



## Infant Jesus of Prague School Operating Plan: Health and Safety 2021-2022

**Welcome back!** We are excited to welcome our students and staff back to our building! Special welcome to our new students and their families! We are thrilled that you have chosen our school for your child(ren)!

Detailed in these notes is the plan to open our school. In following the guidelines from the Archdiocese of Chicago Office of Catholic Schools as well as best practices from our successes last school year, our committee of lead teachers have planned the following procedures.

### **In Person Learning Protocols**

Before arrival:

- Staff and students will assess any symptoms before entering the building. Do not come to school if your temperature is 100.4 or greater or have any COVID related symptoms. The symptom check will inquire about fever, chills, cough, shortness of breath, difficulty breathing, fatigue, headache, loss of sense of taste or smell, nausea or vomiting, sore throat, muscle/body aches, contact with someone testing positive for COVID-19.
- Be sure to wear a clean mask each day upon departure from your vehicle. Please wash masks daily and throw away paper masks at the end of each day.
- Minimize what items come to school. Leave all toys and personal items at home.
- Follow directives of the teacher as to what supplies are necessary.

Arrival:

- Students will be dropped off in the parking lot, though it will be reduced to one lane to give more area for social distancing of students.
- Students will walk to their specific doors (listed below) and line up.
- Teachers will check every student to be sure they are wearing a mask correctly, ask them about any symptoms, and give them hand sanitizer.
- Any student with symptoms and/or temperature will go straight to the front office and the parents will be called to pick the student up right away.
- The parking lot and entry doors will be supervised starting at 7:45 am, so students who arrive earlier will go to morning care in the cafeteria (grades 1-8) or in the PLC (PreK-K) and will be charged for Extended Day. IJP School staff will not be responsible for students who arrive early and do not go to the cafeteria.
- Students will use the following doors to enter and exit the building.:
  - Door J- 4th through 8th grades
  - Door I- K through 3rd grades
  - Door I- Preschool (8:10 am)

**Preschool families ONLY** may park between the church and the school for drop-off. Other students should be dropped off according to our procedures listed in our Student/Parent Handbook which can be found on our website. Please plan to stay in your vehicle until all of the other students have entered the building.

Cold/inclement weather plan:

- If the temperature, according to WeatherBug, feels like below 25 degrees or if it is precipitating, we will move our arrival indoors. All students may enter the building starting at 7:45 through the cafeteria door. Students who arrive earlier must report to the cafeteria for Extended Day. Our staff will be sure students are wearing masks, check for symptoms, and be sure hand sanitizer is used upon the students' arrival.
- At 7:45 all Extended Day students will report to their homerooms. Other students, as they arrive, will enter, be checked for masks and symptoms and use hand sanitizer, and report to their homerooms where teachers will be waiting to greet them.

Extended Day (Morning Care):

- Students will enter through the cafeteria doors.
- Ms. Candy McLaughlin will be sure students are wearing masks, check for symptoms, and be sure hand sanitizer is used upon the students' arrival.
- Ms. Candy will check students in via ProCare Connect.
- Students and staff will go outside at 7:45 am to get in line in their homerooms for entry to school.
- See previous section for cold/inclement weather plan.

Bathrooms:

- Handwashing signs will be posted to remind students of proper handwashing procedures.
- Bathrooms will be cleaned throughout the day by our janitorial staff.

Water fountains:

- Thanks to some special donors, all water fountains in the building will be equipped with reusable bottle fillers.
- Students will only be able to use this function of the water fountains, so they should bring a reusable water bottle to school to use and refill. Bottles should have a removable top so that the part where students put their mouths does not come near the refilling station.

#### Classrooms:

- Students will not be sharing supplies.
- Internal doors of the school will be open as well as the windows to maximize air flow.
- Each classroom will utilize air purifiers daily.
- Every time students enter the classroom, they will use hand sanitizer. Sanitizer stations are installed outside of every classroom. Students may also bring their own sanitizer.
- Teachers have been encouraged to take their classes outdoors, so that students can take a break from wearing their masks.

#### Preschool:

- Essential supplies will be cleaned frequently.
- Students will be distanced for their naps.

#### Junior High and other departmentalized classes:

- Students will be moving to different classrooms for various courses.
- Shared classrooms/labs will be cleaned regularly.

#### Specials classes:

- Physical Education will be outdoors whenever possible. Students will not wear masks when outside but should try to maintain distancing.
- Students will not share supplies.
- Music classes will be available this year!
- Band instruction will take place on Mondays this year. See below for more information.

#### Special services:

- Students who receive special services from District 161 will continue to do so.
- Teachers will maintain 6 ft of distance from students
- Students will remain 6 ft apart.
- Areas will be cleaned between use.

#### Front Office:

- Maintain spacing while waiting to speak to our staff.
- All visitors must wear a mask.
- No items should be dropped off at the office.
- No outside food will be accepted.

#### Cafeteria:

- Students will sanitize their hands before entering the cafeteria.
- Homerooms will be staggered for entry to the cafeteria to pick up their lunches after recess.
- Meals will be prepackaged for ease and safety of pickup.
- The cafeteria will be cleaned thoroughly between uses.
- Regular volunteers who can commit to very specific times and dates will be welcome. Please contact Mrs. Kelly if you are interested. No other visitors will be allowed

#### Recess:

- Recess will be outside whenever possible. When indoor recess is needed, students will be in their homerooms monitored by staff.
- Students will only play with other students in their grade levels which will be spread out in areas of the lot.
- Students may take their masks off when outside but should still maintain distance as much as possible.
- Balls and other equipment will be assigned to each homeroom and will be cleaned daily.
- Students will sanitize their hands before entering the cafeteria.
- Recess will take place indoors if the temperature according to WeatherBug feels like 25 or lower. Students will be monitored by recess aides and teachers and will occupy themselves with quiet games, coloring, light physical activity, etc.

#### Mass:

- We will use church guidelines for social distancing and homerooms will sit together spread out from the other classes present.
- All other gatherings of large groups of students will be distanced between homerooms.

#### Dismissal:

- Students will sanitize their hands before departure from school.
- Parents should not congregate outside of their vehicles. Everyone should wear a mask upon entering our parking lot and should not be present if they are feeling sick, have a temperature, or have symptoms relating to COVID.
- Dismissal will be staggered according to the following schedule:
  - PreK 2:40-2:50 (Door H) (parents park by cafeteria)
  - K 2:45 (Door I)
  - Grades 1-5 at 2:55 pm
  - Grades 5-8 at 3:00 pm
- Students who have not been picked up by 3:15 will be led to Extended Day.
- Please arrange your pickup plan with your children before *arrival* to school, if possible. If a change needs to be made, please call the school office and they will let your child

know of the change in plans. Calls should be made before 2:40 pm so students can be informed.

- Please try to plan your arrival in the lot according to the dismissal time of your child(ren) so that we can alleviate congestion.

#### Extended Day (After Care):

- Students will be seated by cohort and socially distanced.
- Parents will call 708-799-5200 x 252 to let Ms. Candy know they have arrived to pick up their child(ren) and give the PIN number associated with that adult. Ms. Candy will lead the student outside to be sure they arrive at the vehicle safely.
- If the adult picking up needs to enter the building, they must be wearing a mask.
- Parents should find an alternate pick up option if they are feeling sick, have a temperature, or have symptoms relating to COVID.

#### Extracurricular activities:

- Hurray! We plan to return to our sports programs. More guidance will follow.
- Band will resume!
  - Lessons will be on Mondays this year.
  - Band members will be in person with Mr. Gula with classes scheduled on a rotating basis throughout the day so students do not miss the same class every week. Any assignments missed during band must be made up promptly.
  - Students will sanitize before returning to class.
  - Mr. Gula will be sending out further information.
- Other activities such as chess are being conducted after school. The providers are aware of our safety protocols.
- Field trips may be conducted virtually or by foot for now. Parents will be asked to sign a walking field trip form so that classes can do outdoor activities.
- Fundraisers will also be conducted this year. More information to follow.

#### Supplies:

- Please be sure students have the following items in addition to requests from teachers.
- Refillable water bottle with a lid that screws on to make refilling cleaner and more sanitary. (CLEARLY LABELED WITH NAME). Students must keep these by or in their desks/tables or in their lunch boxes.
- Masks- CLEARLY LABELED WITH NAMES- one cloth one for each day (wash each day) or disposable to be thrown away daily. Students should always carry an extra mask in their backpacks in case it is needed. We also have masks for students in an emergency.

#### Cleaning:

- Bathrooms will be cleaned by trained janitorial staff several times per day based on a schedule.
- Teachers and students will be diligent about cleaning their own areas and supplies that they may use.
- Classrooms will be cleaned nightly by janitorial staff.
- Common areas, such as the cafeteria, will be cleaned by the janitorial staff after each use by a different homeroom.

#### Infection protocol (plans could change any time):

- Staff or students with temperatures at 100.4 or greater or displaying symptoms should stay home.
- If a student is exhibiting a fever or two or more other COVID-19 symptoms, he/she will be immediately separated from others in the room by the main office.
- Parents will be immediately contacted so the student may be taken home. We will utilize other emergency contacts if parents are not reached.

#### Tuesday dismissals:

We will dismiss students at 2:00pm every Tuesday this school year. Staff will be using the additional time to collaborate, plan, and work in their Professional Learning Communities. Extended Day will be available for no charge from 2:00 until 3:00pm. Students who stay after 3:00 will be charged the regular Extended Day rate.

Thank you for your patience while we navigate these uncertain times. Know how much we appreciate your dedication and loyalty to our IJP Family. We are realizing how important it is to really listen to each other, consider others' perspectives, and be flexible!

#### Lead Teacher Committee

Trish Ladner, Junior High Teacher  
Donna Rosenberger, 5th Grade Teacher  
Joanna Slawson, PreK4 Teacher  
Greg Brush, PE/Health Teacher  
Charlotte Kelly, Principal