

Dear Parents,

We are excited to be releasing our 2020-2021 School Reopening Plan! We are so happy to have our doors open and to have everyone together. The teachers and staff miss the children terribly. Our Health and Safety and Academic Teams have worked intensively on creating a plan that allows for continued excellence from our students all while working around some of the restrictions we have been mandated to put into place. Our first priority will always be to keep our children, our staff, and our families safe. To the end, we have created guidelines and procedures to be followed throughout the school day. We ask that you read through the information so that you are familiar with the requirements. Please talk with your child, too, about the importance of following the guidelines to keep everyone safe. We are confident we have established the safest possible environment for our students to walk back into the school. Every decision we made had our students' best interests in mind!

This plan is going to be a working document, meaning it will evolve with the changes in requirements given to us by the Archdiocese of Chicago, State, and the Department of Public Health.

We also recognize that things may change quickly, just as they did last spring. Please stay current with communication you receive from the school. We will use email and School Messenger to communicate with each of you. We are open to your comments and suggestions, as well as any concerns you may have. Please reach out to us at any time, with anything you need. You can email me at Imoscinski.annunciatags@gmail.com or call the school.

Thank you for your support of Annunciata School.

Arrival

- No student should arrive any earlier than 7:45AM, unless they are attending extended day. Students arriving for extended day will enter the B door and have their temperature checked before entering the building. Students will be socially distanced by grade (cohort) level.
- Arrival should take place between 7:45AM and 8:00AM with a car drive through procedure. Cars will enter the parking lot with caution on Avenue H, and proceed to the temperature check point. Once the child has completed the wellness check the student may exit the car and the car will proceed out of the parking lot onto Avenue G.
- There will be no parking around the perimeter of the school because that will be used for the car drive up line for temperature checks. Children must remain in cars until their temperature is checked.
- When the children arrive in the car, they will follow the protocol below:
 - **M** - Have the **mask** checked.
 - **A** - Be **asked** how they are feeling and if they have a temperature.
 - **T** - Their **temperature** will be taken.
 - **H** - The children will sanitize their **hands**.
- All students will undergo a temperature check at the car or in front of school for walkers, before entering the building and will not be allowed in with fever. (A temperature reading at or above 100.4 constitutes a fever.) Any children presenting a fever will be quarantined and must be picked up as soon as possible. Students will also be given a verbal symptom check. A staff member will ask if each child feels sick or has a cough or fever.
- After their temperature is checked, students will go to their designated entry door and proceed to their classroom.
- Students will use the following doors when entering the building.
 - Door A - Grade 6, 7, 8
 - Door B - PK, Kindergarten, Grade 1 & 2.
 - Door E - Grade 3, 4, 5
- Students will be given hand sanitizer before entering the building.
- All students must wear a facemask when entering the building which must be worn throughout the day. Students will not be allowed in without facemask. We ask that all masks be either disposable or cloth (if cloth design must be appropriate for school).
- For the safety of all students, parents are not allowed to bring their children into the building in the morning. Staff will be on the playground to assist the children.
- Children arriving after 8AM must enter through the front door. A temperature check will be given, and a facemask must be worn. Parents may not come into the building with their children.

Classrooms

- The school will operate under the cohort model. The students in a classroom will become their own "cohort," staying together throughout the day.
- Students will be spaced at least 3-6ft apart.
- Staff and students must wear their face masks throughout the school day. Teachers will wear masks as well.
- Students will be allowed to remove their face masks at certain times during the day: lunch, during gym class outside if spaced 6 feet apart, outside for recess when six feet apart. When not wearing their masks, students will keep them in a brown paper bag or may have them on a lanyard. Bags should have the student's name on them and switched out when they start to become tattered or worn, parents will need to supply their children with the paper bags, please add a package of bags to your child's class supply list.
- There will be no communal supplies in the rooms. Students are asked to bring and use their own supplies. Students should have their supplies in a separate container/pencil case marked with the students' name.

- Students will remain with their cohort for the school day. They will have class recess and restroom times, as well as eat lunch together in their rooms. Teachers will rotate into the classrooms, rather than having the students move, with the exception of having a gym class outside.
- Classrooms will use a combination of open windows, open doors and fans to maintain adequate air circulation.
- Teachers may choose to use other outdoor spaces around the grounds when conducting class, as long as there is only one cohort in the space. Cohorts can space out when outside.
- Students may have water bottles in the class. The water fountains will not be used to refill the water bottles so please send enough water for the whole day.
- If the students' have lockers in their classroom, it will be one student per locker.

Dismissal

- Students will be dismissed from school by cohort classrooms.
- Dismissal will begin at 2:45PM. Students will be dismissed 1 class at a time in 5 minute increments. Students must go directly to their cars so that the area outside is clear for the next class. Students will exit from the door that they enter.
 - 2:45PM Grade 8 (Door A), Grade 2(Door B), Grade 4/5 (Door E)
 - 2:50PM Grade 6/7(Door A), Grade K/1 (Door B), Grade 3(Door E)
 - 2:55PM Pre-K (Door B)
- ❖ Parents are to remain in their cars until their child comes outside. Teachers and staff will escort the children outside, where parents can pick them up. Parents must wear face mask when outside of your car.

Extended Day

- Students arriving for morning extended day will enter Door B. Students will go through the same procedures as morning arrivals. Mask, Ask Questions, Temperature, Hands.
- Parents should wait outside until the temperature check is complete. If a student has a temperature they will leave with their parents.
- Students must wear facemasks during extended day hours.
- For after school care, students will proceed to the extended day area as class leaves the building.
- After school, parents can pick up their children at the extended day door (Door B).
- While at extended day, students will be grouped by grade level cohort and expected to stay within that grouping.

Extracurricular Activities

- All activities, including sports teams and afterschool clubs in person are postponed. They will be resumed in person when it is deemed safe to do so.

Illness/Absence

- Students with fevers or any symptoms of illness should not be brought to school, under any circumstances.
- Students will not be allowed into the building if they have a fever during temperature checks in the morning.
- When students are absent from school, they are to bring a note explaining the absence. If the absence is three days or longer, a doctor's note will be required. Students will be asked for their absent note at arrival.
- Students who become ill during the school day must go home as soon as possible. The office will contact the parents/guardians first, followed by the emergency contact. A mask must be worn when picking up a student.
- Students exhibiting two or more symptoms will be immediately removed from the classroom and must be picked up as soon as possible. If it is determined that the student does not have COVID-19,

he/she may return when the symptoms subside. A doctor's note or test result is required before the student returns to school.

- If the student tests positive for COVID-19, he/she may return when they are fever-free for three days, symptoms are reduced by 75%, and it has been 14 days since symptoms first appeared.
- A student who is home sick may continue to do school work remotely. Assignments will be posted on the teacher's Google Classroom.
- A class cohort or the whole school may be quarantined if there is a significant safety risk. If that happens, the school will move to remote learning until we can be back in the building.

Maintenance

- An increased schedule for school cleaning and maintenance will be in place throughout the building. Banisters and door handles will be wiped down after arrival and dismissal. Restrooms will be cleaned more often. Garbage and recycling will be emptied by staff throughout the day. Extra cleaning protocols will take place throughout the day.
- Teachers will clean common areas within their classrooms routinely during the day. Excess items have been removed from the rooms to allow for distancing as well as limit materials that cannot easily be cleaned.
- Extra cleaning supplies and PPE will be kept throughout the school, in each classroom, and at extended day.
- Students will use hand soap in the bathroom. When in their classroom, they will use hand sanitizer after arrival, lunch and throughout the day depending on the activity.

Masks

- Teachers, students and staff will be required to wear masks throughout the day. Masks may be disposable or cloth. Cloth masks must be school appropriate. We are asking families to work on having their children wear their masks for extended times. Start off with a few minutes and build up the time little by little. Students must wear a mask to enter the building.
- If your child refuses to wear a mask, they will not be allowed to enter the building. The remote learning option may be used.

Mass

- A Mass schedule will be provided once finalized with Father Walter.

Meals

- Students will eat together in the classrooms, supervised by a staff member.
- If your child is bringing lunch from home, please make sure they have it with them when they arrive at school, You will not be allowed to bring lunch in during the school day.
- Students should not share food or drink while at school or extended day.
- Students may have water bottles in class.

Remote Learning for School Closing

- There may be times when the safety of our students and staff require us to move to remote learning.
- Work will be a combination of paper-based and on-line, depending on the age of the child.
- Teachers will communicate assignments via Google Classroom. Each child/parent will be given a Google Email in order to use Google Classroom.
- If a family needs a device at home, the school is able to loan out Chromebooks. Families are responsible for the equipment and will be asked to sign an agreement when given the device.
- For families without internet access, alternative assignments will be provided. It is important that you let the teacher know if you do not have the internet at your home.
- Teachers will check in with students using Google Meet, an on-line meeting tool in Google Classroom. The length and number of meetings will depend on grade level.

Technology

- Chromebooks will be cleaned between uses.
- Students are required to bring their own headphones/earbuds to school, kept in a separate bag, marked with the students' name. No sharing of headphones/earbuds.
- An Acceptable Use policy will be sent home at the beginning of the school year, outlining our guidelines for use of technology. Parents (and students in Grade 3 and above) are asked to sign the form and return it to school.
- Students will not be allowed to use school devices until the form is in.
- Students in grades 6-8 may bring their own devices to school for use in the classroom. They will still have to abide by the school Acceptable Use policy.

Transitions

- Students will leave their classrooms only when necessary. When leaving, they will keep to the right side of the hallway/stairway. Traffic in the hallways will be limited to one class at a time. Students will be spaced apart when moving through the hall.
- The North stairwell (E door) will be used for grades 3-5, the South stairwell (A door) will be used for grades 6-8 and the Middle stairwell will be used for PreK-2. Signs will be posted.
- Special teachers will come to the individual classrooms.
- Students visiting our counselor or Title 1 teacher will do so in small groups of students from their cohort only. Social distancing practices will be utilized.
- Classes will be held outdoors when possible.
- The Junior High teachers will move to classrooms, rather than having the students transitioning to different rooms.
- Each grade will have separate times for recess and bathroom breaks. Individual needs for restroom breaks will also be accommodated.

Travel

- Students should remain home for two weeks after traveling to another country, or states experiencing significant COVID-19 outbreaks (as determined by the CDC).
- PUBLIC HEALTH ORDER No. 2020-10: Quarantine Restrictions on Persons Entering Chicago from High Case-Rate States
- In response to increased and high rates of COVID-19 transmission in certain states within the United States, and to add to Chicago's efforts to contain the spread of COVID-19, Chicago Department of Public Health Commissioner Allison Arwady, M.D., issued an Emergency Travel Order directing travelers entering or returning to Chicago from states experiencing a surge in new COVID-19 cases to quarantine for a period of 14 days. The order applies to states that have a case rate greater than 15 new COVID-19 cases per 100,000 resident population, per day, over a 7-day rolling average.

Uniforms

- Until further notice and to keep our students comfortable, students should wear their gym uniform (t-shirt and shorts), along with gym shoes.

Visitors

- Visitors coming into the building are to use the front door and must have a scheduled appointment. No visitors will be allowed past the office area for safety reasons.
- Parents without an appointment who are picking up a sick child will be allowed into the school.
- All visitors will have a temperature check and be asked to certify that they are symptom-free. Anyone with a fever will not be allowed in.
- Visitors are to wear a face mask at all times in the school building.