



ACADEMY OF OUR LADY OF MOUNT CARMEL

"this is for you and yours, a privilege..."

August 10, 2020

Dear Parents,

Thank you for your continued patience and support. Below you will find more details to the information you received last week. Please note the following provisions reflect the recommendations of the New Jersey Department of Health and are informed by CDC guidance. Also know that these provisions may change with additional guidance from the Governor, the NJDOE, and/or the Archdiocesan Schools Office.

Stay safe, Warriors!

Ms Verdonck

Face coverings are required for all faculty, staff and students before temperature is taken and when they enter the building. Children's masks should not depict inappropriate logos, slogans or images that may pose a distraction. Masks must be worn at all times except while eating snack and/or lunch.

All students will be socially distanced (6ft apart).

No more than 15 students will be in a regular classroom at one time.

Classes being held in the cafeteria, auditorium, and the Titus Room can hold all students who choose in-person learning. Students will still be socially distanced.

Classes that are departmentalized will remain in their classrooms. Teachers will move from class to class.

Specials teachers (PE, Spanish, Arts, Technology) will move from class to class.

If PE is held, students will either remain in their homeroom, move to the gym or to the North Parking Lot. Students will remain socially distanced at all times. No shared equipment will be used. When gym equipment is used, it will be used by only one

individual in the class. When the class is finished, these items will be sanitized before the next class uses them.

No more than 2 students in the bathroom at any time.

- Students will be given individual passes that will need to be placed on the outside of the bathroom door to show occupancy.

IN-SCHOOL LEARNING AND VIRTUAL LEARNING

If you choose virtual learning for your child(ren) then your child(ren) must remain in virtual learning for the entire phase. If you choose in-school learning for your child(ren) and you decide that was not the correct choice, then your child(ren) can move to virtual learning. Once your child(ren) are in virtual learning, they must remain in virtual learning for the remainder of the phase.

MORNING DROP OFF PROCEDURES

All students, teachers and staff will have their temperature checked at the door. Students, teachers and staff whose temperature is below 100.4 will be allowed to enter the building.

Parents/guardians should not leave the school grounds until your child(ren)'s temperature check.

BEFORE CARE Begins Monday, September 21, 2020 7:00AM - 7:50AM

Parents/guardians should bring students to the main door. Students will have their temperature checked at the door. **Parents/guardians must be present for your child(ren)'s temperature check.** Hand sanitizer will be available immediately upon entry. Students will be taken to the Before Care Room by a staff member. Parents/guardians will not be allowed to enter the building.

MORNING DROP OFF - 7:50 - 8:15 (see attached diagrams)

PK3 - Grade 5 students will enter the school from the North Parking Lot.

Students in Grades 2, 4, and 5 will enter from under the canopy.

Students in Grades PK3, PK4, Kindergarten, 1, and 3 will enter from the school's back door off of the North Parking Lot.

Students will have their temperature checked at the door. Hand sanitizer will be available immediately upon entry.

Parents/guardians should not leave the school grounds until your child(ren)'s temperature has been checked. Parents/guardians will not be allowed to enter the building.

Grade 6 - 8 students should enter the school through the main entrance from the South Parking Lot. Students will have their temperature checked at the door. Hand sanitizer will be available immediately upon entry.

Parents/guardians should not leave the school grounds until your child(ren)'s temperature has been checked. Parents/guardians will not be allowed to enter the building.

If you are a PK3, PK4 or Kindergarten parent/guardian with another child in grades 1-8, please follow the drop off directions for your oldest child. Your oldest child will then escort your PK3 - K student to their classroom.

LATE ARRIVALS - PLEASE DO YOUR BEST TO NOT BE LATE AS THIS CAN CAUSE MUCH CONFUSION

Please park in the South Parking Lot and walk your child(ren) to the front door. A staff member will meet you at the door to check your child(ren)'s temperature. Hand sanitizer will be available immediately upon entry. **Parents/guardians must be present for your child(ren)'s temperature check. Parents/guardians will not be allowed to enter the building.**

DISMISSAL PROCEDURE

Starting the week of September 21, 2020, dismissal times will be staggered and all students except Grade 7 will be dismissed from the North Parking Lot. Grade 7 will exit the South Parking Lot. If you are picking up more than one child, dismissal will be at the oldest child's dismissal time. Younger students will be socially distanced in the cafeteria until the older siblings' dismissal time. The older child will pick up their younger sibling and then dismiss through the North Parking Lot.

For pickup, parents should either remain near their car or get out of their car but wait for their child while standing in the lot away from the dismissal doors.

Once you have your child(ren) please leave the school property immediately.

Gathering in the parking lot after dismissal is not permissible.

NO ONE SHOULD BE USING THE PLAYGROUND AT DISMISSAL TIME.

PK3, PK4 and Kindergarten - 1:30PM

Students in PK3, PK4 and Kindergarten will be dismissed from the back door from the North Parking Lot.

Grades 1- 3 - 1:40PM

Students in Grades 1 and 3 will be dismissed from the back door from the North Parking Lot. Grade 2 will be dismissed from the back door from under the canopy into the North Parking Lot.

Grades 4 - 5 - 1:50PM

Students in Grades 4 and 5 will be dismissed from the back door from under the canopy into the North Parking Lot.

Grades 6 and 8 - 2:00PM

Students in Grades 6 and 8 will be dismissed from the back door from the North Parking Lot.

Grade 7 - 2:00PM

Students in Grade 7 will be dismissed from the main door from the South Parking Lot.

**AFTERCARE School Dismissal Time - 6:00PM
Begins Monday, September 21, 2020**

Students will adhere to all appropriate social distancing requirements and hygiene protocol during AfterCare.

Depending on the number of students and their grade level, students will go to the gym or one of our vacant classrooms. When picking up your child, please park in the South Parking Lot and call our After Care at 201-470-3776. One of the staff members will bring your child out via the door on East Clinton Ave.

Students should bring their own snack. No class containers.

CLASSROOM PROCEDURES AND STUDENT FLOW

Social distancing practices will be implemented in all instructional and non-instructional places to ensure the health and safety of all students and staff. Students' desks and seating in all classrooms will be six feet apart and face in the same direction. Time will be provided during the day to allow for mask "breaks," and physical movement. Any movement in the classroom will be directed by the teacher in order to keep the students moving in the same direction and to ensure social distancing.

PK3 and PK4:

- Students will be six feet apart during nap time.
- Close learning activities will be avoided.
- Shared objects will be limited and sanitized after each use.
- Students will have the opportunity throughout the day to wash their hands.

ELEMENTARY CLASSES

- Homeroom classes will be kept together (cohorts).
- Specials teachers will move to classrooms for instruction, except for physical education
- Students will have the opportunity throughout the day to wash their hands.

MIDDLE SCHOOL CLASSES

- Homeroom classes will be kept together (cohorts).
- Subject teachers will move to classrooms for instruction, except for physical education.
- Students will have the opportunity throughout the day to wash their hands.

Students must wear masks and remain six feet apart while traveling in the hallways. Hallways will be clearly marked to identify social distancing.

Reintroduction Period Week 1 – September 8 - September 11

During this time we will introduce students to the new school year with all its new protocols.

In-School Students Only: Students may begin entering the building at 7:50AM. Please follow the attached diagrams for entry. Students should be in their classroom no later than 8:15AM.

Dismissal for all students will be through the North Parking Lot except for Grade 7 who will exit the South Parking Lot. Dismissal time is at 12:00PM.

- o September 8, 2020 - Grades 8, and 3 only
- o September 9, 2020 - Grades 7, 4, and Kindergarten only
- o September 10, 2020 - Grades 6, 2, and PK4 only
- o September 11, 2020 - Grades 5, 1, and PK3 only

Virtual Students Only: Students in Grades PK3 - 8 should sign into their Zoom or Google Meet at 1:15PM to meet with their teacher. Please check your class page on the school website for direction.

- o September 8, 2020 - Grades 8, and 3 only
- o September 9, 2020 - Grades 7, 4, and Kindergarten only
- o September 10, 2020 - Grades 6, 2, and PK4 only
- o September 11, 2020 - Grades 5, 1, and PK3 only

Reintroduction Period Week 2 – September 14 - September 18 (8:15AM - 1:30PM)

In-school students may begin entering the building at 7:50AM. Please enter the building the same way as you did last week. Students should be in their classroom no later than 8:15AM. **Virtual students** should sign into their classroom between 8:00AM and 8:15AM. Please check your class page on the school website for direction. All students should be in “class” by 8:15AM.

Please follow the below schedule for the day you are to attend school.

PLEASE BRING LUNCH

Dismissal for all students will be through the North Parking Lot except for Grade 7 who will exit the South Parking Lot. Dismissal time is at 1:30PM.

- o September 14, 2020 - Grades 8, and 3 only
- o September 15, 2020 - Grades 7, 4, and Kindergarten only
- o September 16, 2020 - Grades 6, 2, and PK4 only
- o September 17, 2020 - Grades 5, 1, and PK3 only
- o September 18, 2020 NO SCHOOL FOR STUDENTS/TEACHERS IN SCHOOL

Phase 1 – Tentatively September 21 - End of First Trimester (November 25, 2020)

SCHOOL DAY

In-Person: Students may begin entering the building at 7:50AM

Students must be in their classrooms by 8:15AM

Virtual: Students should enter the virtual classroom between 8:00AM - 8:15AM

School ends for Grades 6 - 8 at 2:00PM

Grades 4 and 5 at 1:50PM

Grades 1 - 3 at 1:40PM

Grades PK3 - Kindergarten at 1:30PM

All dismissal will be through the North Parking Lot except for Grade 7 who will exit the South Parking Lot.

LUNCH/SNACK

Students in Grades PK3 - Grade 5 may bring in a snack.

All students are allowed to bring in something to drink. Please refrain from sending in any glass containers.

When sending in snacks and/or lunch, please be mindful of peanut allergies.

Phase 2 – Timeframe TBD

During Phase 2 of reopening, all students will continue to follow safety procedures, while beginning to provide more flexibility for students and families. Manipulatives may be used, lunch will be available for purchase by OLMC, though delivered to the classrooms.

Phase 3 – Timeframe TBD

When OLMC is available to move to Phase 3 of opening, all procedures in Phase 1 and 2 will be followed but OLMC will begin to reintroduce after-school opportunities and social and community events like clubs (eg Student Council) and in-house enrichment like (Shakespeare Club, Get Fit!, etc.) as opposed to outdoor vendor led activities such as Golf.

Phase 4- Timeframe TBD

Our final phase of reopening would continue all the safety procedures and mirror all reopening benchmarks found in the previous phases but include limited guests entering the building and introduce community activities like theater, concerts, band and limited enrichment activities from outside vendors as well as a return to limited, but shared lunchtime in the cafeteria and in-person Mass attendance.

FACILITIES CLEANING PRACTICES

We will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. All disinfectants/sanitizers used are EPA/CDC approved.

The following procedures will take place:

- Schedule increased routine daily cleaning and disinfection.
- Routinely clean and disinfect surfaces and objects that are frequently touched, such as but not limited to, doorknobs, light switches, door handles, push plates, handrails, and bathroom sinks.
- Routinely clean classroom desks and chairs.
- Sanitize bathrooms periodically throughout the day.
- Additional bathroom considerations: Avoid crowding by limiting the number of students permitted to enter at a time. Designated staff members will enforce limited capacity.
- Provide faculty/staff with EPA/CDC approved wipes and disinfectant for commonly used surfaces, such as but not limited to, desks, chairs, door handles, light switches.
- Ensure adequate supplies are available to support cleaning disinfecting practices.

LUNCH, RECESS AND PHYSICAL EDUCATION PROCEDURES

- Lunch will be eaten in the homeroom classroom. Please be mindful of peanut allergies.
- Refrain from bringing in any glass containers.
- Physical Education will take place in the classroom, the school's gymnasium or outside in the North Parking Lot.
- In the gym there will be markers on the floor to indicate proper social distancing spots. Masks are required at all times.
- No team sports will take place.
- No shared equipment will be used.
- Students will be directed/led in various exercises and activities by the Physical Education teacher.

HEALTH GUIDELINES DURING COVID-19

Please screen your child **EVERY MORNING**, prior to dropping him/her off at OLMC. If your child exhibits any of the following, please keep the student home and call the office and their Primary Care provider immediately.

List of possible symptoms include:

- Fever
- Fatigue
- Cough
- Sneezing
- Aches and pains
- Runny or Stuffy nose
- Sore throat
- Diarrhea

- Headache
- Shortness of Breath
- Loss of taste or smell
- Nausea or Vomiting

All absences/reason for absence MUST be reported to the office (201-567-6491) before 8:00 am.

A positive COVID test must be reported immediately to the school so that the following procedures could take place:

- The local health department will be immediately notified.
- Any person who has come in contact with someone who has tested positive will be notified.

Contact tracing:

- Any student/staff member who came into contact with the infected person for at least 15 minutes, starting from 48 hours before the person started feeling sick or received a positive COVID 19 test result, will be notified and advised to quarantine themselves.
- Confirmed cases of COVID19 will be reported to the local board of health. They will assist us with contact tracing.
- We will follow health officials' directives to determine the next steps, and custodial staff will be directed to clean and disinfect affected areas.
- Due to this possibility, we advise that parents have a back-up child care plan in place at all times.
- Virtual learning will commence until students are permitted to return.
- If a student displays one of the symptoms during the school day he/she will be sent to the quarantine room and the parent/guardian will be called immediately.
- If a staff member displays one of the symptoms he/she will have their temperature taken and will be sent home.

QUARANTINE PROTOCOL

OLMC isolation space for students and staff with suspected symptoms related to COVID-19 will be held in the Lobby (formally Mr. G's office). OLMC will safely and respectfully isolate them from others. Students will remain in isolation with continued supervision and care until picked up **promptly** by an authorized adult.

CLASS OR SCHOOL QUARANTINE

Students and/or employees may be asked to leave or not come into school if they exhibit one or more of the symptoms of COVID-19:

- Fever of 100 degrees F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills/ repeated shaking with chills
- Muscle pain
- Headache

- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student tests positive for COVID-19, the entire class and any teacher who came in contact with that student/class must be quarantined for 2 weeks. Any sibling of that individual will also have to quarantine for 2 weeks. A doctor's note with a negative COVID-19 result must be presented before these individuals return to school.

If two or more individuals test positive for COVID-19, then the entire school must quarantine for two weeks. A doctor's note with a negative COVID-19 result must be presented before these individuals return to school.

If the administrator/staff tests positive for COVID-19, the administrator must quarantine for 2 weeks and present a negative test result to return to school.

In the event the administrator (Ms. Verdonck) is quarantined, Mrs. Izzard will be in charge of all administrative duties.



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COVID-19 Screening Questions

This form is to be completed and signed by a Parent/Guardian responsible for the OLMC student and submitted by each child **when entering on the first day of school at the temperature check point**. Please screen your child EVERY MORNING, prior to dropping him/her off at OLMC. If your child exhibits any of the following, please keep your child home and call the office before 8:00AM.

List of possible symptoms include:

- Fever
- Fatigue
- Cough
- Sneezing
- Aches and pains
- Runny or Stuffy nose
- Sore throat
- Diarrhea
- Headache
- Shortness of Breath
- Loss of taste or smell
- Nausea or Vomiting

In the last two weeks, has your child been in close contact with anyone who exhibited the symptoms of COVID-19? If so, please keep your child home, and call the office and their Primary Care Provider.

Yes _____ No _____

Has your child been in contact with anyone who has tested positive for COVID-19 in the last two weeks? If so, please keep your child home, and call the office and their Primary Care Provider.

Yes _____ No _____

Has your child been out of state in the last 14 days? If yes, please keep your child home and return to school with a negative COVID test result.

Yes _____ No _____

By signing below, you indicate that you are going to screen your child daily, and follow the guidelines listed above prior to entry into OLMC.

Student's Name: _____

Signature of Parent/Guardian: _____ Date: _____

Complete and hand this form to the Staff member at the Temperature checkpoint on the first day.