

School of St. Mary COVID-19 Procedures

Regular school schedule with the following measures implemented:

The following procedures are subject to change based upon new scientific evidence concerning COVID-19, changing enrollment, experience, the incidence of COVID-19 in our school community, mandates by the governor of Oklahoma, the Catholic Schools Office or the mayor of Tulsa and the recommendations of the Health Department.

Please refer to Diocesan Catholic Schools COVID-19 Policies and Procedures for information on topics not covered in this document.

COVID-19 is a highly contagious and potentially life-threatening virus and the symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Loss of taste or smell
- Temperature at or above 100.4° F
- Nausea and vomiting
- Headache
- Sudden loss of taste and smell

In order to keep St. Mary open and in order to protect the health of our families, students and staff, it is important that all families exercise caution when considering sending a potentially ill student to school. Although a student's temperature will be taken upon entry to the school, parents play an important role in keeping the community well.

- If a student/adult becomes ill with possible COVID-19 symptoms, the student/adult will be quarantined in the mail room until he/she can go home.
- If COVID-19 is diagnosed, the mail room will be closed and then disinfected prior to use. Parents/guardians and the Catholic School Office will be notified that there has been a case of COVID-19.
- When to quarantine:
 - When a person has spent 15 total minutes within 48 hours of that person testing positive for COVID-19 or having symptoms.
 - While waiting for results of a COVID-19 test.
- When to isolate:
 - When a person has tested positive for COVID-19
- The school community will be notified and any person that has spent more than 15 close contact minutes with the diagnosed person must contact the Tulsa Health Department for quarantine and testing procedures. These options include:
 - COVID-19 testing
 - Quarantine for 14 days, 10 days or 7 days based on CDC guidelines – a representative from the school will call to discuss the quarantine options.
- Students/employees who remain symptom free may return to school after 14 or 10 days or 7 days with testing.
- Students/adults who test positive must follow the recommendations of the Tulsa Health Department and their personal physician before returning to work/school. A physician's note will be required.
- Students who are quarantined, will avail themselves of instructional videos posted by the teachers and worksheets in order to keep up with the class

Masks –. Masks are required for students in grades K-8 and all adults -No bandanas, no masks with valves and all masks must be at least 2 layers thick.

- Masks must be non-political in nature and appropriate to the Catholic School setting. The principal will have final say in the appropriateness of the mask.
- Students should come to school each day with 2 clean masks.
- Anyone who does not come to school with a mask may purchase one from the school office for \$1.00 per mask.

Visitors – Entry of parents/visitors to the school will be limited.

- Parent may not escort their child into the building.
- Parents/adults must wear a mask while in the building.

- If a parent/guardian needs to pick a child up during the school day, they should pull close to the school door and call the school office. Students will be called from class and escorted to the parent car.

Temperature Checks: All parents/students/staff and visitors will have their temperature taken upon entry into the school. Adults/students with a temperature at or above 100.4°F will be rechecked after 15 minutes. Any adult with an elevated temperature will be denied admittance to the school. The parents/guardian of students with an elevated temperature will be contacted to pick up their student. Students with an elevated temperature will be required to wear a mask and remain in the health room until they can be picked up.

- Students:
 - Before School Care – Temperature checks will occur at the white corridor doors. Students with an elevated temperature will be sequestered at the end of the hall by the Church Office Doors until their temperature can be rechecked. If the temperature remains elevated, parents will be contacted to take their student home. Students waiting to go home will wait in the health room and wear a mask until they are picked up.
 - Drop-off – students will enter the school at the following entrances: White Corridor entry (grades 1,2,5 and Before School Care), West Front Entrance (grades 3,4,6), East Front Entrance (grades 7,8 – students will walk down ramped hall and up preschool steps), Kindergarten students will enter through the far east doors into the Kindergarten room after temperature screening. Students with an elevated temperature will be sequestered in the white corridor or in the health room' whichever is closest.
 - Tardies will be processed at the East Front Entrance.
- Teachers/Staff: Teachers and staff will go to the school office upon entering the building and be temperature checked.
- Parents/Visitors/Volunteers – All parents/visitors/volunteers must first stop at the school office to have their temperature checked prior to going to their school destination. All adults in the school must wear a mask the entire time they are in the school. Masks will be available for purchase in the school office.

Classroom:

- Social Distancing:
 - Classroom desks have been arranged to afford 4 feet or more between desks and all desks are facing the same direction
 - Grades 3,4,5,6 will have desk shields
 - Students will be shown methods to ensure social distancing while walking in hallways and standing in line
- Classroom traveling – When possible the teacher will change classrooms and the students will remain at their desks. If the students must move, the desks and chairs will be disinfected.
- Classroom doors will remain open to increase ventilation.

Volunteers: Classroom volunteers will be limited during this time. Cafeteria volunteers are essential during this time and will be required to wear a mask and gloves while working in the cafeteria. All visitors and volunteers must wear a mask and have their temperature taken when in the school building. Masks are available for purchase in the school office.

Hand Washing/Hand Sanitizer: Extra breaks will be given for students to wash their hands. Frequent use of hand sanitizer will be encouraged.

Hot Lunch/Lunch Room:

- During the pandemic, the cafeteria space will be closed for student lunches. Students will eat in their classrooms and will be allowed to drink only water. Water fountains will be closed.
- Microwaves will be unavailable for use by students.
- Box lunches will be available for order from the St. Mary cafeteria using the same system used to order hot lunch in previous years and will be delivered to classrooms.

Mass: Classes will attend Mass on Fridays and Holy Days on a rotating basis. Classes who will not be attending Mass will watch it in their classrooms

Class Parties for Christmas, Halloween and Valentine's Day:

- The students may have parties in their classrooms, but parents/guardians may not attend.
- Treats should be store bought.

Birthday Treats: Treats should be store bought.

Cleaning/Sanitizing/Disinfecting:

- To minimize the chemicals that students are exposed to, student desks, door knobs and any other items touched by students/teachers will be disinfected at the end of each day.
- During the school day, teachers/staff will clean with a solution of soap and water as often as possible. Students may aid in the cleaning during the day.
- Items that are shared by students will be disinfected by the teacher between each student use with disinfectant wipes, a rubbing alcohol based hand sanitizer or a bleach solution.
- Janitorial staff will clean and disinfect after school hours and staff will sanitize bathrooms, handrails and door handles during the day.

Recess:

- In order to minimize the mixing of students, the school playground will be divided into 5 areas and a schedule will be devised to rotate each class through the 5 areas on a weekly basis.
- Teachers will plan for additional opportunities for students to go outside.
- Students will wash / hand sanitize hands after recess and upon entering the building.

Drinking Fountains:

- **Students must bring a water bottle to school.**
- **Drinking fountains will be unavailable for use while there remains a threat of COVID-19.**
- Bottle fillers will be functional and available for use.

Health Room/Medical Procedures:

- The Health Room will be closed for all minor medical situations. All minor student ailments will be tended to by the classroom teacher.
- All ill students will be required to wear a mask while waiting for parent/guardian to pick them up from school.
- Faculty/Staff/Student must be fever free for 24 hours without the aid of fever reduction medications before returning to school.

Drop off

- 7:20am – 7:45am (Before School Care) – in gym
 - Students in grades 6,7,8 line up single file, followed by 4,5,3,2,1. Kent will lead K students to classroom after all students have left the gym.
- 7:45am – 8:00am – cars will be routed to the outside lane in front of the school
 - Students will be dropped off as usual, proceeding to the door their class has been assigned. They will have their temperature taken at the door where their class enters the building:
 - Kindergarten – far east kindergarten entrance
 - Grades 1,2,5 – white corridor door
 - Grades 3,4,6 – west door. 6th will immediately go up the north stairs to class
 - Grades 7,8 – east door and proceed down ramp, left to west hall and up south stairs

Dismissal: Dismissal times will be slightly staggered and students will exit through multiple doors to minimize hall congestion.

- Kindergarten will be dismissed at 2:40 (12:40 on Fridays) and exit the east door of their classroom
- Grades 1-8 will dismiss at or slightly before 2:45 (12:45 on Fridays).
 - Grades 1,2 will dismiss a few minutes before 2:45/12:45 and proceed through the gym and exit the outside gym doors remaining in 2 lines that are distanced.
 - Grades 4,5, following 1st and 2nd, will exit the white corridor doors remaining in 2 distanced lines. The front of the lines stopping at the Spanish windows.
 - 3rd grade will dismiss a few minutes before 2:45/12:45, exit the Spanish room doors and proceed to the church steps
 - 6th grade will go down the north stairs and proceed out the west school doors, (following 3rd grade) forming a double line from the west doors to the Spanish room windows
 - 7th grade will dismiss a few minutes early and go down the south stairs, up the ramped hallway and exit the building using the east doors. They will line up under the awning at the east side of the school
 - 8th grade will follow either 6th or 7th, proceed up the ramped hallway, exit the east doors and line up in front of the ramp.