

Fact Sheet

School Name: Holy Family School

Location(s): Oglesby

Pastor/Chaplain: Father Gary Blake

Principal: Mrs. Jyll Jasiek

School Reopening Team Members: Father Blake, Jyll Jasiek, Sheri Harlow, Vicki Duttlinger, Angie

Becker, Tina Borelli, Heather Friedlein

School Phone: 815-883-8916

School

email: holyfamilyschool@comcast.net OR jylljasiek@hfsschool.com

Holy Family School looks forward to welcoming you back to school with the safety of students and faculty our highest priority. Students and staff will return with in-school classes, five days a week using best practices regarding health precautions. At the end of this document you will also see information about our Virtual Academy. This is now an option for our families who do not wish to send their children back to the classroom. The information contained in this document is subject to change at any given time pending changes from the Diocese of Peoria. Any changes will immediately be communicated to our staff, students, families, and school community.

The following changes to school procedures/protocols are derived and guided by the health department, ISBE, and the Diocese of Peoria. Holy Family School will be limiting the number of visitors to the school. Only necessary visits will occur. We thank you for your patience and understanding during this process. Undoubtedly, there will be confusion and potential resistance to the new safety protocols and daily procedures. Please know we are doing the best we can with safety in mind. I encourage you to talk with your children each day so they are able to start processing the direction school will take for them. School life will be different for children across America. We continue to pray it's as brief a time as possible

All of the information in this document is subject to change based on data and compliance with state and local authorities.

1. General Building Maintenance and Sanitation

- A thorough cleaning of the school facilities will be completed prior to the start of the school year.
- School facilities will be cleaned at the end of each school day or before the next school day begins with the use of our purchased emist system and recommended sanitizing supplies.
- High-touch or high-contact surfaces (bathroom facilities, entryways, tables, desks, doorknobs, and door handles) will be sanitized throughout the day.
- Visual aids for proper hand hygiene will be placed in visible areas around the school.
- A small hand sanitizer will be required for all students to bring to school. Please purchase an 8oz. bottle if possible. Refills will be provided by Holy Family School. Sanitizing and washing of hands will take place throughout the day.
- The drinking fountains will NOT be used until further notice. Please send your children to school with a water bottle and a possible additional water bottle in their backpack. If a student forgets water on any given day, we will have water for purchase in the kitchen for \$1.
- Teachers and staff will follow established sanitizing protocol.
- The middle sink and urinal will NOT be used until further notice.
- Bathroom breaks will be taken as a class to assure only two students are in the bathroom at a time. We will also be using the locker room bathrooms more often which allows for one student at a time.

2. Prevention

- Preventing the spread of disease in the school setting is our top priority so we insist that students and staff who are sick must stay home.
- Students and staff should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Please email Mrs. Harlow or Mrs. Jasiek to inform us of a possible COVID case in your house.
- The three most important strategies of prevention include reasonable social distancing, hand washing/sanitizing, and face coverings.
- Avoiding touching your face, eyes, nose, and mouth are also important steps a person can take to avoid becoming sick or spreading germs to others.
- Students and staff will receive training regarding proper technique and be kept updated regarding best practices.
- If a child is called in sick, you will be asked a series of questions regarding symptoms. A COVID test may be required before returning to school.

3. Daily Screening

- Each morning, parents/guardians must screen their children for the symptoms of COVID-19 prior to arrival at school. We ask that you also take their temperature. Students exhibiting symptoms or who have a fever are prohibited from coming to school.
- Each morning HFS faculty will self-screen for the symptoms of COVID-19 and take their temperature prior to arrival at school.
- Each morning, several faculty members will take the temperature of each student who enters the building. Anyone with a fever over 100.4 degrees will be sent home.
- At least one other time during the day, students will be screened for symptoms and may be temperature checked again.

4. Symptoms Impacting Consideration for Exclusion from School

The following are COVID-19 related symptoms:

- A fever of 100.4 F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

5. Masks

- Students and staff must wear masks during the school day, but can remove them when outside during socially distant activities, i.e. lesson instruction outside, recess, and PE. Masks will also be removed when eating lunch.
- Masks should be school appropriate, whether homemade or store bought. Please send your student with their mask attached to a lanyard. This will allow for masks to be removed when outside and distanced and not lose them.
- Parents are asked to send an additional face covering with their children. Please keep those in a ziploc bag in the student's book bag.
- Students may choose to wear masks even during scheduled breaks. A ZERO tolerance policy begins on the first day of school in regard to teasing, joking, or making fun of another student on their mask. Administration will enact consequences immediately with no questions asked. Students who refuse to wear their mask during the assigned times will be sent home immediately.

6. Access to Campus/Arrival/Dismissal/Time Change

- Our intent is for school hours to be 8:20 with a current dismissal time of 2:00, Monday-Friday. Please note dismissal time could change with notice, based on the remote learning needs of the school or when the pandemic ends.
- Students will report to their class immediately upon arrival to school. There will be no group gatherings outside, in the gym, or in the hallways.
- Students may arrive at school beginning at 8:00am and continue to arrive through 8:20. Only preschool students who have a sibling in an older grade can arrive during this time frame. Preschool will otherwise begin at 8:30. The extended arrival time span is meant to alleviate a bottleneck.
- Visitors during the school day will be limited and only allowed with prior notice. In the event of a doctor/dentist appointment, parents will pull up to the yellow curb and call the office to alert us you are ready to pick up your child. Please step outside of your car so we can verify with the camera system in the office. We will then call them from their classroom and allow them to walk to your car. We will sign them out and back in upon their return.
- Parents that need to communicate with administration or teachers are encouraged to utilize email, phone calls, and even a Zoom meeting if necessary.

7. In the Classroom and School

- Students will have assigned seats in class.
- Desks have been spaced six feet apart in each room and we have been successful in creating the appropriate distances, even in eighth grade!
- Student learning materials will be kept in personal containers and will not be shared with others.
- Students will stay with the same cohort as much as possible. Outdoor instruction will be utilized (when possible).
- Windows will be open and fans will be on to increase airflow.
- 5th through 8th grade students will remain in classrooms for all classes except for PE. The teachers will move between classrooms, accordingly.
- Because food is NOT allowed to be shared, unfortunately there can be no birthday treats until further notice.

8. Lunch

- There will be NO Hyvee lunches provided through September. We will revisit hot lunch again at that time.
- Students must bring their own lunch to school. Milk will still be provided.
- Students will have proper social distance at lunch, with only three students per table and the addition of tables in the gym.
- There will be an additional lunch period added in order to make the groups smaller.
- Preschool and kindergarten will eat in their classrooms until further notice.
- Parents are encouraged to practice, with younger students at home, preparation for them to eat independently. Lunch and drink options should be chosen so that a student can easily open containers and packaging on their own.
- Parents ARE NOT allowed to drop off a lunch at any time. Students are expected to come to school with lunches. Any student who forgets a lunch will have one provided from the kitchen.

9. Early Education Classrooms (PreK & K)

- Some classroom supplies may be shared, given the unique educational practices of early education, but limited to *essential use only* and cleaned frequently.
- All students will be closely supervised while using hand sanitizer.
- Students will be socially distanced during snack time.
- Tuesday, Wednesday and Thursday morning will be the busiest time in preschool. Every effort will be made to “make the classroom smaller” with the use of the classroom aide. There will be times in which she takes half the class to another location to play. The afternoon preschool class will have ten students which will make social distancing/use of materials easier.
- During afternoon preschool nap time, cots will be assigned to each student and never shared.

10. Before and After Care

- Before/After care is no longer on an as needed basis. Families must sign up for this service with the front office and a maximum of 20 students will be allowed.
- Registration for before/after care and cost will be sent home in August.
- Before/After Care costs and time of operation will be sent home prior to the start.
- No food is allowed at before care, however, a snack is allowed at after care.

11. Athletics and Physical Education/Events On-Off Campus

- Mrs. Jasiak will provide guidelines to coaches, student-athletes, and families before the start of the athletic season in accordance with the IESA and ISBE guidelines.
- Physical education classes will be held outside, as much as possible, while also practicing reasonable social distancing.
- There will be no off-campus field trips or service trips until further notice.
- Scheduled events such as fundraisers that would bring together a large crowd will be cancelled until further notice.
- Parents will receive further information on how to continue to serve the school/church with volunteer points.

13. School Mass

- Holy Mass will still take place on Friday morning at 9:15.
- 2-3 classes will attend mass at church, while the remaining classes will watch via Facebook Live from their classroom.
- Each week the rotation of classes will walk to church for mass.
- Father Blake will come to school following mass to distribute Holy Communion to faculty and students who were not in church.
- Social distancing guidelines set forth by Holy Family Church will be maintained during school mass.

14. Remote Learning Days

- All-school remote learning may be unavoidable in the future. Holy Family School will send an updated plan for e-learning which will include daily video teaching. In the event we return to this format, 1-2 days of planning will be given to teachers to prepare.

15. Student Travel

- Students will self-quarantine after traveling to another country or to another state that is experiencing COVID-19 outbreaks, as determined by the Governor of Illinois, IDPH, and CDC guidance.
- Parents/students should inform schools immediately if they display COVID-19 symptoms during the self-quarantine period.

INFECTION PROTOCOL

(as guided by the Diocese of Peoria in accordance with ISBE and IDPH)

PREVENTION: As outlined earlier in this document, temperature checks of all students and employees will be taken on arrival each morning. Any student, employee (or volunteer) who has a temperature above 100.4 degrees Fahrenheit will be sent home and encouraged to contact a doctor.

RESPONSE TO COVID-19 SYMPTOMS Students: If a student is exhibiting a fever or two or more other COVID-19 symptoms, they will be immediately separated from others (preferably in a separate room within clear line-of-sight of a responsible employee). Students must not be left alone and must be supervised while maintaining necessary precautions. Parents will be immediately contacted in order for the student to be taken home. Schools should utilize other emergency contacts if parents are not reached.

If it is determined that the illness is not COVID-19 either through a test or a 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 a student tested does not seek medical attention, students must isolate and *not return to school* until they have met CDC's criteria to discontinue home isolation which currently includes: ✓ 24 hours with no fever and without fever-reducing medication; and ✓ improvement in other clinical symptoms; and ✓ 10 days since symptoms first appeared.

Students will be allowed to complete and submit work remotely during time away from school.

If a student is positively diagnosed for COVID-19, follow the *Isolation Protocol* outlined below.

Employees: If an employee is exhibiting COVID-19 symptoms, they will be immediately sent home.

Employees will be encouraged to read the CDC guidance for caring for oneself and others and contact their doctor if symptoms become worse.

Employees that test positive for COVID-19, or that do not receive a negative diagnosis, must not return until they have met CDC's criteria to discontinue home isolation, which currently includes: ✓ 24 hours with no fever and without fever-reducing medication; and ✓ improvement in other clinical symptoms; and ✓ 10 days since symptoms first appeared.

Volunteers: If a volunteer is exhibiting COVID-19 symptoms, they will be immediately sent home.

Volunteers will be encouraged to read the CDC guidance for caring for oneself and others and contact their doctor if symptoms become worse.

Volunteers that test positive for COVID-19, or that do not receive a negative diagnosis, must not return until they have met CDC's criteria to discontinue home isolation, which currently includes: ✓ 24 hours with no fever and without fever reducing medication; and ✓ improvement in other clinical symptoms; and ✓ 10 days since symptoms first appeared.

If a volunteer is positively diagnosed for COVID-19, follow the *Isolation Protocol* outlined below.

ISOLATION PROTOCOL If any student, employee or volunteer is diagnosed with COVID-19, principals will immediately contact the Superintendent of Schools. While every situation is unique, the following steps will likely be implemented:

1. The student, employee, or volunteer will be sent home and monitored for ongoing symptoms, as described above.
2. The principal will distribute a ***DIOCESAN COVID-19 Exposure Letter*** to all parents and employees. Please note it is essential that the privacy of the impacted student or employee will be protected.
3. The student or employee's classroom/work area will be thoroughly cleaned. Windows in the area will be opened to maximize airflow.
4. The principal will carefully monitor the health of students and teachers who are part of the infected individual's cohort/class. If more than three students in the cohort are diagnosed with COVID-19, the entire cohort will quarantine and shift to remote learning.

When cohorts are quarantined, the entire cohort/class (students and employees) is sent home. They are asked to remain home until they have met the CDC's criteria to discontinue home isolation, which currently includes: ✓ 24 hours no fever and without fever-reducing medication; and ✓ improvement in other clinical symptoms; and ✓ 10 days since symptoms first appeared; or ✓ 14 days since exposure to the infected individual(s) for asymptomatic individuals.

The principal will distribute the ***DIOCESAN Quarantine Letter*** to all families and employees when a cohort or entire school is placed in quarantine.

The principal will work with the Diocese to decide if and when some or all of the cohort members will return to school.

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), an entire school may be quarantined. Principals will work with the Superintendent of Schools in determining if a school-wide quarantine is needed.

Students will be allowed to complete and submit academic work while quarantined.

COVID-19 EXPOSURE OF FAMILY MEMBERS In cases where students, employees, or volunteers have exposure to individuals (such as an immediate family member) who are COVID-19–positive in their home, the following steps will be followed:

The individual will be asked to remain at home for at least 14 days from last exposure to their family member, or in the event the employee continues contact with their family member, 14 days from the time when their family member has met the CDC’s criteria to discontinue home isolation which currently includes:

- 24 hours with no fever and without fever reducing medication; and**
- Improvement in other clinical symptoms; and**
- 10 days since symptoms first appeared.**

Students will be allowed to complete and submit academic work while at home.

HFS VIRTUAL ACADEMY

Those that do not want their child(ren) to receive in-person instruction while schools are reopened during the pandemic can choose to enroll their child(ren) into the diocesan elementary full-time Virtual Academy.

The Virtual Academy is not designed to be a “hybrid” model of in-class instruction on *some* days of the week, coupled with remote learning on the *other* days of the week. The Virtual Academy is to allow parents, as the primary educators, to choose that their child(ren) attend and receive instruction in school five days a week, OR choose to enroll their child(ren) in full-time e-learning five days a week. HFS is developing how this platform will be delivered. It will not include the same amount of clock hours per day as in-person learning. This format is being planned as we speak. The actual framework of the plan will be distributed when completed. It will include Google Meet sessions live with the classroom teacher during the school day, online assignments and face-to-face (virtually), in small groups in the afternoon, after HFS dismisses.

If you select the Virtual Academy for your child, please note that it will be for the entire first trimester, with reevaluation after that. The same will apply to in-person learning.