



Original: July 30, 2020

Updated: August 14, 2020 (updates in red)

Updated: September 23, 2020 (updates in blue)

Hello SJPS Families! Planning for bringing our students back to school for the 2020-2021 school year has been a collaborative effort that involved staff, teachers, parents, and parish members. Keep in mind that even more important than reopening is that we stay open this coming school year. More detailed information will follow with specific plans for items such as Back to School, drop-off/pick-up, etc.

Our goal is to return to school on August 26th for all students five days per week (as communicated earlier, if families are not comfortable returning to school for health reasons, please contact Mrs. Johnson to arrange for remote learning.)

While St. Jerome Parish School is taking numerous steps as detailed in this document to address risks associated with COVID-19, parents and students acknowledge the risks inherent with attending school, especially related to attending and reopening during the COVID19 pandemic.

These plans are subject to change due to the fluid nature of our current situation. All underlined titles and phrases are links.

Health and Safety

As we begin the school year, the following health and safety measures will be in place in accordance with the [American Academy of Pediatrics](#), [Centers for Disease Control and Prevention](#), [Waukesha County Department of Health and Human Services](#) and the [Archdiocese of Milwaukee](#). Our health and safety measures may change as the current situation evolves.

Staying Home When Sick or After Exposure

The most important thing that we can do to prevent virus transmission among our school community, is to not bring it into school in the first place. The local health departments are the main point of contacts for schools. Students and employees will be expected to stay home in the following situations:

- When exhibiting symptoms associated with COVID-19 . Everyone should become familiar with these symptoms, and we will establish a daily self-screening protocol for every student and employee
- Daily home screening Checklist**
- After close contact with persons who have tested positive for COVID-19 or are symptomatic.
 - **Have been diagnosed positive for COVID-19 within the last 14 days**
 - **Are awaiting results of a COVID test taken within the last 14 days**
 - After returning from travel to certain locations, as guided by CDC or local public health officials.
 - If any students or employees have been exposed to COVID-19, the school may require quarantine, medical clearance by physicians, or a negative COVID-19 test result before they re-enter the school.

Screening

Symptom checking is expected to be done at home each day and may also be performed at school for students and employees. Parents should use the Waukesha County Daily Screening Checklist for screening purposes. It is important that if your child presents any of the symptoms for COVID-19, you keep them home from school.

Any symptom checking information gathered by the school will be treated with the proper privacy and confidentiality restrictions which apply to all student health information required by the school.

We will have temperature screening tools in the building for in-school screening as needed. Parents are instructed to keep their children at home if they are ill. Any student or staff member with a fever of 100.4 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school.

When students who are already at school report symptoms of COVID-19, they will report to the isolation-health room. Once students arrive at this location, their parents will be contacted. Students will need to be picked up from school, and parents will be asked to contact their healthcare provider for further guidance.

Participation in class from home

When a student needs to stay home for COVID-related reasons as described above, but is feeling well enough to continue to participate in class, St. Jerome Parish School will be utilizing the Learning Management Platform (LMS) Schoology. This platform will allow students to keep pace with the learning activities and assignments of their classes. In most cases, our goal will be for students to remain fully engaged in all of their classes, and keep up with their classwork throughout the time they need to be at home, as long as they are well enough to do so. They will still participate along with their classmates and

teachers who are in the building. Likewise, if a family is not comfortable returning to school, they may contact Mrs. Johnson for information on learning at home virtually.

It is important that students stay home when needed, whether they are feeling sick, are self-monitoring due to possible exposure, or simply don't feel comfortable with the risk of being in a group setting.

Return to school

For students who need to stay home for any of the reasons listed above, their parents will receive instructions on what they need to do in order to return to school and when. In some cases, this may include a student getting a COVID test or seeing a physician. In other cases, it may include staying home in quarantine for a defined time period. We will rely upon guidance from Waukesha County Health Department to make these determinations.

Preventative Steps to Reduce Transmission Risk in the Building

Face coverings and other personal protective equipment (PPE)

Consistent with directives from the Archdiocese, and the state order mandating masks, all employees, students, and visitors are required to wear face coverings while in the building.

- Face coverings are to be worn by all students and faculty during morning dropoff and afternoon pickup. Any parents choosing to exit their vehicles while on campus for dropoff and pickup are also expected to wear a face covering.
- Face coverings may be removed while eating meals or drinking (must be seated while eating or drinking).
- If instructed by a teacher, face coverings may not need to be worn while outdoors if there is sufficient physical distancing.
- 3K/4K students will not be required to wear masks **in their designated classroom**.
- Face coverings are not required in private offices or classrooms if only occupied by an individual employee.
- Face coverings should be properly secured, fitted and cover both the mouth AND nose.
- Face coverings should be constructed with a minimum of two layers of cotton. Bandanas, scarves, handkerchiefs, neck gaiters, and masks with exhalation valves are not acceptable.
- The administration has the right to determine if a face covering is not of acceptable construction or violates dress code restrictions.

As state and archdiocesan directives are updated, the school will monitor the situation and adjust policies as deemed appropriate.

The school will provide students and staff two reusable face coverings at the beginning of the school year. Families may supplement with additional face coverings as needed. Students should plan to arrive in their face coverings every day and are expected to keep them clean, and to follow other proper use guidelines [CDC Guidance on Face Coverings](#). Students are encouraged to keep a spare face covering in their backpack at all times. There will be a limited supply of replacement face coverings available at school.

Protective shields will be installed in areas or offices that require direct personal contact and close interaction between students, parents and staff.

Physical distancing at school

St. Jerome will make a number of adaptations to provide an environment where students, faculty and staff are able and encouraged to maintain appropriate physical distance from one another throughout the course of the school day. It should be noted that we cannot guarantee that 6 feet of distance from others will always be able to be maintained within our building. Current scientific evidence gives us confidence that when we put into place all of the rest of these procedures such as staying home when sick or exposed, consistent PPE, and regular hygiene practices, we will provide sufficient risk mitigation for our population within our building, even if students are sometimes closer together than 6 feet. Still, we will take a number of steps for physical distancing of students, faculty, and staff, including:

- Each assigned classroom is considered a “cohort”. Every effort will be made to limit cross-over of students and teachers between cohorts.
- Classroom spacing and arrangement of desks for maximum distance
- Desks facing the front of the room
- Designated teacher-only spaces in the classrooms
- Installation of protective shielding to allow teachers to safely teach and interact with the students without the need to wear a face covering
- Assigned seating in the classroom
- Adapting group work assignments to provide more physical distance among groups of students than usual in the classroom.
- Adapting activities, locations, and delivery methods for courses such as visual arts, and performing arts, to maximize distance and avoid activities which have shown greater risk of virus transmission.
- Reducing and eliminating shared classroom materials whenever possible
- Students will remain in their assigned classrooms and teachers will travel between rooms as necessary. **This includes teaching of specials (music, gym, art, foreign language, etc). Some specials may be taught via remote live stream into the classroom.**

- Library books will be available for teachers to borrow for students. All books will be quarantined between the return by one student and the borrowing by another student. The library will remain closed to students until at least 2nd quarter when the situation will be reassessed.
- Spirit group activities will be modified to maximize distance and avoid activities which have shown greater risk of virus transmission.
- Increased use of outdoor campus space for various classes and activities as weather allows.
- School events (i.e. Home and School events) will be postponed until at least 2nd quarter, when the situation will be reassessed.

Personal hygiene

Verbal and visual reminders of personal hygiene procedures which are shown to reduce the risk of virus transmission will be provided to students throughout the day. These include:

- **Frequent handwashing**
- Hand sanitizing - sanitizing stations will be provided in common areas, entrances, and classrooms and students are encouraged to carry and use their own hand sanitizer throughout the day
- Avoiding touching your face

Cleaning procedures

Our maintenance staff will be implementing regular cleaning and sanitizing procedures throughout the building, which are much more intensive than normal. Sanitizing spray machines will be utilized to disinfect all surfaces in the classrooms on a nightly basis.

Air Filtration

The school and church's HVAC system is designed and programmed to function according to CDC Guidelines and allow for proper fresh-air intake.

Food Service

Serving and consuming food and beverages presents challenges in our current environment. Changes to these procedures will include the following:

- Water fountains will be accessible for bottle-filling only. Students will continue to be encouraged to bring their own reusable water containers and rely on them throughout the school days.
- Lunches will be served in individual containers from our lunch vendor or sent in by parents. They will be consumed in classrooms to avoid additional crossover of cohorts.

- Sharing of food items will not be permitted.
- Families will be notified of allergen requirements for their student's classroom.
- All classroom treats (holidays/birthdays) are required to be store-bought, individually prepackaged items only. Homemade or hand-packaged treats will not be permitted.

Extracurricular Activities

Fall sports for K-8 schools have been cancelled by the Archdiocese of Milwaukee. In-person after-school clubs (including band and glee club) are postponed until at least 2nd Quarter, when the situation will be reassessed. Mrs. Fellows will work directly with band students to offer virtual, private instruction.

All School Mass

For the foreseeable future, Fr. Tom will celebrate all-school masses Friday mornings, at a time separate from the 8 AM daily mass. Students, faculty and scheduled volunteers will be the only individuals in attendance to ensure proper physical distancing. Students learning from home will be able to view the mass streamed on the parish YouTube channel. Parents and members of the St. Jerome Parish School community are also welcome to join via the live-stream. All-School masses will be celebrated in accordance with Archdiocesan protocols, including the requirement of face coverings worn by all in attendance.

Recess

Recess times will be staggered to limit the number of children outside and traveling through the halls at any given time. Classroom cohorts will be assigned to specific playground areas to maintain distancing between cohorts. These assignments will rotate throughout the week to allow students access to the various areas of the playground. Recess equipment will not be shared between cohorts and will be cleaned on a regular basis.

Visitors

All school visitors are expected to check in at the school office front desk. Non-essential visitors will be limited. Visitors will need to have an appointment, be met and guided by an employee, and will need to follow all building procedures such as wearing a face covering and completing a health screening.

Positive cases of COVID-19 in the community

If a student, or a member of the student's household, is confirmed positive for COVID-19, please stay home and inform the school immediately. Please contact Tammi Cyrs in the school office, tcyrs@stjerome.org or 262-569-3030. Employees are also required to stay home and notify the school. The school will work closely with the health department so their contact tracing process can begin. If students or employees

have symptoms of COVID, but neither a positive nor a negative COVID test, the Waukesha County Health Department is advising to proceed as if you have COVID.

Cooperation with local health officials

According to public health guidance, upon learning of a positive case of COVID-19 in our community, the school will work closely with the Waukesha County Health and Human Services Department. We will provide this notification, and expect to remain in communication with these officials about their procedures and guidance as we care for our students and families. We expect that local health officials will carry out their own contact tracing procedures. SJPS will follow their directives.

Household members

We will follow the direction of the Waukesha County Health Department. If a student or employee is living with someone who has COVID-19 or is quarantined because of COVID-19, the student or employee in the household should also stay home and the school office should be contacted. The household member should be cleared by their health care provider. Please see this document for more information: [When you can be around others...](#)

Per Public Health Guidelines:

Situation	Immediate Action	Additional Information
Symptomatic and not tested for COVID-19	<ul style="list-style-type: none">● ISOLATE - Stay home & separate from others<ul style="list-style-type: none">● At least 24 hours after you are well AND● At least 10 days since the date of symptom onset	<ul style="list-style-type: none">● If diagnosed with another condition that explains the symptoms, such as influenza or strep throat, no isolation or quarantine of close contacts is necessary
Symptomatic and tested negative for COVID-19	<ul style="list-style-type: none">● Individual must be fever free with improvements of all other symptoms for 24 hours without use of medications	<ul style="list-style-type: none">● If diagnosed with another condition that explains the symptoms, the individual must complete the exclusion period for the diagnosed disease as listed on the <u>Wisconsin Childhood</u>

		Communicable Diseases Chart
Symptomatic and tested positive for COVID-19	<ul style="list-style-type: none"> ● ISOLATE-Stay home & separate from others <ul style="list-style-type: none"> ● At least 24 hours after you are well AND ● At least 10 days since the date of symptom onset 	

[Additional information regarding testing of individuals identified as close contacts](#)

It is recommended that the testing sample be collected 5 days following exposure. The individual identified as a close contact should quarantine during this time.

Public Health Guidelines

Directives when positive cases and close contacts have been identified, based on current public health guidelines:

Situation	Immediate Action	Additional Information
Symptoms appear at school	<ul style="list-style-type: none"> Students will be isolated in separate room Parents will be notified immediately to pick up student from school 	<ul style="list-style-type: none"> The school will work with the Waukesha County Public Health Department in sharing information, as well as communicating procedures to those impacted by a positive test for COVID-19 Students or staff reporting to school, while under quarantine, will not be admitted
Close contact with someone who tests positive for COVID-19	<ul style="list-style-type: none"> Quarantine for 14 days to mitigate the spread (please note, healthy people WILL need to be quarantined) 	<ul style="list-style-type: none"> Close contact is defined as <ul style="list-style-type: none"> Direct physical contact with the person (e.g.; hug, kiss, handshake). Were within 6 feet of the person for more than 15 minutes (can be cumulative). Had contact with the person's respiratory secretions (e.g.; coughed/sneezed on, sharing a drinking glass, food, etc). Stayed overnight for at least one night in a household with the person
Confirmed case of COVID-19 with symptoms	<ul style="list-style-type: none"> ISOLATE-Stay home & separate from others <ul style="list-style-type: none"> At least 24 hours after you are well AND At least 10 days since the date of symptom onset 	<ul style="list-style-type: none"> Someone who is sick with COVID-19 can spread it to others from two days before they show any symptoms until a few days after they recover.
Confirmed case of COVID-19 without symptoms	<ul style="list-style-type: none"> ISOLATE-Stay home & separate from others <ul style="list-style-type: none"> At least 10 days after your test date 	<ul style="list-style-type: none"> Not everyone with COVID-19 will get sick. Those who have been diagnosed with COVID-19, but never had symptoms, may still be able to spread it to others.
Household member with confirmed case of COVID-19	<ul style="list-style-type: none"> Immediately follow quarantine procedures <ul style="list-style-type: none"> Quarantine the entire time the confirmed case is in isolation (minimum of 10 days), THEN The 14 day quarantine begins once the sick individual is released from isolation (or 14 days from when you last had contact with the infected person if they are able to completely isolate) 	
Non household contacts (had direct physical contact with confirmed case or was within 6 feet of the person for a cumulative 15 minutes or more)	<ul style="list-style-type: none"> Immediately follow quarantine procedures <ul style="list-style-type: none"> Quarantine for 14 days from when you last had contact with the infected person 	<ul style="list-style-type: none"> If a student tests positive and was within 6 feet of other students, teachers, and other staff for a cumulative 15 minutes or more, they would have to be considered close contacts and be quarantined for 14 days. If you are unsure if you or someone else was a close contact, err on the side of caution and quarantine for 14 days.

Communication and privacy

In the case of a member of our community testing positive for COVID-19, school officials will communicate depending on the specifics of the situation. Privacy considerations, as well as the health safety of the entire school community, will always be respected. We will make these decisions in consultation with local health officials.

School closure

Depending upon the situation, it may be necessary to temporarily close the school for cleaning. We will follow the guidance of local health officials in making these decisions. If local health officials instruct the school to close, we will communicate the need to the school community, and launch schoolwide remote learning to allow for continuity in academics for all students during the temporary closure.

If remote learning is necessary, the school is ready and prepared to utilize Schoology as discussed above to continue with academics. Parents will receive guidance and details on these platforms as we approach the beginning of the school year.

Exceptions

The policies described in this document are designed with the best interests of the entire community in mind. Our goal is to keep everyone protected, healthy and safe, comply with our legal requirements as a school and as an employer, and to keep the school open. If you have a medical reason you are not able to comply with any of the stated policies or procedures, please notify Ray Ellingen (Director of Administrative Services), at (262) 569-3020 ext. 1402.

If a verified medical Americans with Disabilities Act (ADA) reason exists where a facial mask must not be worn, an accommodation to the learning environment, such as participating in virtual learning or student-specific personal protective equipment, will be determined and implemented. Please work with Ray Ellingen and the school administration, if an accommodation is required.

Questions?

Please reach out with questions or concerns:

Name	Position	Email
Mary Johnson	School Principal	mjohnson@stjerome.org
Fr. Tom Brundage	Pastor	tbrundage@stjerome.org
Raymond Ellingen	Director of Administrative Services	rellingen@stjerome.org
Laura Herne	School Administrative Assistant	lherne@stjerome.org
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