



## **OUR MISSION**

Guided by our Blessed Mother, St. Mary Academy is a Catholic faith community that educates children in mind, body and spirit. We strive to inspire our students to honor God, love learning and serve others.

## **GOAL**

With the COVID-19 protocols of St. Mary Academy, our priority is the health, safety and emotional well being of our families, students and staff. We will be in-person in the fall and our goal is to provide an educational learning model which fits the needs of each of our families. The framework is designed to help St. Mary Academy keep our employees, our students, their families, and our broader community safe and to reduce the impact the COVID-19 outbreak may have on our schools.

This framework addresses our COVID Plan:

- 1) The prevention, as best as possible, of COVID-19 and other viruses from entering the building;
- 2) Safety protocols during and after school hours;
- 3) Best practices for cleaning
- 4) Training of staff and staying current with public health information; and
- 5) Responding to individual situations safely.

## **SAINT MARY ACADEMY HEALTH AND SAFETY COMMITTEE**

St. Mary Academy created a Health and Safety committee to help lead development of a workplace plan. Below is a list of our taskforce.

Anne Marie Baughn - Saint Mary Academy Nurse

Nancy Blatt - D.O. Family Medical Physician, WDH

Corinna Dugmore - Saint Mary Academy Educator - Preschool

Charlie George - Saint Mary Academy, School Advisory Board

Shirley Gould - Saint Mary Academy Educator - JH Science

Dee McEneaney - Saint Mary Academy, School Advisory Board

Mary McKernan - Saint Mary Academy Assistant Principal

Julia Roberts - Saint Mary Academy - Head Advisory Board

Marybeth Spainhower - Nurse Practitioner York Hospital

Kristin St.Hilaire - Saint. Mary Academy - Principal

Lise Study - Saint Mary Academy Safety Coordinator

The ultimate goal for the committee was to develop, after reviewing this framework and considering CDC and local guidance, a comprehensive safety plan to minimize the influence of COVID-19 on the educational experience of our students and their families.

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## STAYING HOME OR GOING HOME WHEN YOU ARE SICK OR NOT FEELING WELL

Employees and students must stay at home and not report to school if they are sick or not feeling well.

To report an absence:

- Email [frontdesk@stmaryacademy.org](mailto:frontdesk@stmaryacademy.org) and homeroom teacher. Please include symptoms.
- or Call
  - Pre K & K: Call 603-740-7433
  - Grades 1-8: Call 603-742-3299

Being sick or not feeling well includes having but not limited to the following symptoms:

- **Have a fever or feel feverish in the last 72 hours, including chills, or shaking.**
- **Experiencing any new muscle aches or pains, headache, nausea, severe fatigue without apparent cause, or diarrhea.**
- **Changes in sense of taste or smell.**
- **Temperature over 100 degrees.**
- **Sudden onset of respiratory symptoms such as runny nose, nasal congestion, cough, or shortness of breath (unless known medical conditions such as COPD or CHF). If they suffer annually from allergies (e.g. sneezing, red eyes, runny nose & cough), have them discuss these symptoms with the designated contact person. If they do not normally suffer allergies, they will be asked to get a doctor's note.**

If an employee or student gets sick or is not feeling well at school, they must notify the school nurse and leave the building immediately. If they are not able to leave the building immediately due to their condition or lack of transportation, then they will be directed to a designated isolation area.

When parents/guardians arrive to pick up their ill student in grades 1-8:

- Call the office at 603-742-3299.
- Students will be dismissed by the nurse to the guardian at the Church St. door.

Students in PreK & Kindergarten:

- Students who are able to be picked up immediately will remain in the Little Building.
- The guardian will call 603-740-7433 when they arrive and the student will be dismissed by staff to the parent/guardian.
- If a student in PreK or K is not able to leave the building immediately due to their condition or lack of transportation, then they will be brought to the main school building and directed to a designated isolation area. Parents/guardians will then follow the grades 1-8 procedure above.

School leadership will work with employees if they need to remain home after demonstrating symptoms to discuss their available sick time and the possibility of working remotely if the employee is able. If any issues arise, school leadership will work with the diocesan Human Resource Department to explore all options including sick leave and disability time if necessary.

**If an employee or student suffers annually from allergies (e.g. sneezing, red eyes, runny nose & cough), have the employee or parent discuss these symptoms with the nurse. The parent will be asked to get documentation from a medical professional. This will be kept on file in the nurses' office.**

## **PROCESS FOR WHEN EMPLOYEES OR STUDENTS NEED TO BE HOME SICK OR IN QUARANTINE**

If administration determines quarantine is necessary for an employee or student based on New Hampshire Quarantine Guidelines, accommodations will be made for remote instruction and learning if they are well enough to work/learn at home. See the [New Hampshire Quarantine Guidelines](#) for more details. Remote learning is for Covid related absences only. Parents need to reach out to [frontdesk@stmaryacademy.org](mailto:frontdesk@stmaryacademy.org) and [ksthilaire@stmaryacademy.org](mailto:ksthilaire@stmaryacademy.org) to request a remote learning for your student.

Students and employees will follow the state and Federal guidelines on quarantining and isolation for those who test positive, travel outside the United States or on cruise ships, or have close contact with someone who has symptoms or confirmed COVID-19. Relevant guidance can be found here: <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf> <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/travel-guidance.pdf>

## **ARRIVAL, DISMISSAL AND ENTERING THE BUILDING**

Grades 1-8 : There will be designated entrances and exits for all students.

- Before care students will arrive between 7:00-7:40 and will need to be escorted by a guardian to the back gym door.
- Between 7:40-7:50 am guardians/carpool will pull up for the student(s) to exit the car. Blue Line (A-L) should queue up from Central Ave to Church Street. Yellow Line (M-Z) should go from Locust St. to Church Street to Academy Street.
- The Blue Line will enter through the Church Street door and the Yellow Line will enter through the playground door.
- After 7:50 guardians/carpool will pull up along the playground fence on Central Ave and students will enter through the playground door.
- After 8:00 you must call the office 603-742-3299 and a staff member will greet students at the side playground door to let them in.
- **Students must be dropped off through the carline.**
- All employees will enter and exit through the main office. Upon entering the building, employees and students will sanitize their hands
- Before School Program (BSP) and After School Program (ASP) will be mixed with students from outside their cohort. Whenever possible students will go outside or in the gym where they can be socially distanced.

### **Pre-K and Kindergarten :**

- From 7:00-7:40am, students will need to be escorted by a guardian to the Church Street door. Guardian will need to ring the doorbell and wait for the student to enter the building.
- From 7:40-8:30am guardians/carpool will pull up to the Pre-K loading area where student(s) will exit the car and be assisted to enter through the Church Street door.
- Students will wash their hands as they enter the classroom.

## WASHING AND SANITIZING HANDS

Sanitizing stations are placed so employees, students, and visitors can sanitize their hands upon entry. Employees and students should wash or sanitize their hands at scheduled intervals throughout the day and upon entry into classrooms after traversing through common areas include hallways, lobbies, elevators, stairways, meeting rooms, and restrooms. Instructions regarding how to wash hands are posted at all sinks throughout the building. Sanitizer is provided upon entry to each classroom and common area. The following are some resources from the CDC on handwashing and sanitizing. Keep in mind that handwashing is ALWAYS preferred to sanitizing.

<https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

## MASKS

**We highly encourage employees or students to wear a mask.**

Mask use is the decision of the individual employee and visitor and the decision of parents regarding the use of masks by their children . Masks will continue to be available at all entrances for those who choose to wear them.

As the school year progresses school administrators in consultation with their advisory board's health and safety committee and the Catholic School Office (CSO) may update the mask policy. Such decisions will be based on the needs of their local community Reasons for this can include:

*Increasing or substantial or high COVID-19 transmission within the school or their surrounding community or increasing community transmission of a variant that is spread more easily among children and adolescents or is resulting in more severe illness from COVID-19 among children and adolescents.*

**On the occasion that there is a positive case in a classroom, all employees and students in the classroom will be required to wear a mask for a determined amount of time depending on the date of last exposure.**

## VACCINES

Covid vaccines are not required for employees, students, or visitors. School employees will remember that a person's vaccination status is personal medical information: Students, employees, and visitors will not be asked if they have been vaccinated. The direction of Bishop Libasci in his June 6th Letter to the Faithful is most appropriate when he stated, "*In making a decision whether to wear a mask, those who have not been vaccinated must be mindful of the need to take other safeguards for the care of self and others, as recommended by public health authorities. In any event, let us not shame or admonish other people whatever course of action they decide to take.*"

## SOCIAL DISTANCING

Student desks are at least three feet apart in the classroom and students should socially distance at least three feet if at all possible at large gatherings or when cohorts are not possible.

St. Mary Academy has modified our layout to adhere to CDC guidelines:

- Space seating/desks at least 3-4 feet apart.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Stagger use of all close communal shared spaces such as gym and playground.
- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 3 feet between people if events are held. Limit group size to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible .

## DISINFECTING DESK AREAS AND SHARED SUPPLIES

Desks will be disinfected with an EPA approved disinfecting wipe or disinfection solution between each student use and at the end of the school day, including shared computer keyboards, mice, or any other shared student supplies. Shared supplies and materials among students will be limited.

- Desks will be disinfected with an EPA approved disinfecting wipe or disinfection solution between each student use and at the end of the school day, including shared student supplies. Shared supplies and materials among students will be limited.
- Frequently touched surfaces will be cleaned and disinfected (e.g., railings, door handles, sink handles, bathrooms, drinking fountains) within the school as much as possible.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games and technology) will be limited when possible and cleaned between use.
- Children are not using cleaning products and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Student's belongings will be separated from others' and in individually labeled containers, cubbies, lockers, etc.
- Each room is equipped with air purifiers which will be used in addition to windows and doors will be open as much as possible to provide adequate ventilation.

## VISITORS

Visitors to the building are allowed when necessary and will not be required to complete a screening form or have their temperatures taken. However, we ask that visitors do not come to the building if they are sick under any circumstances. Signs will be posted on our entrances asking staff and visitors to not enter if they are sick.

## COMMON AREAS

**HOLY MASS:** Schools will return to attending Holy Mass and other liturgical services in person, following the diocesan guidance for Holy Mass.

**LUNCH AND THE CAFETERIA:** Students will be having lunch in their classrooms or other common areas. Handwashing before and after is strongly encouraged as well as continued social distancing or keeping groups of students in a cohort.

**RESTROOMS:** Employees and students must wash hands upon leaving. The school will stagger times of use, social distancing, and frequent cleanings of the bathroom throughout the day.

**OUTSIDE AREAS AND PLAYGROUNDS:** Outside areas will be used for lunches, gym, recess, etc. Masks are chosen by the guardian if their student is to wear a mask while participating in physical exercise.

**CO-CURRICULAR:** Schools will resume co-curricular offerings following the above-mentioned guidelines.

**ELEVATORS:** Only one person will be allowed on the elevator at a time (Unless an adult needs to escort a student). Elevator buttons should be sanitized by maintenance staff throughout the day.

## COMMUNICATION PLAN

**This includes:**

- Signage throughout buildings.
- Written correspondence through email and social media.
- Instruction in the classrooms for students.
- Handbook updates.
- Remote meetings offered to parents and employees.

St. Mary Academy will provide continual reminders and updates to the community regarding COVID-19 health and safety practices at the school.

If there is a positive COVID-19 case at Saint Mary Academy, all SMA families and employees will be notified of the case and the families of the students and employees who are deemed a non household contact (close contacts) will be notified.

## HOUSEHOLD AND NON HOUSEHOLD CONTACTS

Non household contacts need to be self-monitoring for 14 days after exposure and are able to attend school. These non household contacts are encouraged to get a PCR test 3-5 days after exposure.

If an employee or student is a household contact of a positive person and unvaccinated, this employee or student will need to be quarantined for 10 days after the last point of contact. If an employee or student is a household contact of a positive person and is vaccinated, the employee or student will be able to attend school, but must self monitor for 14 days following exposure by wearing a mask, monitor for signs and symptoms, and SMA strongly recommends getting a PCR COVID-19 test.

**On the occasion that there is a positive case in a classroom, all employees and students in the classroom will be required to wear a mask for a determined amount of time depending on the date of last exposure.**

## ADDITIONAL INFORMATION TO SCHOOL PLAN

### PROCEDURE FOR RETURNING TO SCHOOL

- If employee or student is sent home for any **fever, including chills or shaking, cough, runny nose, sore throat, muscle aches or pains, headache, nausea, severe fatigue without apparent cause, diarrhea or changes in sense of taste or smell** the following criteria should be met for employee or student to return to school
  - A note from their primary care physician.

- and/or a negative COVID -19 test (SMA accepts PCR, Rapid, and EUA/FDA-approved Home Testing)
  - All test results should have the student or employee's name and test administered date clearly visible.
- and/or home isolation for 10 days.

Results should be emailed to [frontdesk@stmaryacademy.org](mailto:frontdesk@stmaryacademy.org) and [nurse@stmaryacademy.org](mailto:nurse@stmaryacademy.org) prior to returning to school.

- Even when COVID is ruled out, the employee or student should be free of symptoms without use of medication before returning to school. In the event that an employee or student has a chronic lingering single symptom, which is a continuation of his/her original symptom, this employee or student may return to school after discussion with the school nurse.
- If an employee or student member tests positive for COVID -19, they must isolate for 10 days following NH DHHS guidelines.