentiality of the student or staff member**
- Clean and disinfect thoroughly
- Close off areas used by the individuals with COVID-19
- Open outside doors and windows to increase air circulation in the affected area.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. **Teachers and staff (ALL) and students (four years – fifth grade) are required to wear face masks while inside the school building.**

### Staff and Other Adults

- All adults must wear a mask when 6 feet of physical distancing is not able to be attained.

### Classroom Settings

- All students (four years-fifth grade) must wear masks when entering the building and during transition times. Examples of transition times: lining up to go to recess, moving in the hallway, restroom breaks
- Students should have assigned seating.
- At any time that a student (four years-fifth grade) is not 3 feet from another student, they should wear their mask.
- The teacher must wear a mask whenever students are present in the classroom.

### Recess

- Students (four years-fifth grade) and adults will wear masks when transitioning to and from recess
- Keep student groups together so that they do not interact with other groups. Recess times will be staggered to avoid intermingling of grades.
- Students (four years -fifth grade) may remove masks once outside
- No additional recesses this year since playground time is assigned

### Cafeteria

- Students (four years-fifth grade) and adults must wear masks while transitioning to and from the cafeteria.
- Students may remove masks when seated while eating.
- We will be using the parish center and the lunchroom for lunch this year so that students can be socially distanced.
- Students will have assigned seating in the cafeteria and seating cannot change without Mrs. Keyton's permission.

### Restrooms

- Students (four years-fifth grade) and adults will keep face masks on at all times during a restroom break
- Restroom capacity will be limited to two students at a time to allow for social distancing.
- Restrooms will be sanitized throughout the day at two-hour intervals.
- Teachers will monitor bathrooms at all times during restroom breaks

In addition to using PPE, students and staff will be reminded to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow

## **SOCIAL DISTANCING**

- Social distancing is an effective way to prevent potential infection. School employees and students will practice social distancing and eliminating physical contact with others.

## **PERSONAL WORKSPACE/CLASSROOM**

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

## **SHARED WORKSPACE**

**Masks are to be worn in shared workspaces.**

Christ the King School will furnish alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will be available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Custodial Team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity** - Only two people may be in the front office of the school at any given time.

**Teacher Lounge** - A maximum of four people may be in the teacher's lounge at a time. All visitors to the teacher's lounge are responsible for cleaning up after themselves and cleaning any dishes they use.

**Workroom** - Only two persons are allowed in the copy room at a time. All copiers need to be sanitized after every use.

## **FACILITIES CLEANING**

The safety of our employees and students are our priority. Prior to reopening, our schools will be thoroughly cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to

protect employees and reduce the risk of spread of infection. Employees will be required to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Electronic Equipment	Copier Machines, Shared Computer Monitors, TV's, Telephones, Keyboards	At the end of each use
General Used Objects	Handles, Light Switches, Sinks, Restrooms	Throughout the day
Common Areas	Cafeteria, Gyms, Common Areas	between groups

### SCHOOL DAY PROCEDURES

#### DROP OFF AND PICK UP

- Students will be dropped off and picked up in three areas when school resumes. Kindergarten through third grade students will be dropped off and picked up in the circle drive. Fourth through fifth graders will enter and exit school through the doors by the gym, and all preschool will enter and exit using the lower hallway doors by the playground.
- Upon arrival students go straight to classrooms

#### DRINKING FOUNTAINS

- Students **will not** use water fountains, instead they will bring refillable water bottles from home. Students may use the refillable water stations to refill their water bottles during the day.

#### CLASSROOM ARRANGEMENTS

- Students will have assigned desks
- Student desks will be arranged so there is physical distance between students
- Student desks will be facing in the same direction
- REMOVE all materials from the classroom that cannot be cleaned daily such as rugs, toys with cloth surfaces, and extra furniture that will not allow for physical distancing in the classroom.

## **MASS**

Students will attend Mass once per week. School Mass will be closed to the public. Kindergarten through fifth grade will attend Mass at 9 a.m. on Fridays.

Modified from:  
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