



## **COVID-19 PARENT HANDBOOK**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. St. Matthew School (SMS) put in place preventative measures to reduce the spread of COVID-19; however, SMS **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, **attending SMS could increase** your risk and your child(ren)'s risk of contracting COVID-19. St. Matthew School (SMS) is following the guidance of the Fond du Lac Health Department (FDLHD), WI Department of Children and Families (DCF) and the Centers for Disease Control and Prevention (CDC) and reserves the right to update, amend and change any protocol based on new information and recommendations about how to minimize the spread of COVID-19. SMS will communicate any changes to all people they concern in a timely manner.

### **Parent Expectations**

Parents are asked to support SMS in providing a safe space for all students and staff and are required to inform SMS of any changes to their child's health or exposure of your child to cases of COVID-19 in the community or household. If a child exhibits any symptoms of COVID-19 such as fever (temperature  $\geq 100.4^{\circ}\text{F}$ ), chills, coughing, shortness of breath, muscle aches, fatigue, or new loss of taste of smell, parents are asked to notify SMS and keep them home until their symptoms have subsided for 24 hours without the assistance of fever-reducing medication and at least 10 days have passed since their symptoms started. If your child has been exposed to someone with COVID-19 in your household or the community, you must notify SMS immediately. These measures will reduce the likelihood of cases or transmission in the school building/classroom.

Parents and volunteers will not be allowed into the school building.

### **Student Expectations**

Students are expected to follow SMS policies surrounding behavior, hygiene, health practices and social distancing. Students must follow instructions of staff in order to ensure their safety. Students will not be allowed to leave the building and come back, once they leave they must leave for the day.

Practices that will be implemented:

1. Children/students shall not change from classrooms throughout the school day.
2. Each group/cohort shall be in a separate classroom. Groups shall not mix with each other as much as possible.
3. A teacher will remain solely with one group of children/students throughout the course of the day. Teachers will move to classrooms; students will not move.

4. If children/students rotate from one space to another, the room and equipment will be sanitized prior to having another group.
5. If supplies are shared among children/students, they will be required to wash their hands after use. \*\*Students must bring their own supplies in a Ziploc bag marked with their name and grade.
6. We will not be participating in any field trips that require bus transportation.
7. Use of shared staff spaces and offices will be limited and staff should avoid gathering when entering and exiting the building.
8. Employees should refrain from high fives, hugs, and other forms of physical touch. Employees should discourage high fives, hugs, and other forms of physical touch between Students.
9. Employees should avoid using other employees' phones, desks, offices, computers and other work tools and should disinfect their own workspaces at the end of each day.

### **Staffing**

As part of enhanced safety and health protocols, SMS will be responsible for the screening of all children/students who enter the building and also support staff who will aid in ensuring the cleanliness and disinfection of all program spaces. Staff members have been trained to symptom check and monitor safety procedures and observation practices.

## **Safety Protocol**

### **Masks**

Per Governor Evers Emergency Order #1, we will follow the guidelines regarding facemasks:

All Students five (5) years old and older are required to wear face coverings during school hours. Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2. If you would like your child between the ages of 2 and 5 years old, to wear a mask, please let us know.

### **DEFINITIONS**

- a. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

The order states that face coverings are not needed outside, if the kids are maintaining social distancing.

### **Hygiene Safety**

**All children/students will be expected to clean their hands often**, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, washing hands with soap and water will be required.

Handwashing is expected:

- Upon entry into the building
- After blowing one's nose, coughing, or sneezing
- After using the restroom

- Before eating or preparing food
- After outside play
- Before leaving the building
- Students will be reminded to avoid touching their eyes, nose, or mouth with unwashed hands.
- Students will be reminded to not share food and cups/utensils.

**Personal Items**

Personal items will be limited. Students are encouraged to leave toys at home.

**Arrival/Drop Off Procedure**

Upon arrival to school all children must go through a screening process before they will be allowed to enter the school building.

**ARRIVAL SCHEDULE**

5:45am	Daycare opens
7:00am	AM Homework club begins
7:45am – 8:00am	Students with last name beginning A-K arrive
7:45am	AM Homework club ends; Students must go to their classroom
8:00am	K3 students picked up from daycare to go to classroom
8:05am – 8:20am	Students with last name beginning L-Z arrive
8:20am	All students should be in school
8:25am	Morning announcements
8:30am	Classes begin

**Dismissal/Pick Up Procedure**

When you arrive at school please pull up on the same side as the school building, place the nametag in the window facing the school so we can see it from the sidewalk and wait for your child to come out; no parents will be allowed to wait in the building for their child. A staff member will be outside with a walkie-talkie and will let another staff member indoors know you are here to pick up your child. Please remain in your vehicle while you wait. We will bring your child to you.

If you are picking your child(ren) between 3:30pm – 4:30pm, please call or email the school office at least 10 minutes prior to your arrival so that we can have your child(ren) ready to go when you arrive.

**DISMISSAL SCHEDULE**

3:00pm – 3:15pm	K3 MWF class dismissed out GYM DOORS (if no older sibling)
3:00pm – 3:15pm	K3 M-F class dismissed out FRONT DOORS (if no older sibling)
3:08pm	Busser dismissal
3:15pm	Bus leaves
3:15pm – 3:25pm	K4 class dismissed out FRONT DOORS (if no older sibling)
3:17pm	K3 dismissal to daycare
3:28pm	Homework Club kids will be picked up from each classroom
3:30pm	PM Homework Club begins
3:30pm	Grades 3-7 dismissed out PARISH CENTER DOORS

3:30pm	Walkers and Grades K5 – 2 dismissed out FRONT DOORS
3:30pm	All siblings in K3-Grade 7 will meet at the playground fence for dismissal unless going to Daycare or Homework Club
4:30pm	PM Homework Club ends
6:00pm	Daycare closes

### **Cleaning and Sanitizing**

A strict cleaning and sanitizing schedule will be followed on a daily basis. High touch surfaces will be sanitized often and bathrooms will be cleaned throughout the day. If a space is used by more than one group, the space will be sanitized before a new group comes in.

### **School/Building Closures**

Please note that in the case of a student or staff having a positive COVID-19 diagnoses, we will work with the Fond du Lac Health Department to determine procedures going forward and families will be notified as soon as possible. We will do our best to continue operations as long as they can be done in a safe manner, but there may be circumstances where we may need to shut down a classroom or the building for a period of time.

## **Additional Health Screening Measures**

### **Student Wellness Screening**

Parents are expected to inform staff of any health changes on a daily basis and authorize school staff to administer a daily temperature check on their child prior to admission into the school building. In order to be allowed into the building children must have a temperature under 100.4 degrees and the answer must be no to all of the following questions:

1. Has your child had a fever (temperature of 100.4 or higher) within the past 24 hours?
2. Has your child exhibited the following symptoms within the past 24 hours: cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat or new loss of taste or smell?
3. Has your child taken any fever reducing medications like acetaminophen or ibuprofen in the past 24 hours?
4. Has your child traveled via mass transit in the last 14 days?
5. Has your child been in contact with anyone that has a confirmed case of COVID-19?

If your child does not pass the screening, they will not be allowed to enter the school building. Please see next paragraph for general guidance on how long your child will need to remain out of school. Actual instructions may change depending on the situation and instructions from the Fond du Lac Health Department.

If you answer yes to questions 1-2 or your child has a fever of over 100.4 degrees they will not be allowed to return to SMS for 10 days and 24 hours fever-free (as long as they have had no contact with someone who has tested positive). This rule will also apply to answering yes to question 3, unless the medicine was used for a pre-existing condition or a reason unrelated to COVID-19 symptoms. The amount of time your child is out can be decreased if you agree to have your child tested for COVID-19 at your healthcare provider and the result comes back negative. If you answer yes to question 4 or 5, your child may not attend school and must quarantine for at least 10 days or more dependent on directions from the Fond du Lac Health Department.

### **Staff Wellness Screening**

To ensure the safety of all people in the building, all staff will self-assess and take their temperature at home prior to entering the building.

### **Protocol Surrounding Health Concerns**

If a student exhibits signs of illness or experiences any symptoms, the following will be implemented:

1. Teacher or staff member will inform principal of the situation
2. The principal will retrieve student and ask them to put on a mask if they are not already wearing one. The student will be escorted to the quarantine room.
3. Principal will do a visual assessment in pre-designated quarantine room
  - a. Principal may take temperature as needed
  - b. First Aid may be administered as needed
4. Parents will be contacted and must pick up the symptomatic student as soon as possible and within 60 minutes. The student must remain in the quarantine room until a parent/guardian picks them up. Parents will be directed to pick up at a separate entrance located near the quarantine room.
5. The student will not be allowed to return to school until one of the following conditions is met:
  - a. If not tested for COVID-19 they cannot return until at least 10 days have passed since symptoms started.
  - b. If tested for COVID-19 and the result is negative they may return to school after being fever-free for 24 hours without the use of medication and symptom-free for 24 hours.
  - c. If tested for COVID-19 and the result is positive, student is not allowed back until at least 10 days have passed since symptoms started and fever-free for 24 hours without the use of medication and improvements in other symptoms. Parents/guardians will be directed to consult the health department to determine when their child is ready to return.

### **Positive COVID-19 Case**

If a student or staff is diagnosed with COVID-19, we will contact parents immediately. Communication will include what symptoms to watch for in your children and notification of any closures. Contact will be made with the Fond du Lac Health Department in order for them to investigate and do contact tracing. In partnership with the Health Department, parents will be notified if their child was exposed and what steps they need to take. Names and information of the person who was confirmed positive will be kept confidential. All isolation and quarantine measures may be extended or made more stringent in the event of multiple cases of illness at SMS in order to control spread.

## **Child Arrival/Drop-off Screening**

### **1. Ask for the Children's Names & Grades**

### **2. Please fill out the roster as you go through the screen**

**\*\*** Parent must answer NO to all of these conditions in order to be allowed into the school building. See below for communication if they don't answer no to all of the questions.

- a. Has your child had a fever (temperature of 100.4° or higher) within the past 24 hours?
- b. Has your child exhibited any of the following symptoms of COVID-19 in the past 24 hours: cough, shortness of breath or difficulty breathing, or a sore throat
- c. Has your child had a new loss of taste or smell?
- d. Has your child been in contact with anyone that has a confirmed case of COVID-19?

### **3. Take each child's temperature- please record on the roster after temperature is taken**

**\*\***Anyone with a current temperature of 100.4° or greater may not be admitted into the school building.

**Communication to parents if student is not allowed to enter the school building: \*\*School assistant, teacher or principal will follow up with the parent/guardian via phone after talking with the health department.**

- If they answer yes to questions A or B **OR** have a fever of over 100.4 degrees
  - Direct the parent to contact their healthcare provider. The student may not return to SMS for 10 days **AND** 24 hours fever-free without the use of medicine, unless otherwise directed by the FDLHD
- If parent answers yes to question C
  - Please ask what the fever reducing medication was taken for. If it was taken for a pre-existing condition (chronic headaches, pain due to an injury, etc.) or symptoms not related to COVID-19 then they may be allowed to enter the school building. If it is related to COVID-19 symptoms, then see above response to question A or B
- If they answer yes to question D
  - They can return to school after 14 days as long as they don't develop any symptoms of COVID-19 or receive a positive COVID-19 test during those 14 days
- If they answer yes to question E
  - They must quarantine for at least 14 days or longer as directed by the FDLHD

**In any case where a student is not allowed in the building, a report needs to be written and the principal/teachers must be notified immediately.**