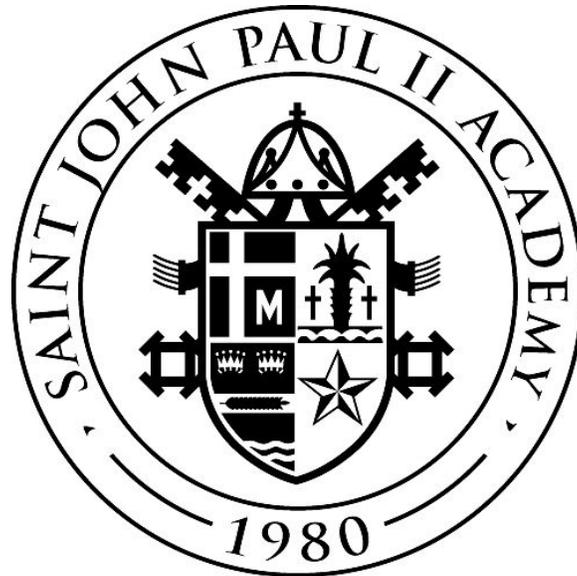


# Return to School Plan



2020-2021 | Updated Summer 2020

## School Mission Statement:

Saint John Paul II Academy, located in Boca Raton, Florida, is a Catholic co-educational college preparatory school in the Diocese of Palm Beach following the tradition of Saint John Baptist De La Salle and the Brothers of the Christian Schools. Saint John Paul II Academy provides a rigorous academic curriculum designed to prepare students for success in college and in life. Our faith-based learning community fosters excellence in all programs and enables the spiritual, academic, artistic, and physical development of each student. Dedicated faculty and staff instill the Gospel values of tolerance, concern for the poor, justice, peace, and responsibility while welcoming students of all beliefs and backgrounds.

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## INTRODUCTION

The health, safety, and well-being of our faculty, staff, students, and their families are the priorities that guide this document as well as all decisions related to students returning to Saint John Paul II Academy during the current COVID-19 pandemic. As a school we are tasked with balancing a student's right to an education with their health and wellness. As we work through the many unknowns of COVID-19, of greatest importance to us is providing the safest, most secure learning environment for our students, while doing everything within our means to follow the guidelines of the Diocese of Palm Beach as well as state and local health officials.

It is our sincere hope and prayer that these measures are temporary in nature and that as restrictions ease across the state, SJPII Academy can also ease restrictions and requirements. In order for this plan to work and for a future return to normalcy, it is essential that all of our families comply fully with the requirements for returning to school. We as a school carry a serious burden to do everything we can to bring students back while protecting them and their families to the fullest extent we are able.

In creating this plan, the Diocese of Palm Beach recognizes that our needs are different from those of public schools, and we are able to more easily facilitate students and staff regarding procedures and materials.. Additionally, a high school setting has distinct needs from our K-8 counterparts, and this document reflects those needs in SJPII Academy's specific context.

We have designed this plan to promote the safety of our staff, students, and families and to reduce the impact of COVID-19 conditions upon returning to SJPII Academy. This plan reflects the unique needs of our school community, including but not limited to, the layout of the campus, size of the student population, dining hall limitations, lockers, hallway size, etc. The ultimate goal of this plan is to promote the safety of all members of the school community and to assist the community with understanding the importance of the plan. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and World Health Organization (WHO). The Diocese of Palm Beach continues to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA).

**\*Regular updates will be made to this plan based on information provided by all the organizations mentioned above, as well as applicable federal, state, and local agencies.\***

## CONSIDERATIONS

The Diocese of Palm Beach Reentry Plan for Schools covers all educational institutions of the Diocese of Palm Beach under the Department of Schools including childcare centers, elementary schools and high schools (hereinafter referred to as “Schools”). This Plan has been promulgated to assist with preventing the spread of COVID-19; however, COVID-19 has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Diocese cannot guarantee that an employee, student, volunteer, contractor or other campus visitor will not become infected with COVID-19. This Plan and any other related policies and procedures, may be revised at any time with or without prior notice and the specific provisions may be subject to the discretion of the Superintendent of Schools and School Principals. This Plan may differ from other entities within the Diocese of Palm Beach due to varying local laws and the unique nature of the services and population that each entity serves.

## GUIDING PRINCIPLES FOR REOPENING

1. **Safety:** SJPII Academy is committed to mitigating and slowing the spread of COVID-19 in the context of a return to work and school. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to resume to a sense of normalcy.
  - a. *Hygiene:* Within classrooms, and throughout the school campus, we will emphasize strong hygienic practices, conducting daily health checks on employees and students, and providing increased campus-wide sanitation measures.
  - b. *Limiting Large Group Gatherings* Large gatherings will likely be suspended through much of the first quarter or until the need for social distancing has subsided.
  - c. *At-Home Learning Option:* If a student or his/her family member is in a high-risk group or has been exposed to COVID-19, SJPII Academy will provide an at-home learning experience that is synchronous with our classroom instruction. This stay-at-home option will be reviewed on a case-by-case basis, and final approval for this option rests with the administration. Further, students using this option will have their circumstances reviewed periodically to determine if the need for the at-home accommodation still applies. Please see SJPII Academy’s Instructional Continuity Plan on the school website for more detailed information.
2. **Presence:** Upon the return to school in August, the priority of the Diocese of Palm Beach Office of Catholic Schools and SJPII Academy is to keep schools open daily for full school days. We believe that we learn best in community, we offer values and ideals in a more comprehensive way, and we do not want to burden parents with challenging schedules

that require them to stay home and out of work. Therefore, when possible, we want our students at school, in their classes, for the full day.

3. **Growth:** We want our children to continue their academic progress at grade level for all academic standards as well as in their faith development. We recognize that the classroom, supported by the family and peers, is the best setting for students' academic growth to occur.

## REVISIONS

As information unfolds regarding the status of COVID-19 and its implications on the Diocese of Palm Beach community, updates to this protocol and other current information will be posted internally through the website of the Office of Catholic Schools and publicly on the Diocesan COVID-19 Response page on the school website. In addition, each school in the Diocese of Palm Beach, with the approval of the Superintendent of Schools, may independently make individual changes that pertain to their particular school environment. Any updates to this protocol and other current information will be posted on the SJPII Academy website and announced through electronic communications.

## I. SAFETY OF STUDENTS, STAFF, AND VISITORS

### STEPS AND TIMELINES

The safety of our students, staff, and visitors remains our first priority as we prepare to return to school in August. As a part of the planning process, the following stages and timelines have been established by the Diocese of Palm Beach to successfully prepare for a safe and healthy reopening of the SJPII Academy campus.

Phase	Timing	Items
Planning	May/Early June	<ul style="list-style-type: none"> <li>● Supplies, equipment</li> <li>● Prepare a detailed work schedule for phases</li> <li>● Prepare building and transportation for reopening with a thorough cleaning</li> <li>● Survey community</li> <li>● Work in conjunction with Diocesan Task Force for Reopening</li> </ul>
Step 1	Early /Mid June	<ul style="list-style-type: none"> <li>● Implement social distancing protocol and open facilities with limited access/use</li> <li>● Provide limited summer camp services or athletic workouts on campuses, following local and state safety guidelines.</li> </ul>

Step 2	July	<ul style="list-style-type: none"> <li>• Expand use of school and center based on recommendations and data from CDC, DOE, DOH, OEL, Florida Governor, and applicable state and local agencies</li> <li>• Develop and plan for SJPII Academy’ Instructional Continuity Plan (ICP) to provide for families who must receive instruction from home in August and for those who are sick.</li> </ul>
Step 3	August	<ul style="list-style-type: none"> <li>• Open schools and centers, if they were closed</li> <li>• Expand full operation based on recommendations and data from CDC, DOE, DOH, Florida Governor, and applicable local and state agencies</li> <li>• Determine what restrictions/guidelines stay in place</li> <li>• Provide for families who must receive instruction from home in the first quarter or families who have been infected with or exposed to COVID-19.</li> </ul>

## GENERAL EMPLOYEE AND STUDENT SAFETY

### STUDENT ATTENDANCE

All healthy students, who are permitted by their parents to attend school in August (with a signed acknowledgement form/waiver), will be allowed to attend in person. Daily temperature screenings will be required of all students at morning drop-off as well as face coverings, which are required for the entire day with the exception of lunchtime. *Please see the “Attendance” section of this document for more details.*

### SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice the CDC recommended distance from others and eliminate contact with others whenever possible. Whenever possible, all are asked to keep a distance of 6 ft from others. SJPII Academy will strive to maintain social distancing, but it is important for parents to understand and acknowledge that 6 ft of spacing between desks will not be possible in most of our classrooms and throughout the school buildings. We will, however, work with teachers to create classroom plans that provide as much space between desks as possible, given the size and dimensions of each classroom.

### VISITOR RESTRICTIONS

SJPII Academy will not allow normal visitation to our campuses until further notice. Guests who are permitted on our campus for an approved purpose must either provide their own mask or else will be provided with one. Any permitted visitors must wear a mask, check-in at the main office,

complete a health screening, and will be escorted around the campus as necessary. See further guidance for visitors in the “Visitors on Campus” section.

## TRAVEL RESTRICTIONS

All schools and centers will discontinue staff travel to conferences and workshops until further notice unless pre-approved by both the Pastor/President, the Principal, and the Diocesan Office of Catholic Schools.

## LIMITING SHARED SPACES

There will be limited access to certain workspaces and other common areas on campus to reduce exposure to risks and promote employee and student safety.

**Capacity:** SJPII Academy will be monitoring the number of employees in the offices while the risk of infection exists and adjust as it begins to diminish. Office staff members will be asked to work primarily in their individual offices and use the school phone as a primary means of communication. Furthermore, the school will monitor capacity in all public areas throughout the school day.

**Conference Rooms, Breakrooms, and Lounges:** Certain conference rooms and other communal spaces, such as the Media Center, will be closed to large groups or closely monitored until further notice. Signage indicating closure/capacity limits will be placed on these rooms’ doors. Large meetings are required to use Zoom or another provider as a virtual option even for employees in the office or school.

## COVID-19 PROTOCOLS

### STUDENT SCREENING AND PROTOCOLS

To minimize the spread of COVID-19 and create the safest environment possible for our students and staff, SJPII Academy will be requiring temperature checks every morning of all students. All students who exhibit a high temperature or any of symptoms related to COVID-19 as determined by the CDC will not be allowed on campus. Generally, these may include the following COVID-19 symptoms:

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

- Diarrhea
- Feeling feverish or a measured temperature higher than 100.3 degrees
- Known close contact with a person who is lab-confirmed to have COVID-19, as defined by the CDC

Temperature screening of all students will be done by faculty/staff members upon arrival to campus. More details on this protocol can be found in the 'Daily Operations and Logistics' section of this document.

## EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, SJPII Academy will be requiring employees to complete and document a daily self-screening which includes temperature reading and a set of questions related to COVID-19 symptoms as determined by the CDC. Generally, these may include the following COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Feeling feverish or a measured temperature higher than 100.3 degrees
- Known close contact with a person who is lab-confirmed to have COVID-19, as defined by the CDC

All screening information will be kept confidential by the school and Diocese except as required for the operation of the school and this Plan.

Screening will be done by all faculty/staff members by 7:30 am using a web-based form and completed upon entrance to the school building each day. Administration will monitor compliance and completion each day. All screening information will be kept confidential by the school or center.

## PROTOCOLS FOR ALL INDIVIDUALS ON CAMPUS

### SYMPTOMS:

- Anyone exhibiting symptoms of COVID-19, as listed above, should not report to work/school. The employee should contact their supervisor immediately and seek medical care

immediately. Volunteers and parents should inform the school office and seek medical care immediately.

- If after seeking medical consultation the person is determined to be non-infectious, the person will request that the doctor provide a note declaring they are cleared to return to work/school.
- A person who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19 will be assumed to have COVID-19 and may not return to work or school until the above criteria has been met.

### TESTS POSITIVE:

- Anyone who tests positive for COVID-19 should follow their physician's and CDC instructions, including quarantine. Once they are no longer infectious and their physician releases them back to work and school, they should request a physician's note stating that they are no longer infectious and that they may return to work or school. This note must be submitted to their supervisor/principal.

### HOUSEHOLD MEMBER TESTS POSITIVE:

- If someone in the employee/volunteer/student's immediate household tests positive for COVID-19, then a 14 day self-quarantine and/or testing will be necessary. The individual may not return to work or school until 14 days from the last occurrence of close contact with the infected household member or receipt of negative test results, whichever occurs first. However, if the individual has repeated, close contact with the infected household member (because isolation is not possible), the individual cannot return until the household member is cleared. Appropriate documentation will be required.

### CLOSE CONTACT WITH INDIVIDUAL WHO TESTED POSITIVE:

- If an employee, volunteer, or student comes in close contact with an individual who tested positive for COVID-19, then a 14 day self-quarantine and/or test will be necessary. The individual may not return to work or school until 14 days from the last occurrence of close contact or receipt of negative test results, whichever occurs first. Appropriate documentation will be required.

### GENERAL REQUIREMENTS

- All protocols and guidelines of the Diocese of Palm Beach should be followed.
- In order to be on campus, the school may require an employee to be tested for COVID-19 based on possible exposure or other factors.

### GUIDANCE FOR EMPLOYEES AND STUDENTS IF EXPOSED

While the hope is for all to avoid exposure to illness from COVID-19, there is a great need to be prepared for the reality that exposure is a possibility. If you test positive for COVID-19, have

symptoms of the virus or have been in contact with someone who has tested positive, the first concern is your health and safety. Close contact is defined by the CDC as being exposed to a confirmed case of COVID-19 at a range of 6 ft or less for 15 minutes or more. If a student or employee suspects exposure, please follow the CDC guidelines for next steps and recommendations.

Students, if you suspect you have been exposed per the definition above:

1. Do not come to school. Contact your health care provider immediately.
2. Contact the school and inform them of the situation and determine next steps, including an academic plan for the student and timeline for potential return. This will be determined on a case-by-case basis based on a student's individual needs and circumstances, as well as doctor recommendations and results. In this rapidly changing situation, healthcare providers will have the most up-to-date information from the CDC.
  - a. The school reserves the right to request/require that a student stay home based on confirmed exposure to COVID-19.
3. Students may be required to take a COVID test to determine if they contracted it.
  - a. A student may be required to submit medical documentation before returning to school.

Employees, if you suspect you have been exposed per the definition above:

1. Do not come to school. Contact your health care provider immediately. In this rapidly changing situation, healthcare providers will have the most up-to-date information from the CDC.
2. Contact the school and inform them of the situation and the school will determine next steps on a case-by-case basis.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be required during our initial return to school and as long as the diocese and administration deem it necessary to help prevent exposure. PPE may include the following:

**Facial Covering:** As we enter the 2020-2021 school year, the Diocesan Catholic schools will require facial covering of students, volunteers, and employees. Here at SJPII Academy, we feel strongly about the need for our students to return to campus this fall and recognize that facial coverings are an essential component for a safe return at this time. The Office of Catholic Schools will continue to assess the need for this Personal Protective Equipment as we move throughout the school year. Students who arrive at school without a facial covering will be provided one to wear by the school. All masks must be of school-appropriate design and not distracting, and the school reserves the right to require a different mask should one be deemed inappropriate. Teachers may be permitted to wear a facial shield in order for students to better see and hear them in the classroom. Any face shield must extend as low as possible below the chin.

*NOTE: Individuals with verifiable medical conditions, such as anxiety or asthma, which can be exacerbated by a fabric face mask, may purchase and wear a face shield. Proper communication with the administration/school clinic is required before arriving at school without a mask.*

**Gloves:** Gloves are not required by students. Employees taking temperatures of others will wear gloves as a safety precaution. Further, any activities, such as lunch preparation and service will require employees and volunteers to wear gloves. The administration may require gloves for certain other activities. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Gloves may be worn by employees, volunteers, or students. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the primary defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced when possible even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your 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 your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## GENERAL DISINFECTION MEASURES AND PROTOCOL

### FACILITIES CLEANING

The safety of our employees and students is always our first priority. During the months of the school closure from March - June 2020, deep cleaning was done in each of the classroom spaces, as well as all common areas of the school.

Upon reopening, our school has been completely cleaned and disinfected using CDC-approved disinfectants and products, and we will continue to adhere to all necessary safety precautions. SJPII Academy has a full time maintenance staff which is responsible for thorough cleaning and sanitizing of all classrooms, offices, and other common spaces (bathrooms, cafeterias, hallways, locker rooms, gym, etc.).

In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken on a daily basis in order to disinfect classroom and workplace surfaces, chairs, tables, etc. to protect students and employees and reduce the risk of spread of infection. We will maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

1. Specific Measures for School-wide Cleaning and Sanitation
  - a. *Equipment and Supplies*: SJPII Academy purchases and uses cleaning and disinfecting products that are EPA-approved and CDC-recommended for use against the virus that causes COVID-19.
    - i. Electrostatic sprayer: For enhanced sanitation and disinfecting purposes, SJPII Academy purchased several electrostatic sprayers. These sprayers will be used daily to disinfect all classroom surfaces and additional areas throughout the school building.
  - b. *Frequency*: Please refer to the below chart regarding the frequency of the school's general disinfection measures during this time.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Offices	At the end of each day
<b>Classrooms</b>	Student desks	At the end of each period - Students will be provided with supplies to disinfect their workspace at the end of each class period.
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily (after use by user and at the end of the day by maintenance)
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, staircase railings light switches, sinks, restrooms	At least 2-4 times a day
<b>School Bus</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, conference rooms, gyms, exercise equipment, and common areas	At the end of each use/day; between groups

- c. Employees will be given supplies to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

#### **d. Increased Opportunities for Personal Hygiene**

- i. *Handwashing stations and designated times:* SJPII Academy will provide designated areas (all school bathrooms) for students to wash their hands throughout the day.
  1. The school will build additional time into the daily schedule for increased hand-washing, particularly before and after lunch.
  2. Entry doors to all school bathrooms will remain open at all times to reduce touch-points for students.
- ii. *Hand sanitizing dispensers:*
  1. The school will provide hand sanitizing stations throughout the campus for student use during the school day.
- iii. *Faculty, staff, and student training:* Training will be provided to all school members on healthy hygiene practices.
  1. Strategies include CDC recommendations: washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol
- iv. *Supplies:* SJPII Academy will ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices.

#### **e. Enhanced Cleaning and Disinfection Protocol**

- i. Cleaning and disinfection, as defined by the CDC guidelines, will be provided when an active employee or student is identified as positive for COVID-19 based on testing. The maintenance staff who conduct the cleaning will wear masks, gloves, eye protection while disinfecting the facility. Maintenance staff, or other designated cleaning personnel, will conduct the enhanced cleaning and disinfecting consistent with CDC guidelines for the appropriately designated areas.

### **SIGNAGE**

*Cleaning Practices:* SJPII Academy will post clear signage around the school campus regarding cleaning and sanitation practices.

*Personal Hygiene Reminders:* SJPII Academy will post clear signage around the school campus reminding students to engage in increased personal hygiene routines.

## PREVENTIVE MATERIAL INVENTORY

1. During the summer, SJPII Academy worked with several vendors to ensure that the school has a sufficient supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.
2. Furthermore, the school has also secured a supply of masks, gloves, and other protective gear for use by visitors and students who do not have a facial covering of their own.
3. SJPII Academy also worked with the Diocese of Palm Beach to purchase touchless thermometers on-site for employee and student screening.

## II. ATTENDANCE

1. *On-Campus School Day:* All healthy students, who are permitted by their parents to attend school in August (with a signed acknowledgment form/waiver), will be allowed to attend in person. Daily temperature screenings will be required of all students at morning drop-off. Please see the ‘Daily Operations and Logistics’ section of this document.
2. *At-Home Learning Option:* If a student or his/her family member is in a high-risk group due to a verifiable health concern or has been exposed to COVID-19, SJPII Academy will provide an at-home learning experience that is synchronous with our classroom instruction. **At-Home requires a family’s support of and a student’s commitment to synchronous learning at home each day by logging into every class and completing assignments as if the student were at school.** This arrangement will be reviewed on a case-by-case basis, and final approval for this option rests with the principal. Further, students using this option will have their circumstances reviewed periodically to determine if the need for the at-home accommodation still applies. Families will be asked to complete the “2020 At-Home Learning Request” and submit it to the SJPII Academy administration for approval. Please note that any student who has a household member who has tested positive for COVID-19 will be considered as having been exposed to the virus and will be required to do at-home learning.
  - i. **It is imperative that families communicate with the school should a member of their household test positive for COVID-19.**
  - ii. Clearance to return to school will be based upon health department guidelines and the recommendations of the student’s healthcare professional with a doctor’s note for return.
    1. Clearance to return must be approved by the administration.
3. Any student who develops a fever at or above 100.3 degrees, persistent cough, or other signs of the COVID-19 virus during the school day will be discreetly and safely asked to leave the school immediately. The family will then need to have a medical evaluation completed, and the student will need to be cleared by their doctor in order to return to

school. If the student is physically able, a virtual and/or live-streamed education at home will be provided during the time the student is required to be at home.

### III. DAILY OPERATIONS AND LOGISTICS

#### ARRIVAL AND DEPARTURE FROM SCHOOL

1. Arrival and Dismissal Procedures
  - a. Morning arrival procedures for faculty/staff:
    - i. Teachers will be required to complete a health and wellness screening, as well as a temperature check, each morning upon arrival at the school campus.
  - b. Morning arrival procedures for students:
    - i. Students will complete a daily health check prior to entering the school building. This will be conducted by members of the faculty/staff wearing PPE and will include a daily temperature check for each student.
    - ii. There will be two points of entry to the school each morning, one on the east side of campus near Carmelite Hall and the other on the west side of campus near the front entrance to the gymnasium.
      1. All students who park on campus during the day will be required to enter the campus through the East side of campus and complete the temperature check with the designated staff member. Failure to report to this checkpoint will result in the student not being permitted to enter the campus.
      2. Students who are dropped off each morning MUST be dropped off at the gymnasium entrance. All students will report to their designated bleachers upon arrival in the gym and conduct the temperature screening.
    - iii. Temperature higher than 100.3: If a student presents a temperature higher than 100.3, he/she will be asked to repeat the temperature scan within 5 minutes. If a student again presents a temperature above 100.3, he/she will be asked to contact his/her parents to be picked up immediately from school.
      - a. Any student who presents a fever will be kept at a distance from all other students preparing to have their temperatures checked.
    - iv. Students who arrive to school tardy will have their temperature checked at the front office upon arrival before being sent to class.
  - c. Illness or temperature during the school day:
    - i. If an employee or student becomes ill on campus during the school day, he or she will be directed to the school's sick / isolation room.
      1. The staff member attending to the suspected infected person will also wear a protective mask and gloves while working with the

suspected infected person. The staff person should avoid close contact, where possible.

- a. The staff member will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
  - b. The isolation area and infected employee's or student's work area/classroom(s) will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
2. Afternoon dismissal: Students will be dismissed following the procedures outlined by SJPII Academy.
- a. Students awaiting the arrival of a parent or ride from the west side of campus near the gymnasium will be asked to space 6 feet apart from one another when possible.
  - b. Student drivers in the parking lot will not be allowed to linger or congregate in groups and must enter their cars and leave the school campus immediately if they do not have an after school activity to attend.

## REGULAR ILLNESS AND ABSENCES

SJPII Academy is aware that during this time, students may also have to stay home due to an illness not related to COVID-19. Given the heightened circumstances, we encourage all families to exercise extreme caution when deciding whether or not to send their child to school if he/she is feeling ill. Since the school has established synchronous at-home learning structures, students can attend classes and be marked present even if they are at home if they are able to engage in their classwork throughout the day. Teachers will mark them present if they are in attendance virtually. The ability to attend class from home while sick must be approved in advance and will be periodically evaluated by the school administration. If a student is unable to attend class in person or at home, a parent note (or email [rmulholland@sjpii.net](mailto:rmulholland@sjpii.net)) is required the day of the absence and on the date of return to mark an absence as excused due to illness. Please note that a student's access to a virtual class may not be guaranteed if the appropriate notification from the parent/guardian is not completed.

## VISITORS AND VOLUNTEERS

The safety of our staff and students remains our primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we will be asking all visitors to submit to a temperature check in the front office, complete a simple screening questionnaire, and to wear a mask when on campus.

1. Specific Protocols
  - a. *Limited visitors and volunteers:*
    - i. For the first half of the first quarter, SJPII Academy will generally limit the number of volunteers and visitors on our campus each day to only those

who are involved in essential school activities (ie: lunch volunteers, etc). All other meetings will be held virtually when possible.

- b. *Call ahead policy:*
  - i. In the event that a parent meeting or conference is needed with a school employee, we ask that the parent please schedule this meeting in advance so that preparations can be made for social distancing requirements, etc during the meeting. Parent conferences may be required to use Zoom.
- c. *Self-screening forms:*
  - i. Upon entry to the front office, the receptionist will perform a temperature check of all visitors and provide each visitor with a self-screening form that must be completed prior to entry to the building. This information will be collected and reviewed by the administration.
  - ii. *Masks:* At this time, masks will be required for all visitors to our campus. The safety and well-being of our students and employees is of utmost importance to us, and we ask that our visitors partner with us to ensure the safety and health of our campus. If a visitor does not have a personal mask or facial covering, one will be provided. The requirement for masks for visitors will be evaluated periodically by the school administration.

## SOCIAL DISTANCING MEASURES

- 3. Social Distancing Across the School Campus
  - a. In the Classroom:
    - i. In light of the class size constraints of our facility, SJPII Academy will not be able to guarantee six feet of spacing between students while seated in the classroom. The school will be working with teachers to create seating arrangements that maximize as much space as possible between desks and in which students are facing the same direction.
  - b. Switching Classes:
    - i. All students will be required to wear facial coverings while in the hallways switching classes. All stairwells will be designated as UP or DOWN only. Students will be encouraged to avoid high-touch areas when possible. Students will have access to hand sanitizing stations between classes.
  - c. Water Fountains:
    - i. The direct drinking portion of the water fountains found across campus will be temporarily disabled for the first quarter of the 2020-2021 school year.
  - d. Outside the Classroom:
    - i. Throughout the school day, students will not be permitted to gather in large groups between classes or during lunch.
    - ii. While SJPII Academy will make every effort to provide as much space between students as possible, parents and students acknowledge that the school may be unable to provide six feet of distance between community members during the school day due to facility sizes, etc. We rely heavily on

every student's cooperation with these protocols out of respect for your fellow classmates and your own personal health.

## RESTROOM USAGE DURING THE SCHOOL DAY

Doors to all restroom areas will remain open to minimize touchpoints for students entering the facilities. Students are encouraged to maintain social distancing protocols if waiting to use a restroom or sink area and will not be permitted to gather in a restroom for any reason.

## CAFETERIA

SJPII Academy will use signage to indicate that the cafeteria and food preparation rooms are regularly sanitized and disinfected. Tables, and other common items will be disinfected between each lunch period. The sharing of food between students is not allowed. Furthermore, SJPII Academy recommends that students consider bringing their lunch from home as much as possible. While the school will have a daily lunch special available for purchase, parents and students should be aware that the menu will be extremely limited compared to previous years.

1. Food Ordering and Procurement
  - a. SJPII Academy works with GreatEats catering to provide its lunch service to students and employees. The school will work with GreatEats to ensure compliance with CDC guidelines and that all deliveries take place in a safe and sanitary manner.
  - b. Students will be required to pre-order all meals through the GreatEats portal. Note that no meals will be available for purchase without pre-order.
2. Food Preparation
  - a. PPE: All those who work in the cafeteria will wear PPE while preparing meals for the school. This includes masks and gloves at all times.
  - b. All meals will be pre-packaged in individual, disposable containers for increased sanitation and safe disposal.
3. Food Distribution:
  - a. Students who need to purchase lunch from the school will be required to pre-order their boxed lunch no later than midnight the day before using an online ordering platform.
    - i. All pre-ordered lunches will be pre-paid through Great Eats in order to limit/ eliminate person-to-person transactions during the lunch period.
  - b. During their assigned lunch time, students who purchase a boxed lunch will pick up their pre-paid lunch at designated stations alphabetically in the cafeteria area.
4. Lunchtime Protocol and Procedures:
  - a. SJPII Academy will work to reduce the number of students assigned to each lunch period by adding additional seating areas outside as well as reconfiguring the seating area in the dining hall. Tables will be limited to six students per table
  - b. SJPII Academy will maximize outside space as much as possible for student seating during lunch to increase options for social distancing, including the purchase and

use of outside picnic tables and other outside seating in the school's courtyards. Once again, tables will be limited to six students per table.

- i. This will include the use of the area outside the Media Center, the area between the gym and dining hall, and the lawn outside the dining hall. Some indoor spaces may be available during this time with limited capacity and monitoring.
- ii. Access to the senior lounge will be prohibited during lunch for the first quarter of the school year and re-evaluated on a quarterly basis.
- iii. SJPII Academy will provide adult supervision of all outside spaces used during lunch, and staff members will work to actively encourage and enforce social distancing among students during this time.

## MASS, ASSEMBLIES, LARGE GATHERING ARRANGEMENTS

SJPII Academy will follow the school mass protocols and social distancing policies established by the Diocese. Such areas will be regularly sanitized and disinfected as appropriate.

Additionally, all large parent meetings will be done virtually for the majority of the first quarter. This includes events such as parent Back to School night and parent meetings held by guidance, as well as athletic parent meetings when needed.

Updates to these arrangements will be communicated to the principal by the Diocesan Office of Catholic Schools. When assemblies and large gatherings become feasible, school staff will ensure that rooms are regularly sanitized and disinfected.

## SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

At SJPII Academy, our students' emotional well-being is of utmost importance to us. Recognizing the significant effect that the coronavirus crisis has had on high school students' mental health, our SJPII Academy school counselor will develop resources for parents and teachers to access. Students are encouraged to reach out to a trusted adult, guidance counselor, teacher, or administrator should they feel anxious or stressed due to the current circumstances surrounding a return to school with restrictions due to COVID-19. The counselor will work with students individually or in small groups to address any well-being needs.

## TRAINING

As a comprehensive part of SJPII Academy's Return to School Plan, we recognize the importance of health and safety training for all members of our school community. In particular, it is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

Therefore, SJPII Academy will work in partnership with the Diocese of Palm Beach and LifeSafety Solutions to provide training to the following groups in order to safely return to campus.

1. **Pre-return to school training for administrators**
  - a. Presented to ensure understanding and preparedness to align with Diocesan protocols surrounding a return to school
  - b. Principals will design local protocols and procedures in accordance with this document.
2. **First day return to school training for faculty and staff**
  - a. Meeting to review local protocols and procedures; meeting area must adhere to social distancing protocols or present via a digital platform such as Zoom.
  - b. Staff will be trained in sanitation and hygiene instruction.
3. **First day return to school training for students**
  - a. Teachers will provide initial instruction in social distancing and health practices to their students on the first day.
  - b. As necessary, they will review the protocols with their students.
4. **Parent Orientation**
  - a. Schools will provide an online orientation for parents on the Return to School Plan and how it will be implemented.
5. **Cleaning Crew Protocols**
  - a. Comprehensive cleaning training will be provided for all custodial staff on proper disinfection methods and procedures.

The school will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. Signage in the buildings
2. School/Diocesan forms
3. Disinfection Measures
4. Isolation protocols
5. On-site health screening
6. Daily self-screenings
7. Visitors
8. Cleaning Crew Protocols
9. Communication Methods

## COMMUNICATION METHODS

To stay updated on the most current information, SJPII Academy has created a communication plan in order to quickly and easily disseminate information to all parents and school community members.

### **SJPII Academy's Communication Plan**

All information and updates will be emailed to families and SJPII faculty and staff, posted on the SJPII COVID-19 Updates page on [www.sjpii.net](http://www.sjpii.net), posted on all SJPII social media platforms

(Facebook, Twitter and Instagram), and via text through ParentAlert to the number provided by parents in RenWeb / FACTS SIS.

A weekly eNewsletter will continue to be distributed on Fridays.

Consistent, transparent communication is imperative and our top priority when sharing information with our families.

## IV. ACADEMICS

While much of this document deals with the logistics and systems needed for a safe and healthy reopening of our school, SJPII Academy also recognizes the deep academic and instructional needs of our students and, therefore, has created the plans outlined below.

### PROFESSIONAL DEVELOPMENT

As a part of each school's Instructional Continuity Plan, technology-based professional development will be held in early August. SJPII Academy teachers will individually complete a technology self-assessment prior to these training sessions. Teachers will collaborate and share skills and best practices. Training will cover distance learning best practices using the platforms, apps, software, and programs available to the faculty and staff at SJPII Academy.

### STUDENT RE-ENTRY ASSESSMENTS

1. SJPII Academy will facilitate benchmark assessments and data analysis through math and English classes to determine and address any gaps in student learning
2. SJPII Academy will use in-class non-graded pre-assessments to determine where the instructional gaps are with each student.
3. Faculty will use the data collected from baseline assessments to cover any material missed during distance learning and make the necessary changes to curriculum and instruction to address gaps in learning. .

### INSTRUCTIONAL CONTINUITY PLAN (ICP)

SJPII Academy has reevaluated and updated its ICP to include changes based on the understanding that some students may need to learn at home for a time during the 2020-21 school year if their particular health circumstances warrant it. This ICP ensures that SJPII Academy is fully prepared to accommodate one or all students with distance learning, should the need arise as well.

The school ICP takes into account the very real possibility that the school may need to carry out remote instruction either for brief or prolonged periods of time, possibly with very little notice to accomplish the transition. SJPII Academy is fully prepared for this circumstance. Further, SJPII

Academy has surveyed parents and has taken steps to make changes to the ICP based on these surveys, as well as feedback from individual parents. We have made improvements to the ICP on many levels, particularly for the school's diverse learners. SJPII Academy's plan aims to minimize disruption to academics while maximizing continued student learning. Details on SJPII Academy's ICP can be found on the SJPII school website at [www.sjpii.net](http://www.sjpii.net).

Specific items to consider in the ICP evaluation include, but are not limited to, the following:

- Assessing the necessary accommodations of online and live-streamed instruction for those families who request online instruction or for those students who are infirmed. Parents who require an at-home option should contact Mr. Bernot at [ebertnot@sjpii.net](mailto:ebertnot@sjpii.net) to request an At-Home Learning Approval Form. The form will be submitted to the principal or the principal's designee, and if approved, a student can begin synchronous, at-home learning immediately. The need for this at-home learning accommodation and its continuation will be evaluated by the administration quarterly.
- In the event that the entire school is required to move back to at-home learning for all students, the ICP will ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work during at-home learning.
- Varying the way content is delivered to students (reading, lecture, mini-lessons, videos, visual tools, modeling) and the way students can demonstrate their understanding (writing, speaking, visual products, modeling/building).
- Coordinating assignments, deadlines, projects, and assessments so student and teacher workloads are both manageable
- Evaluating grading practices to ensure grades reflect progress on standards and timely posting of grades by teachers
- Creating a system to identify and intervene with students who may be exhibiting academic and/or behavioral concerns
- Adjusting Learning Support Plans as necessary to account for accommodations needed in an at-home learning environment
- Professional Development of teachers who need assistance with at-home learning.

Revised ICPs will be submitted to the Office of the Superintendent by August 1, 2020.

## MEETING THE NEEDS OF DIVERSE LEARNERS

The SJPII Academy resource teacher will review all Student Support Plans to ensure that documented and agreed-upon accommodations are being implemented with integrity, both for students physically in the classroom and those learning from home. The school resource teacher will conference with parents frequently to evaluate student needs and make the necessary recommendations to the student plan and communicate any changes in writing to his/her teachers. The ultimate goal is to ensure consistency with a student's accommodation plan during times of at-home learning.

## V. EXTRA-CURRICULAR ACTIVITIES

SJPII Academy believes that extra-curricular activities are an important aspect of a student's education and high school experience. In light of the restrictions on gatherings due to COVID-19, however, the school has determined that all meetings for clubs/gatherings for the time being should be held virtually on Zoom, Google Meets, etc. as the school will need to be thoroughly cleaned at the end of each day.

Furthermore, SJPII Academy will follow the guidelines and recommendations of the FHSAA regarding all athletic practices, events, and competitions. The school's policies will be amended to match the most up-to-date policies, and sports programs may be interrupted due to local and state guidelines.