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## St Francis Return to School Plan Document

### Hygiene and Cleanliness

1. People to clean the building
  - a. Janitor will do general cleaning
  - b. Sanitizing will be done daily
  - c. Touch Point Cleaning done 3 times per day
  - d. Students will use disinfecting wipes on their desks
2. All employees will follow the Diocese of LaCrosse's recommendations for hand washing.
3. Hand sanitizers and wipes should be readily available.
  - a. Adults will make certain younger students are using these properly.
  - b. If a student, teacher, or aide leaves a classroom, he or she will sanitize his or her hands when reentering the classroom.
4. Areas of the school where illnesses are commonly spread will be cleaned after the school day starts but before the middle of the day (lunchtime) and then again after the school day is completed.
5. Each school building will be deep cleaned once a week.

### Parental Agreement

1. Parents will sign an agreement to abide by the new Covid regulations set forth by St. Francis School. This will be a separate addendum to the usual Student Handbook signing.

### Masks / Face Shields and Social Distancing

1. When moving in a classroom and while in hallways, masks or clear shields covering the nose and mouth should be worn by adults and all students in and above sixth grade.
  - a. **Our students will not be required to wear masks in the classroom.**
  - b. Families may choose to wear masks.
  - c. We will purchase disposable face masks for use at the front door.
  - d. Face Shields will be provided for staff.
2. It is important that social distancing is practiced by adults and will be encouraged among students. This will not be made into a rule with consequences.
  - a. We will discuss with students the ideal of personal space, each person's "Circle of Grace".
  - b. Classrooms with desks will be arranged to allow students to socially distance themselves.
3. Plexiglass shields will be used in the following areas
  - a. Tables in 3, 4 and 5 K
  - b. Between bathroom sinks
  - c. At point of contact in the lunch line
  - d. At the school secretary's desk
4. We have developed procedures to limit the amount of students passing in a hallway
5. Music and Technology classes will be held in the students' classroom.
6. When possible, each student will have their own cubby/locker for their personal belongings and outerwear.
7. Smaller rooms (bathrooms, offices, maintenance work areas, etc.) should not have more than nine people in them at one time. Bathroom schedules will be adjusted to accommodate this.

### **Building Entrance Guidelines**

1. **Parents will not be allowed in the school building unless scheduled.** (we will have a staff person at the entrance door to guide 4K and 5yr olds for a couple of weeks)
2. Entrance doors will be assigned according to grades. 4K-2 will use the East Wing playground door (door 3). Grades 3-5 will enter through the Parish Hall Doors (Door 2). 3 year old Preschool families will ring the bell and be met at the Entrance on Woodworth Street (Door 1).

### **Volunteers**

1. At this time no school volunteers will be used.

### **Classroom Celebrations**

1. Classroom celebrations for birthdays and holidays are an important part of our school culture. This year we need **all treats brought for these parties to be purchased from a store and individually wrapped**

### **Drinking Fountains**

1. Drinking fountains will be turned off. **Students will need to bring their own water bottles.**

### **Shared Materials**

1. Unless they are sanitized between each use, students will not share books, materials, or equipment.

### **Physical Education**

1. To limit physical contact and the need to share equipment, Physical Education classes will focus on individual skill development.

### **Playgrounds / Recess**

1. Students should sanitize their hands before going to recess and when returning from recess.
2. Masks will not be required during outside times (recess or phyed)
3. Playground supervisors will monitor and try to limit the sharing of toys, balls, jump ropes, etc.
4. Spaces for each class to play on the blacktop will be marked. Children will only play with their class.
5. Indoor recess will be in individual classrooms

### **Library**

1. There will be no Library time for students until at least November. Students will be able to use their classroom library books according to classroom teacher directions.

### **Specialists**

1. Music and Technology will travel to classrooms.

### **Breakfast**

1. Breakfast: "Grab and Go" Breakfast will be available from the cafeteria upon arrival at school, and will be eaten in your child's classroom.

### **Lunch**

1. Students will sanitize their hands before going to lunch and when returning from lunch.
2. Students will be socially distanced in the lunch line.
3. Lunch must be served.
  - a. One or two designated persons will serve lunch.
4. Students will sit with one seat in between the next student and not across from another student (zig-zag). Tables will be marked for guidance. Assigned seating will be used in the lunchroom.

5. There will not be shared water pitchers, condiments, etc. Condiments will be prepackaged.
6. **A microwave will not be available this year to warm student lunches.**

## **Illness and Absenteeism**

### **Screening**

1. Catholic Schools will not screen (take temperatures or ask health related questions) students as they enter the school building.
  - a. It is the responsibility of the parent (guardian) to make certain a child is healthy and able to attend school.
  - b. If, during the school day, a student appears to have an illness, the school will help the student and also proceed with a standard medical response like taking the student's temperature. (and isolating students)
2. Catholic Schools will cooperate with the Pierce County Health Department if a student or employee is diagnosed with a COVID-19 or another serious illness.
3. Sick students will be isolated and supervised in a designated room. This room will be sanitized after the child's departure.

### **COVID-19 Case Procedure**

1. A student or employee who is diagnosed with COVID-19 is required to receive a release from their county of residence to return to school.
  - a. Administration and faculty will make adjustments to work with students and employees who are unable to come to the school building.

### **Symptoms of Covid 19**

Fever	Headache
Chills	Loss of taste or smell
Cough	Sore Throat
Shortness of breath	Difficulty breathing
Congestion	Runny nose
Fatigue	Nausea and vomiting
Muscle or body aches	Diarrhea

It can take up to 14 days for people with Covid-19 to start showing symptoms.

If an illness or exposure occurs, the following procedures will be followed:

- If a student or staff member has been diagnosed with COVID-19 OR an immediate family member has been diagnosed, the local health department will work with them based on their symptoms to determine when they can be released. We give them documentation of release, which will be presented to school upon return.
- For those with symptoms in line with COVID 19 but either aren't tested or are waiting on a test are considered a probable case:
  - If they are a close contact of a positive case or have another risk factor, like recent travel, they will be excluded for 10 days AND must be 24 hours fever free (without meds) and symptoms are improving.
  - If they are NOT a close contact of a positive case and don't have another risk factor, like recent travel, they will be excluded until they are 24 hours fever free (without meds) and symptoms are improving.

- NON COVID RELATED ILLNESS WILL FOLLOW THE PROCEDURES OUTLINED IN OUR STUDENT HANDBOOK.

### **Travel**

1. We strongly discourage travel for students and employees.
  - a. If someone plans a trip using transportation that does not allow social distancing, school administration will determine if it will be necessary for the returning student(s) or employee(s) to be kept out of the school building for fourteen calendars after the date he or she returns.

### **Emotional Health**

1. Any emotional health needs caused by Covid 19 Pandemic or any other cause, will be guided on a case by case basis. Parents will need to communicate with staff any of their child's concerns during this transition.

### **Student Absence**

1. **Teachers have prepared for prolonged student absences. Every teacher has a plan to work with individual students during a prolonged absence. Simply having the student "catch-up" is not an option. Students who are well enough to participate during their quarantine period, will be required to keep current with their assignments. Parents will be responsible for communicating with teachers to keep their child's work up to date.**
2. While student absences will be recorded, **perfect attendance awards will not be given this year.**

### **School Closure Due to Absenteeism**

In the case of a widespread illness in the state, county, or community, the school could close for an extended time period out of concern for the health students, staff, and community.

### **Staff Absence**

1. Each teacher and administrator has a documented plan for working from home.
2. Employees who are obviously ill will not come to work.
3. The school has a plan to supervise an absent teacher's classroom.
  - a. If the teacher is quarantining but is strong enough to teach virtually from home, this option will be used.

### **Transportation of Students**

1. St. Francis will follow the Ellsworth School District's recommendation and school buses will be running at capacity with assigned seats to better track outbreaks should they happen.
2. **Students will be required to wear masks on all school district buses.**
3. The DPI and the Diocese of LaCrosse strongly encourage parents to transport students themselves, if possible.

### **Eagle's Nest Before and After School Care**

1. We will move Eagle's Nest to the Parish Hall.
2. Staff will monitor social distancing between students.

\*\*\*Our school plans may change at any time, if required by the **Pierce County Public Health Department.**