



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Saint Francis of Assisi Catholic School
Key Contact Person for this Plan	Julie M. Manion
Phone Number of this Person	541-382-4701
Email Address of this Person	jmanion@saintfrancisschool.net
Sectors and position titles of those who informed the plan	Richard Fawcett MD, David Coutin MD, Emily Freeland DCH,

¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

	Julie M. Manion - Head of Administrative Team, Sister Ngan Do - Administrative Team, Father Steve Garza, - Administrative Team Father Jose Thomas Mudakodiyil - Pastor, Sarah Schimmoller - Head of ECE department, Janet Schwartz - K-12 Religious Education, Erik Albers - Maintenance Manager Sandra Valequez- Parent
Local public health office(s) or officers(s)	Communicable Disease Line 541-322-7418
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Julie M. Manion
Intended Effective Dates for this Plan	September 9, 2020 - June 18, 2021
ESD Region	High Desert ESD

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

St. Francis School is a small Catholic School of 141 students. We have engaged community Health leaders, our School Advisory committee, Administrative Team, teachers, and families including a diverse representation of families, including those families of students who are Hispanic and families who receive scholarship support for their student(s).

3. Indicate which instructional model will be used.
 Deschutes County does not meet the state metrics as of July 31st. We will begin on-site learning as soon as the metrics have been met.
 St. Francis School will implement short-term distance learning with limited on-site instruction until we are approved for full time on-site learning.

Select One:

- On-Site Learning** **Hybrid Learning** **Comprehensive Distance Learning**

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.

Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

x

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements

Hybrid/Onsite Plan

- Implement measures to limit the spreads of COVID-19 within the
 - school setting.

- Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.

- Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA.

- Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.

- Process and procedures to train all staff in sections 1 - 3 of the **Ready Schools, Safe Learners** guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained.

- Protocol to notify the local public health authority ([LPHA Directory by County](#)) of any confirmed COVID-19 cases among students or staff.

- St. Francis School has notified parents of all measures to limit the spread of COVID-19 including entrance screening, established grade level cohorts, staggering movement, and additional hygiene education.
- Communicable Disease Plan is in place. Staff training includes videos provided by Maxwell Health Insurance company.

- The Head of the Administrative Team with the help of the reopening committee will establish a plan consistent with this guidance and The Head of the Administrative Team will implement and enforce the plan.

- Advisors
 - Dr. David Coutin
 - Dr. Richard Fawcett
 - Emily Freeland

- Staff will receive a copy of our school wide plan and Ready Schools, Safe Learners to go through together. Video tutorials about containing communicable diseases will be watched during inservice week. We have a small staff and can socially distance in the parish center.

- When a case of COVID or other illness occurs at school the sick person will go into isolation, Deschutes County Health will be called for reporting 541-322-7418 if COVID-19 is suspected in staff or students. Parents will be contacted immediately thereafter. Teachers will be encouraged to self-report if they are exposed or ill. Teacher's emergency contact

Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.

Process to report to the LPHA any cluster of any illness among staff or students.

Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.

Protocol for screening students and staff for symptoms (see section 1f of the *Ready Schools, Safe Learners* guidance).

will be notified immediately to safely transport them from the school.

- The janitorial staff will clean student restrooms three times a day after heavy use. Offices, bathrooms, and activity areas will be sanitized daily. Rooms will be sanitized between classroom cohorts. Teaching staff will disinfect classroom and locker spaces with bleach solution or other disinfectant prepared by the maintenance staff, daily and often. Kitchen staff will disinfect the kitchen,

- Deschutes County Health will be called for reporting 541-322-7418 if COVID-19 is suspected in staff or students.

- Attendance logs will be kept for classroom cohorts in FACTS, our student management system. Which can be copied and emailed to DCH

- Screening will consist of taking temperatures with a thermoscan thermometer, visual check and questions provided by the Early Learning Division. Parents will be asked not to drive away until screening is complete.
- Teachers will be allowed to self screens.
- Morning care students will be screened at entrance.
- Preschool students and siblings will enter the building at the West end and will be screened

Protocol to isolate any ill or exposed persons from physical contact with others.

Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the **Ready Schools, Safe Learners** guidance).

by the Morning Care Teacher before going to class.

- Elementary and middle school students will be screened at the parish entrance (east end) before walking to classrooms. Middle school students will walk outside to their outside classroom doors. Elementary students will go down the hall following the arrow paths.
- Middle school students will walk outside to their outside classroom doors.
- Teacher will take attendance
- St. Francis has designated a small room viewable from the office as a health quarantine room. Anyone who is ill may sit in this room until they are picked up. They will be temperature screened and offered care.
- Visitors will be screened on entrance at the school office.
- Anyone needing to lie down can be housed in the sick room.
- The office manager will call emergency contacts and DCH

- If a student, teacher, or staff member becomes ill at school an email will be sent through the FACTS student management system explaining the grade level cohort and nature of the illness involved. As soon as possible a determination will be made if that class cohort will be quarantined and for how long. The janitorial staff, religious ed. leaders and Parish administration will be called as soon as possible.

Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official.

- If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the **Ready Schools, Safe Learners** guidance), the daily log may be maintained for the cohort.
- If a student(s) is not part of a stable cohort, then an individual student log must be maintained.

Required components of individual daily student/cohort logs include:

- Child's name
- Drop off/pick up time
- Parent/guardian name and emergency contact information
- All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student

Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.

Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.

Protocol to respond to potential outbreaks (see section 3 of the **Ready Schools, Safe Learners** guidance).

- Student attendance records will be used for daily logs because students will remain in classroom Cohorts throughout the day. Before and after school care attendance logs will be added for contact tracing. Records will be kept readily available for four weeks and stored all year. Cohort identification records will be stored in facts.

Extracurricular activities provided by the school will maintain stable cohorts so contact information can be added to student logs. Parents will be advised that students may only have contact with 100 people per week.

- St. Francis School has created a tracking document to use for cohort and individual logs that contains the required components and will be updated as teachers communicate changes with our office manager. All changes will be dated. All logs will be kept for the entire year.
- Daily logs will also be kept by before and aftercare teachers and the information will be updated daily by the office manager.
- Day care cohorts may overlap classroom cohorts.
- Cohorts for participation in Mass will be designed by grade levels (5-8 grades) and (1-4 grades) alternating weeks

all participants will wear masks.

- Julie M. Manion, Erik Albers, or Crystal Guidice will contact DCH 541-322-7418 if anyone who has entered the building is diagnosed with COVID-19. These three people know the cleaning responsibilities assigned to all staff.

If a person comes down with COVID-19 the rooms of contact will be quarantined and disinfected.

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.</p> <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <p><input type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services. 3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services. <p><input type="checkbox"/> Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:</p> <ul style="list-style-type: none"> ● Communicate with parents and health care providers to determine return to school status and current needs of the student. ● Coordinate and update other health services the student may be receiving in addition to nursing services. This may 	<ul style="list-style-type: none"> ● Students in high risk groups may choose to stay home and receive instruction through the Google Classroom, combined with Google Meet or Zoom. Teachers will choose appropriate times to include at home students in class presentations of materials or discussions. ● Saint Francis does not currently have, and cannot currently meet the needs of students who are Medically Complex, Medically Fragile, or Nursing-Dependent. ● Students with asthma or severe allergies are identified at the beginning of the year, protected from problematic allergens, and monitored for reactions or breathing problems throughout the day. ● Saint Francis does not employ a school nurse.

include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.

- Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
- The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
- Service provision should consider health and safety as well as legal standards.
- Work with an interdisciplinary team to meet requirements of ADA and FAPE.
- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Refer to updated state and national guidance and resources such as:
 - US Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.
 - ODE guidance updates for Special Education. Example from March 11, 2020.
 - OAR 581-015-2000 Special Education, requires districts to provide ‘school health services and school nurse services’ as part of the ‘related services’ in order ‘to assist a child with a disability to benefit from special education’.
 - OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.

- Saint Francis does not have students with high medical needs.
- No student will be excluded from instruction because of chronic health problems.

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. <input type="checkbox"/> Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals. <input type="checkbox"/> Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. 	<ul style="list-style-type: none"> ● Our regular classrooms are 830 square feet and can house 15-18 students with 6 foot distance depending on the wall configuration. Larger classes can hold class in the library and the Art room.

- Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).
- Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.

- Middle school will remain in grade level cohorts with an occasional class being held in the science lab with six foot distancing and plexiglass dividers. During Mass, classroom cohorts and social distancing will be maintained.
- Hallway traffic will flow uphill on the right side (South) of the hall, down hill on the left side (north) of the hall. Halls and the lunch pick-up area will have six foot distances marked on the floor.
- Recess has been time staggered by cohort and areas of use.
- Instruction for social distancing shall be repetitious, and will not be punitive.

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> ● The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. <input type="checkbox"/> Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. 	<ul style="list-style-type: none"> ● Classroom cohorts will be standard grade level groups with small class sizes between 7 and 20 students as space allows. Outdoors there may be three cohorts at a time but each will be restricted to one play area. ● During Bi-Weekly Mass, Elementary and Middle School classroom cohorts and social distancing will be maintained. ● No students will have more than 50 contacts even if they attend Mass. The church will be sanitized after each Mass.

- Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort .
- Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.
- Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.

Daily logs will be maintained through FACTS

Teachers will move between classrooms and students will stay in place.

Students may use the restroom when ever needed and teachers will provide instruction on why social distancing in the bathroom is important. Teachers will attend to how much time students spend in the restroom.

Teachers will wipe high contact surfaces often during the day with disposable towels.

Classroom cohorts will be heterogeneous groupings at grade/age level.

Staff who interact with multiple cohorts will sanitize hands between cohorts.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements

- Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.
 - Consider sharing school protocols themselves.
- Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.
 - Consult with your LPHA on what meets the definition of "close contact."
- Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is

Hybrid/Onsite Plan

- A letter will be sent to staff and parents explaining the new school protocols and that they were put into place to prevent the spread of disease. It will explain what steps will happen if they come in close contact with a confirmed case.
- "Close Contact" means coming within 6 feet or having bodily contact with an active case or being in close proximity(within 6 feet) in an

- diagnosed in students or staff members, including a description of how the school or district is responding.
- Provide all information in languages and formats accessible to the school community.

enclosed space for more than an 15 minutes within 48 hours of onset of symptoms.

- St. Francis School has a communication system within the FACTS student information system that will be implemented to send out emergency messages describing the schools response to a COVID-19 outbreak.
- All information will be published in spanish and english

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> ● Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. ● Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available from CDC. ● In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. ● Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms <input type="checkbox"/> Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. 	<p>Staff is to stay home if ill. Do not enter the school to create lesson plans or prepare work.</p> <p>Parents are requested to keep all sick children at home.</p> <p>Parents are requested to self-quarantine at home and switch to online learning if their family has had close contact to someone with COVID-19.</p> <p>Parents will be given a list of the primary and secondary symptoms and emergency symptoms and reminded that students must stay home until 24 hours after the fever is gone and symptoms have subsided.</p>

- Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the **Ready Schools, Safe Learners** guidance) and sent home as soon as possible.
- They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.

- Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.
- Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.
- Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

All students and adults will be screened on entry.

St. Francis will restrict from school any student who has been exposed within 14 days. The restriction will last 14 days if there are no symptoms.

All entrances have hand sanitizer stations. All classrooms have hand washing sinks. Teaching staff will remind students to prepare for school with good hand hygiene upon entering the classroom.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained. <input type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit. 	<p>All non-essential visitors are restricted. Parents must be restricted to the office area only.</p> <p>Visitors must sanitize hands at entry.</p> <p>Visitors must wear masks.</p>

- Visitors must wear face coverings in accordance with local public health authority and [CDC](#) guidelines.
- Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.

All visitors must be screened on entry. Anyone who has been exposed to COVID-19 must be restricted.

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Face coverings or face shields for: <ul style="list-style-type: none"> ● Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. ● Bus drivers. ● Staff preparing and/or serving meals. <input type="checkbox"/> Face shields or clear plastic barriers for: <ul style="list-style-type: none"> ● Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy. ● Front office staff. <input type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role. <input type="checkbox"/> Students who choose not to wear face coverings must be provided access to instruction. 	<p>Every person over 5 years of age will wear a face covering, mask, or shield. Faculty will use face shields as desired in lieu of masks. Faculty who can not maintain six foot distancing consistently will have to wear a mask.</p> <p>Staff who prepare and serve meals will wear masks.</p> <p>Staff working in shared spaces where six feet distancing is not possible will wear masks.</p> <p>Masks and gloves to be worn by staff who monitor staff or students displaying symptoms.</p> <p>Students kindergarten to grade 8 will wear masks daily, parents will be advised to have two masks</p>

ADA accommodations: If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.

available for their student in case one becomes overly damp.

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day.</p> <p><input type="checkbox"/> Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day.</p> <ul style="list-style-type: none"> ● Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. ● Consider required physical arrangements to reduce risk of disease transmission. ● Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. <p><input type="checkbox"/> Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.</p> <ul style="list-style-type: none"> ● School nurses and health staff in close contact with symptomatic individuals (less than 6 feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE. ● If able to do so safely, asymptomatic individuals should wear a face covering. <p><input type="checkbox"/> Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.</p>	<p>Students with symptoms of COVID or Flu-like symptoms will go to the conference room with glass walls for easy observation while waiting for a parent. Teacher's will escort a child there observing 6 foot distancing.</p> <p>Mrs. Giudice, Mrs. Manion or the classroom teacher will prepare with gloves and mask before taking the child's temperature.</p> <p>Parents will be notified.</p> <p>Students who have a regular medicine regimen such as for allergies will go to Mrs. Giudice in the office.</p> <p>Anyone tasked with monitoring ill students or staff will wear a medical grade mask and gloves.</p> <p>The monitor will attempt to keep 6 foot distance and use only a touchless thermometer. Individuals who are sick and able to wear a mask will do so.</p> <p>After leaving the isolation room caregivers will use hand washing before touching computers, phones, or surfaces to protect themselves and others.</p>

- To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.

Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.

- Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.
- If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving
- If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).

Record and monitor the students and staff being isolated or sent home for the LPHA review.

To reduce fear, anxiety, or shame related to isolation, we will provide a clear explanation of procedures, including use of PPE and handwashing. St. Francis School will provide two health isolation rooms this year .

Parents will transport sick children.

Staff must stay home when ill. Symptomatic staff should seek testing from their regular physician. If they are COVID-19 positive they must remain home for at least 10 days after onset and 24 hours after symptoms have passed and after a fever is gone.

Teachers who feel able may teach online from home but may not reenter the building for materials.

If a staff member is ill but COVID-19 negative after multiple tests and 72 hours after fever without fever reducing medicine, they may return.

If they do not undergo COVID testing staff needs to be fever free for 72 hours without using fever reducing medicine.



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines. <input type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> • Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or • Have COVID-19 symptoms for 10 consecutive school days or longer. <input type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.	<p>All students are enrolled in tradition grade level cohorts.</p> <p>Students will only be disenrolled for non-payment of tuition or expulsion.</p> <p>If the cohort is quarantined, attendance will be taken at the start of online classes.</p>

2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> On-Site school students: Full-time and part-time students follow normal reporting policy and procedures. <input type="checkbox"/> Full-Time Online and/or Hybrid school students: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy	<p>St.Francis School only has full time students. They will follow the normal reporting policy.</p> <ul style="list-style-type: none"> • Saint Francis School will take advantage of August 11 update allowing limited in person instruction to meet specific academic needs.

previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.

- Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect.
- For the purposes of this section, please use the following definition and clarification: **Online and/or Hybrid Check-in:** The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day.
- The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week.
- If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week).
- The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.
- Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).
- Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).

These interactions will be preplanned and cohorts will be logged.

If classes/cohorts or the entire school is quarantined school will continue on line and daily attendance will be taken by the teacher. Attendance will be required. If the teacher is ill every attempt will be made to secure a long-term substitute. all assignments must be completed for full credit.

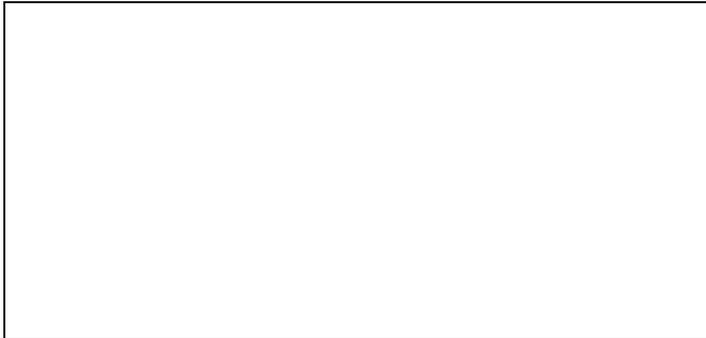
All online classes will be conducted using Google classroom and or SeeSaw in coordination with Google Meet. Teachers will be available during regular business hours, 7:30-3:30.

During Hybrid: short-term distance learning K-5 will take attendance daily and 6-8 will take attendance each period.

St. Francis School does not have any part-time students.

Part-time students receiving online and/or hybrid instruction (not college courses): Students who are not enrolled full-time and are

taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.



2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Update procedures for district-owned devices to match cleaning requirements (see section 2d of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. 	<p>St. Francis is a one-to-one school from first through eighth grade. Students have checked in devices for the 2019/2020 year. All devices were stored over 72 before cleaning and inspection for damages. They will be updated and stored in COWS for the summer. Students will check out devices (Chromebooks) that they will use for the school year from their teacher within their classrooms. Students will be taught a use and care regimen. Cleaning of the exterior of these devices and other school materials will be a part of our daily cleaning procedures for our Cohort classes. Devices stored in a charging station will be placed or removed one at a time observing social distancing. Students will not share computers. The outside of computers will be wiped daily.</p> <p>Computers that fail or have damage will be replaced and the old computer will be stored for three days before cleaning and then be stored for parts or discarded.</p>

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. 	<ul style="list-style-type: none"> ● Handwashing: Before and after recess and eating,

<ul style="list-style-type: none"> <input type="checkbox"/> Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. <input type="checkbox"/> Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing. <input type="checkbox"/> Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. <input type="checkbox"/> Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner. 	<p>after coughing or sneezing, after using the restroom, will occur in the restrooms. After cleaning surfaces.</p> <ul style="list-style-type: none"> ● Equipment:each time equipment moves between room cohorts, sanitize between each use for shared materials ● Large gatherings are cancelled. Back to school night will be staggered by grade level. No concerts, programs, or Grandparent’s day ● Transitions/Hallways: Preschool families drop off at west end, k-8other at the East end, middle school goes through outside doors, elementary though the hall. ● Personal Property: All personal property must be stored in the child’s backpack. Every piece of personnel property must be labeled with student’s names.
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2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. <input type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times. 	<p>St. Francis does not have busses. The floors/sidewalk will be marked for physical distancing during wait times to enter. and the travel path. Parents will be asked to enforce one family at a time drop off in the mornings.</p> <ul style="list-style-type: none"> ● Families with preschoolers will be screened at the west entrance. ● K-8 will be screened at the east entrance.

- Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the *Ready Schools, Safe Learners* guidance).
- Develop sign-in/sign-out protocol to help facilitate contact tracing:
 - Eliminate shared pen and paper sign-in/sign-out sheets.
 - Ensure hand sanitizer is available if signing children in or out on an electronic device.
- Install hand sanitizer dispensers near all entry doors and other high-traffic areas.
- Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

- Adults are asked to use the North entrance and be screened by a volunteer before going to the office.

Parents will be invited to stagger their arrival and departure time, in five minute blocks. Teachers will clean classroom and locker surfaces. Maintenance staff will clean bathrooms, hallways and offices.

Teacher's may self screen. Mrs .Manion and a parent volunteer will screen students at the east entrance. The morning care teacher, Anita, and a parent volunteer will screen at the West entrance. All teachers will participate in visual screening. Teachers will monitor locker areas for social distancing and coats being put in backpacks.

Because we intend to visually screen, temperature screen, and interview each student at arrival only sick or absent students will be recorded in their medical record events area of FACTS.

Hand sanitizer stations are installed at all entrances.

Have students packed already to go before pick-up. Preschoolers meet parents at the west door or report to daycare. k-8 students dismiss at the east end. Spread cohorts out. fifth-eighth four separate groups out the back doors. k-4 out the hallway, out the front spread out and no running in the grass. dismissal is not parent communication time.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times. <input type="checkbox"/> Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. <input type="checkbox"/> Handwashing: Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<ul style="list-style-type: none"> • Seating: All desks are six feet apart, all students facing the same way except in the science lab where there are barriers. • Materials: Every student has their own pencil box of materials, no sharing. Students will clean items daily. • Handwashing: Students and staff will demonstrate frequent hand washing and respiratory etiquette. Tissues and hand sanitizer will be supplied by parents in classroom supplies. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. do not use hand sanitizer with Methanol. It is poisonous.

2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s Specific Guidance for Outdoor Recreation Organizations). <input type="checkbox"/> Students must wash hands before and after using playground equipment. <input type="checkbox"/> Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group’s use. <input type="checkbox"/> Cleaning requirements must be maintained (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Maintain physical distancing requirements, stable cohorts, and square footage requirements. <input type="checkbox"/> Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). <input type="checkbox"/> Design recess activities that allow for physical distancing and maintenance of stable cohorts. 	<p>Playground is closed to the public.</p> <p>Students must wash hands before and after using the playground or use hand sanitizer with adult supervision.</p> <p>Each classroom Cohort will maintain their own playground equipment and disinfect it after use.</p> <p>Each teacher is responsible for cleaning in their cohort classroom and lockers.</p>

- Clean all outdoor equipment between cohorts.

St. Francis School has plenty of space both indoors and out for physical distancing of our small student population.

Signs will be posted at gates to close public access to the playground.

Recess time for each cohort will be staggered. Toys will be maintained and sanitized by the classroom teachers for exclusive use by their students.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Include meal services/nutrition staff in planning for school reentry.. <input type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Students must wash hands before meals and should be encouraged to do so after. <input type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. <input type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. <input type="checkbox"/> Adequate cleaning of tables between meal periods. 	<p>Kitchen will be sanitized by Mrs. Watts</p> <p>Mrs. Watts or Mrs. Guidice will wear masks when preparing, plating, and serving lunches or milk.</p> <p>Teachers will ensure that desks are clean and hands are washed before lunch. Teachers will ensure that desks are cleaned and hands are washed after lunch. Hand washing must occur in the restrooms.</p> <p>All food trays and utensils will be returned to the cafeteria immediately after lunch for cleaning.</p> <p>Lunch times for cohorts will be staggered to reduce waiting in lines. Lines will have six foot distancing marked on the floor.</p> <p>Students and teachers will work together to maintain clean classroom environments.</p>

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
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<ul style="list-style-type: none"> <input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service. <input type="checkbox"/> Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j) of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> ● If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. <ul style="list-style-type: none"> ○ If arriving at school, notify staff to begin isolation measures. ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. <input type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. <input type="checkbox"/> Drivers wear face shields or face coverings. <input type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). 	<p>Parent Drivers will be the primary transporters of children. All off site trips will be cancelled.</p> <p>Parents will be advised to sanitize touched surfaces in their vehicles frequently.</p> <p>Parents will be asked to unload cars one at a time.</p>
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2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. <input type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. <input type="checkbox"/> Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. <input type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. 	<p>Teachers will clean and disinfect frequently touched surfaces in the classrooms and lockers with disposable towels.</p> <p>Restrooms will be cleaned and disinfected three times a day, after periods of predictable heavy use.</p> <p>The St. Francis School maintenance manager will label all cleaning products and provide training for the staff.</p> <p>Windows and inner doors can be left open during operating hours to increase air circulation.</p>

- Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see [CDC's guidance on disinfecting public spaces](#)).
- Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see [CDC's guidance on ventilation and filtration](#) and [American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance](#)).

The facility will be cleaned daily.

The furnace and ventilation system are new to the building and should be adequate as they are maintained.

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. <input type="checkbox"/> Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). 	<p>St. Francis School Provides instruction on preventative health practices including hand washing and respiratory etiquette.</p> <p>St. Francis school maintains two health isolation rooms to serve students or staff who are ill.</p> <p>Licensed and experienced health practitioners have reviewed this document.</p>



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. 	<p>If a child or staff member becomes ill with COVID-19 type symptoms St. Francis School will</p>

- Establish a specific emergency response framework with key stakeholders.
- When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.

1. Call Parents or family members
2. Call DCH
3. Shrink Cohorts as possible, such as each teacher doing dismissal duty.
4. New cases during the school will be sent to the isolation area and will be monitored by the Lead secretary or Principals
5. Stakeholders will be contacted as appropriate.

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <input type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input type="checkbox"/> Continue to provide meals for students. <input type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families. 	<p>See the COVID-19 Specific Communicable Disease Management and Safety Plan</p> <p>If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with DCH regarding classroom or school closure.</p> <p>If a cluster of 2 or more people become ill St. Francis School will contact DCH. St. Francis School will follow DCH guidance.</p> <p>Large school events are suspended until further notice.</p> <p>If school must be closed The St. Francis School distance learning platform will be used.</p> <p>St. Francis School will provide Meals as supported by the Bend-LaPine school district.</p>

Information about school closures will be published on FACTS our student information system and an emergency phone alert will be sent out through FACTS.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. <input type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<p>The St. Francis distance learning platform includes Google Classroom and Google Meet, SeeSaw and Zoom.</p> <p>In the event that school closes the maintenance staff will prioritize cleaning and disinfecting the school wing of the building.</p> <p>Communication with parents will be ongoing through FACTS.</p> <p>St. Francis School will work with DCH and follow their guidance on reopening after an active COVID-19 case has been resolved.</p>



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section. This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.

	4. Equity
	5. Instruction
	6. Family and Community Engagement
	7. Mental, Social, and Emotional Health
	8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>
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	Private Schools are not required to meet sections 4-8 at this time.
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Covid Specific Communicable Disease Management Plan

School District: Diocese of Baker

School Name: Saint Francis of Assisi Catholic School

Principal: Head of Administrative Team Julie M. Manion

Consulting RN, School Nurse, or Medical Professional: David Coutin MD

Updates and Review:

All schools should use the [Ready Schools, Safe Learners Guidance](#) and consider the language in that document to be the most up-to-date. The plan below is only a template and not required for use.

Plan Component	Required	Recommendations and Considerations
<p>A protocol to notify the local public health authority (LPHA) of</p> <ol style="list-style-type: none"> 1. Any confirmed COVID-19 case(s) among students or staff. 2. Any cluster of illness among students or staff (2 or more). 	<p>Link or attachment of the protocol.</p> <ul style="list-style-type: none"> ● When illness is identified Mrs. Manion or Mrs. Giudice will contact Deschutes County Health for reporting 541-322-7418 if COVID-19 for staff or students. <p>Plan for educating parents/guardians about the need for them to notify the school immediately upon identification of COVID-19 in a student.</p> <ul style="list-style-type: none"> ● This information will be presented during Back School Presentations and with online flyers ● Parents will be invited to a zoom meeting in grade level groups to discuss expectations and requirements for attendance. ● Parents will be notified of their child's illness ● A significant other will be notified of Staff illness ● Parents will be notified if a cohort needs to be closed ● Crystal Giudice - Office Manager ● Julie Manion - Head of Administrative Team <ul style="list-style-type: none"> ● Deschutes County Health will be called for reporting 541-322-7418 if COVID-19 is suspected in staff or students. 	<p>If anyone who has entered school is diagnosed with COVID-19, report to and consult with the LPHA regarding cleaning and possible classroom or program closure (LPHA directory).</p>

<p>Protocol for screening students and staff upon entry to school each day.</p>	<ul style="list-style-type: none"> ● ● Link or attachment of the protocol. ● Screenings of students’ temperatures will be conducted as possible when they enter the school building. Parents will be required to wait until their student(s) have been approved. <ul style="list-style-type: none"> ○ If a student has a temperature of 100 degrees or more, the student will be sent home with their parents. ● Every student will be visually screened and questioned at the main entrance and proceed to their classroom entrance. These questions will include: <ul style="list-style-type: none"> ○ Do you have a new cough today? ○ Is it hard to breathe? ○ Are you taking any new medicine? ○ Do you have a fever or chills? ○ Have you had any nausea or diarrhea today or yesterday? ● Students who don’t look or feel well will be sent home. Parents will be encouraged to inform their health provider. ● Students who self-report taking a new medicine or cough medicine will report to the office for consult with parents ● Students who present with nausea or diarrhea at any time during the day will report to the health room and wait to be transported home. Cleaning protocols will start immediately by maintenance staff. The class will be moved to a clean room. 	<p>Schools may consider collecting information about existing conditions that cause coughing on intake forms.</p> <p>Involve school nurses and School Based Health Centers (SBHCs) in development of protocols and assessment of symptoms when available. Consider connecting with School Nurses and other contracted RNs where available.</p> <p>Screening protocol must recognize that students and staff who have conditions that cause chronic symptoms (e.g., asthma, allergies, etc.) should not be automatically excluded from school. Cough is an exception: Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.</p> <p>For students or staff with other symptoms, see guidance from the Oregon Department of Education and the Oregon Health Authority.</p>
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	<ul style="list-style-type: none"> ● Adults, including school staff and parent volunteers, will be screened at a separate entrance from the students. <p>Primary Symptoms of Concern for screening:</p> <ul style="list-style-type: none"> ● Cough ● Fever* or chills ● Shortness of breath or difficulty breathing <p>* For Entry Screening: Schools screening for fever using a thermometer is not recommended.</p> <p>Staff will visually screen students upon entry and throughout the day for primary symptoms of concern.</p> <p>Student or staff with any of the above symptoms should be sent home or isolated until they can go home. Review isolation procedures.</p> <p>COVID-19 symptoms may also include the following, but these are less specific and not recommended as criteria for exclusion from school alone: new loss of taste or smell, headache, muscle or body aches, nausea or vomiting†, diarrhea†, fatigue, congestion or runny nose.</p>	
<p>Communication protocol for COVID-19 cases.</p>	<p>Link or attachment to a communication flowchart (aka “communication tree”) showing positions, names and responsibility for communication.</p> <ul style="list-style-type: none"> ● Julie Manion or Jim Golden: <ul style="list-style-type: none"> ○ Will develop script for communicating with parents regarding COVID-19 protocols and gathering information. ● Crystal Giudice or Office Temp: 	<p>Parents of all students who were exposed to a person diagnosed with COVID-19, and all exposed adults, should be notified within 24 hours and advised to quarantine at home for 14 days following exposure and to seek testing should symptoms develop, or as directed by public health.</p> <p>Consult with LPHA officials on what constitutes “exposure”.</p>

	<ul style="list-style-type: none"> ○ Will contact parents; ○ Will contact Deschutes County Health for reporting (541-322-7418) if COVID-19 is suspected in staff or students. DCH will be provided with Medical event history, cohort attendance, and additional contact attendance from FACTS student management system; ○ Will alert cohort of illness exposure via FACTS alert; ○ Will alert school population of illness exposure via FACTS alert; and ○ Will follow DCH protocols. <p>Identify name and position of person responsible for communicating with parents, families, district officials, school nurse, and staff aligned with communication tree.</p> <p>Script or talking points for communicating needed information.</p>	
<p>Daily logs for each stable group or each individual student to support contact tracing of cases if necessary.</p>	<p>Train staff in the importance and requirement of daily logs.</p> <ul style="list-style-type: none"> ● Staff training will be done at back to school inservice. ● Training will cover how we will maintain a log of student activity to support contact tracing if necessary. <p>Protocol designating who is responsible for keeping each daily log.</p>	<p>Record keeping protocol for daily logs used in contact tracing to assist the LPHA as needed</p>

	<ul style="list-style-type: none"> ● Teachers will keep logs of a student’s daily attendance and arrival method in FACTS ● FACTS Information Management will document the responses and save them in classroom groups as well as student files and family contacts. ● Crystal Giudice, or her substitute, will verify completion of daily logs. ● Teachers will maintain daily recess contact logs. ● Teachers and maintenance staff will maintain room cleaning logs. <p>Maintain log for a minimum of 4 weeks after completion of the term.</p> <ul style="list-style-type: none"> ● Logs will be maintained within the FACTS database. 	
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Record of anyone entering the facility.	<p>Adults will continue to sign in and out at the office.</p> <p>Attendance will be taken by classroom teachers or substitutes. and checked by Mrs. Giudice.</p> <ul style="list-style-type: none"> ● Everyone over five years of age who enters the building shall wear a face covering. ● Parents, volunteers, and visitors sign-in and sign-out sheets are kept in the office. ● Crystal Giudice or her substitute will record sign-in and sign-out information into FACTS. <p>Maintain log for a minimum of 4 weeks after completion of the term.</p> <ul style="list-style-type: none"> ● Logs will be maintained within the FACTS system database all year 	
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- If needed we will pull cohort information, medical events, and attendance records.

Isolation Measures

Plan Component	Required	Recommendations and Considerations
<p>Protocol to restrict any potentially sick persons from physical contact with others.</p>	<p>Attach or link an Attestation to the existence of:</p> <ol style="list-style-type: none"> 1. Adequate supply of face coverings, including location. <ul style="list-style-type: none"> ○ St. Francis has the following supplies: masks, thermometers, first aid kit, and gloves and face coverings for emergency care. ○ These supplies are kept in the school office. ○ St. Francis has a sufficient supply for primary care givers and patients while in isolation care. 2. Designated space to isolate student or staff members who develop COVID-19 symptoms. Isolate students and staff who report or develop symptoms, with staff supervision and symptom monitoring by a school nurse or other school-based health care provider, until they are able to go home. While waiting to go home, people displaying symptoms should wear a face covering, as should supervising staff. *If students are nauseous, struggling 	<p>Anyone developing cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school must be given a face covering to wear, isolated from others immediately; and sent home as soon as possible.</p> <p>Anyone with these symptoms must remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. Alternatively, a person may return to school after receiving two negative COVID-19 molecular tests (PCR) at least 24 hours apart.</p> <p>Involve school nurses and school-based health centers (SBHCs) in development of protocols and assessment of symptoms, when available.</p>

	<p>breathing, or in distress, they should not wear any face covering while waiting to go home.</p> <ul style="list-style-type: none"> ○ St. Francis has two rooms designated for isolation: (1) the sick room in the office and (2) the conference room with glass walls across from the office. <p>3. Designated space for students to receive non-COVID-19 health services that is separate from COVID-19 isolation space.</p> <ul style="list-style-type: none"> ○ The inner office rooms will be used to provide health services separate from isolation. 	
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Environmental Management

Plan Component	Required	Recommendations and Considerations
<p>Ensure hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</p> <p>Hand washing is required before every meal and after restroom use.</p>	<p>Documented plan for ensuring student and staff hand hygiene upon entry into school.</p> <ul style="list-style-type: none"> ● Teachers will receive notice of this protocol at back to school inservice. <p>Documented plan for ensuring hand washing prior to meals.</p> <ul style="list-style-type: none"> ● Teachers will receive notice of this protocol at back to school inservice. 	
<p>Appropriate cleaning and contingency plans for routine infection prevention,</p>	<p>Protocol for cleaning and disinfection for routine infection prevention.</p>	<p>Routine cleaning and disinfecting should follow CDC cleaning and disinfecting guidance, and includes cleaning</p>

and for closing cohort, schools, or districts based on identified COVID-19 cases and in compliance with public health and CDC guidelines.

- Maintenance staff will clean restrooms three times a day.
- Maintenance staff have agreed to be responsible for cleaning and sanitizing after a Covid case has been identified. Follow the 24 hour wait and ventilate time.
- Teacher will sanitize surfaces throughout the day and after school, cleaning touched surfaces and lockers.
- Playground equipment will be dispersed by classroom to avoid cohort mixing. Each teacher will be assigned to clean their own playground equipment after each recess.

Protocol for cleaning and classroom closure in case of a COVID case in a single cohort.

- In the event of a single cohort exposure, the classroom and its ventilation will be closed for a period of 24 hours to clean and sanitize. Maintenance staff will clean and sanitize the classroom.
- Students will return after a minimum of three (3) days or after quarantine only with DCH approval.
- Parents will be informed.
- Class will resume on-line only until return to the classroom is approved by DCH.

Protocol for cleaning after school-wide exposure.

- In the event of a school exposure, the school will close and students take home their Chromebooks and textbooks for online-only learning. Students will only touch their designated chromebook.

classrooms between groups, playground equipment between groups, restroom door or faucet handles, etc.

	<ul style="list-style-type: none"> ● Teachers will take laptops and textbooks home. ● Teachers will not be allowed back in the building during quarantine. ● Maintenance personnel will clean the facility. Supplies for cleaning are stored in Maintenance rooms throughout the building. ● Erik Albers is responsible for cleaning, protective gear, and supplies. ● masks, toweling, gloves, cleaner, disinfectants, toilet paper, plastic bags, ect. are kept in the storage closet. 	
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Physical Distancing and Protection

Plan Component	Required	Recommendations and Considerations
<p>Maintain six feet of physical distance between people.</p>	<p>A minimum of 35 square feet per person is available in classrooms, cafeteria, gyms, and other building locations.</p> <ul style="list-style-type: none"> ● At entry, families have designated unload and load doors. ● One family at a time will exit vehicles and enter the school for screening at the door. ● Driver will be waved off for the next family to enter. ● Students will walk on there designated path to their classrooms, by age group ● Gym area and cafeteria will be closed. ● PE will taught outside, as weather allows. ● Recesses will be staggered 	<p>Minimize time standing in hallways; consider marking spaces on floor, one-way travel in constrained spaces, staggered passing times, or other measures to prevent congregation and congestion in common spaces.</p> <p>Schedule modifications: consider ways to limit the number of students in the building (rotating cohorts by half days or full days).</p> <p>Consider usable classroom space in making calculations.</p> <p>Establish cohorts of students using the same classrooms with the same teachers each day. Students should remain in one classroom environment for the duration of the learning day, unless this would severely impact educational needs. Teachers of specific academic content areas may rotate through student cohorts</p>

- Runch/milk will be distributed to students in classrooms and eaten in classrooms or outside.
- Student desks will be distanced six (6) feet.
- Classrooms will be cleared of non essential furnishings to provide student space.
- Classroom teachers will establish movement guidelines for their students that follow the distancing guidelines.
- Classroom teachers will follow guidance for hallway travel and restroom use to maintain cohort integrity.
- Water bottle fillers will be used instead of drinking fountains.

Protocol for minimizing interactions between cohorts and minimizing changes in stable cohorts while balancing educational needs for individual curricula.

- Middle school teachers will rotate into classrooms.
- Elective teachers will rotate into classrooms while students remain in their cohort.
- Teachers will minimize how much students need to carry from school to home.
- For Mass, cohorts will maintain distance by using one seating area per class and a limit of four classes. Only allowing 60 people in the church for student Masses. 1st-4th grades =55, 5th-8th =50
- Teachers will specifically teach students moving through the halls with adequate

where feasible. In high schools or other settings where cohorts must change to allow individual curricula, maintain physical distancing and disinfect desks and high-touch surfaces between groups.

Restrict interaction between students cohorts; e.g. access to restrooms, activities, common areas.

	<p>social distancing, younger students may use airplane arms to visualize the distance.</p> <p>Protocol must specify how physical distancing requirements will be maintained in classrooms, hallways, restrooms; at arrival and dismissal, meal times, recess, time between classes, and assemblies.</p> <ul style="list-style-type: none"> ● Recess, Playgrounds, and Lunch schedules will be staggered. ● Hallways are wide and have room for distancing. Traffic flow will be marked. ● All assemblies have either been cancelled or will take place outside. ● The number of students per restroom will be limited to eight at a time for the younger students, three at a time for the older students. 	
<p>Face coverings for staff and students.</p>	<p>Protocol for regular communication to staff, parents, families and students on appropriate use of face coverings.</p> <ul style="list-style-type: none"> ● CDC guidance suggests students should wear face coverings when harms do not outweigh the risks (e.g. hallways, restrooms, etc.). ● Child-friendly posters will be posted in hallways and the office. ● Students, Kindergarten- 8, will be required to wear masks throughout the day. ● Communication with parents will be by email through the FACTS system. 	<p>See ODE/OHA guidance on face covering, shields, and masks.</p> <p>Staff who interact with individual students in less than six feet must wear masks.</p> <p>Staff who support personal care, feeding, and any 1:1 sustained contact with a student.</p> <p>Staff who interact with multiple cohorts should wear a face covering in accordance with CDC guidelines.</p> <p>Students in grades 6-12 years and over may wear face coverings if they are able to wear them appropriately (i.e., not touch the face covering, change it if visibly</p>

- Staff reminders will be sent by email.

Documented communication templates for staff, parents and children on use of face coverings.

- Attached, these will be sent by email and posted in the building.
- Disposable face masks will be made available to anyone who has forgotten their cloth face covering.

All communications must include statement that children under age 5 and those who cannot reliably wear face covering without constant supervision (e.g., some students who experience disability) should not wear a face covering or other covering; face coverings must never be worn by children while sleeping.

some resources to use

<https://youtu.be/5tABSd1m-l0>

<https://kidshealth.org/en/kids/face-masks.html>

soiled, etc.). If face coverings are worn, they should be washed daily or a new covering worn daily.

Note: Students who cannot reliably wear face covering without constant supervision (e.g., some students who experience disability) should not wear a face covering; face coverings must never be worn by children while sleeping.

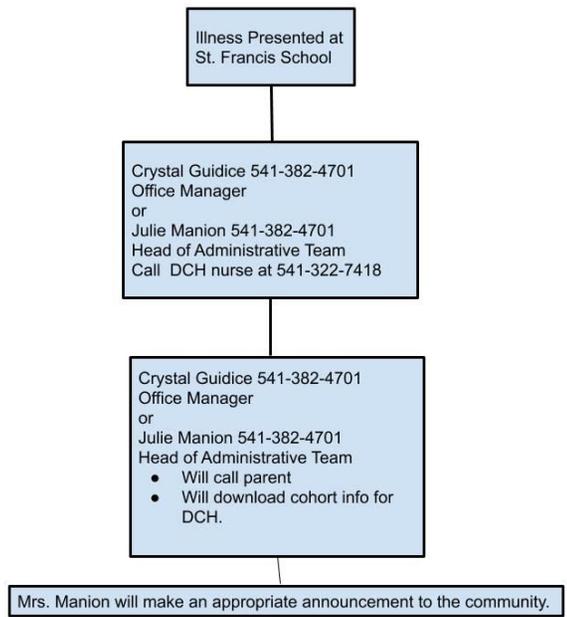
Provide disposable face coverings and instructions on appropriate face covering use to students, parents, families and staff (available on OHA website.)

- Current COVID19 outbreak or conditions in your local community support you moving forward with your plan, subject to changing conditions.

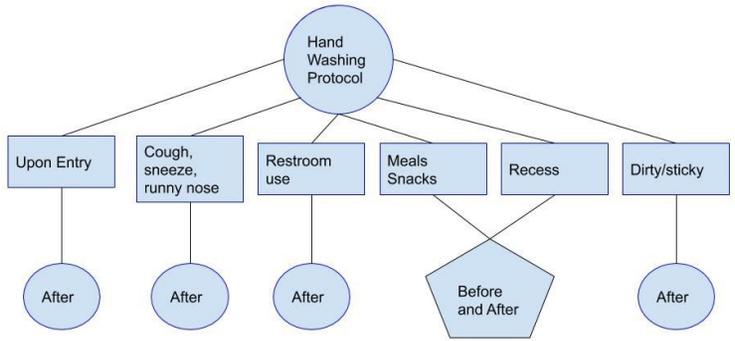
I certify that I have received, carefully reviewed [School’s] communicable disease management plan, including all links and attachments, and I agree to work with them on ongoing COVID-19 mitigation efforts. [Electronic LPHA signature:]

Attestation to truthfulness of the plan: [Electronic District signature:]

Attestation to the truthfulness of the plan: [Electronic School signature:]



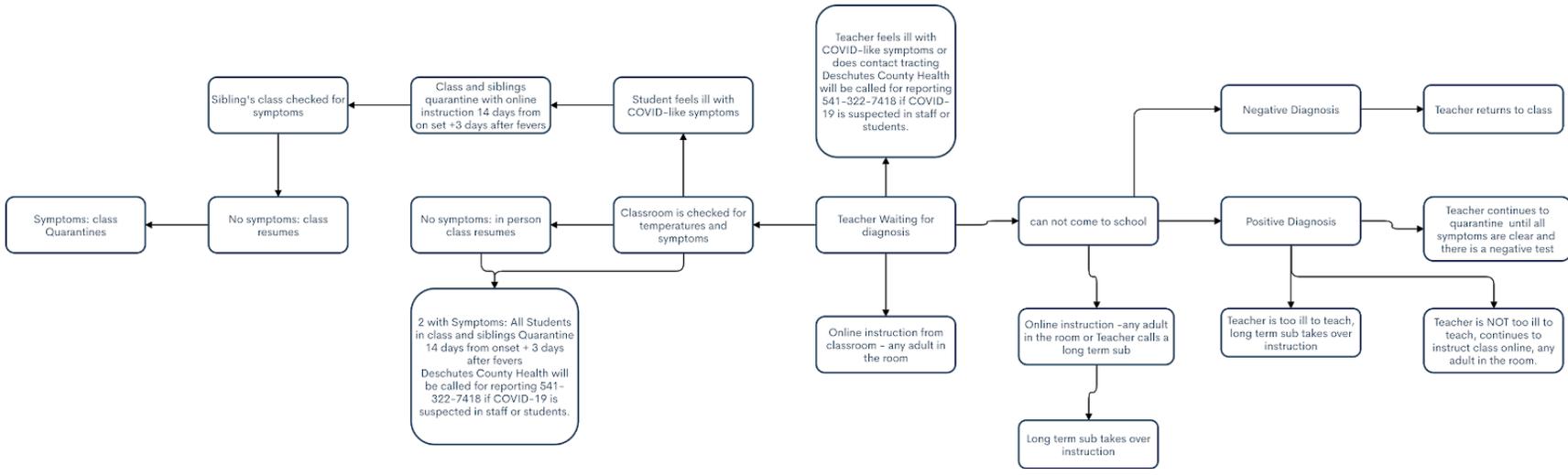
Illness Protocol for Saint Francis of Assisi Catholic School



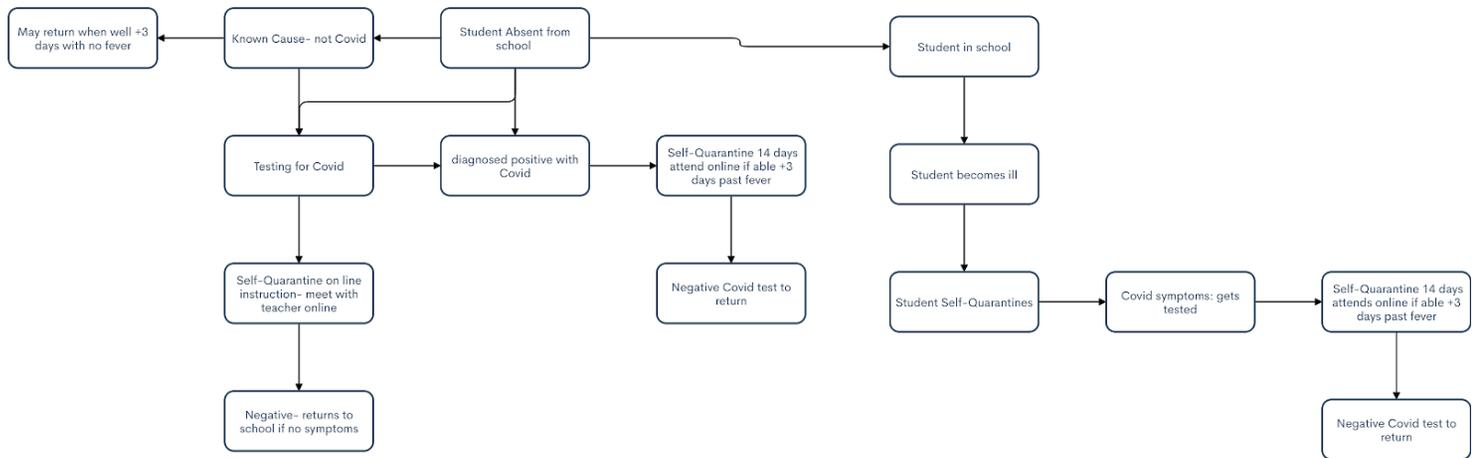
Hand Washing is preferable to hand sanitizer. Use hand sanitizer when soap and water are not available.

Hand Washing Protocol for Saint Francis of Assisi Catholic School

Illness Flow Chart to show ripples.



Office manager illness flow chart.



Student illness flow chart

Please wear a cloth face covering.

6 ft

Maintain a distance of 6 feet whenever possible.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Safely Wear and Take Off a Cloth Face Covering

Available: <https://www.cdc.gov/media/releases/2020/s1007-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snug against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold inside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N95 respirators, both of which should be used for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Wear a Cloth Face Covering to Protect You and Your Friends

PUT ON

WASH YOUR HANDS | PLACE OVER NOSE AND MOUTH | MAKE SURE YOU CAN BREATHE EASILY

TAKE OFF

TAKE OFF YOUR FACE COVERING | FOLD OUTSIDE CORNERS TOGETHER | PUT ASIDE FOR WASHING | WASH YOUR HANDS

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

COVID-19 BEST PRACTICES #7

FACE MASKS VS. PPE

Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

	FACE MASK	PPE
Who wears it	General public, Foodservice workers	Medical staff
What	Surgical Mask Procedure Mask	N95 Mask
Why	Protecting others in case you're infected	Protect medical workers from sick patients
Example		

EMPLOYEE PPE

BUSINESS RESOURCES
 HEALTH SERVICES

MEJORES PRÁCTICAS PARA COVID-19 N.º 7

MASCARILLAS VS. PPE

Nota: La mascarilla (también llamada mascarilla quirúrgica, mascarilla para procedimientos u otros términos similares) en un paciente u otra persona enferma no debe confundirse con PPE para un trabajador; la mascarilla actúa como contención de las secreciones respiratorias potencialmente infecciosas en su origen (p. ej. la nariz y la boca de la persona).

	MASCARILLA	PPE
Quién lo usa	Público en general, trabajadores gastronómicos	Personal médico
Qué	Mascarilla quirúrgica Mascarilla para procedimientos	Mascarilla N95
Por qué	Proteger a los demás en caso de que usted esté enfermo	Proteger a los trabajadores médicos de los pacientes enfermos
Ejemplo		

PPE PARA EMPLEADOS

RECURSOS COMERCIALES
 HEALTH SERVICES

Templates for different stakeholders to wear face coverings

St. Francis School Staggered Schedules: Recess, Restrooms, and Lunch

	Recess Time	Classes		Restroom Times	Emergency
9:45-10:25 Gale help with pre-k duty/breaks	9:45-10:00	Recess ps 3 1st 3rd	Wash hands in classroom	9:00-9:10 3rd grade	Bathrooms in the office area.
Mrs. Manion help with K-5	10:05-10:20	Recess pk 4A Kinder 4th		9:10-9:20 1st grade	Middle School Restrooms
	10:25-10:40	Recess pk 4S 2nd 5th		9:20 - 9:30 ps 3	8:00 - 8:10 8th restroom
				9:30-9:40 4th grade	8:10-8:20 6th restroom
				9:40-9:50 Kinder	8:20 - 8:30 7th Restroom
				9:50-10:00 5th	11:05 - 11:15 8th restroom
	10:45-11:05 MS Recess			10:00-10:10 2nd grade	11:15 - 11:25 6th Restroom
				10:20-10:30 pk4S	11:25 - 11:35 7th Restroom
				10:30-10:55 cleaning Lower	and any time as needed
	11:30-11:50 R 11:55-12:15 Lunch	ps 3 recess/ Lunch in room Kinder 4th	Wash hands in classroom	11:50-12:15 cleaning upper	without penalty
wash after lunch and recess	12:00-12:20 R 11:30-12:00 Lunch	pk4 A recess/ Lunch in room 1st 3rd		11:00-11:10 4th grade	
	12:30-12:50 R 12:00-12:30 Lunch	pk4 S Lunch in room/recess 2nd 5th		11:10-11:20 ps3	
				11:20- 11:30 Kinder	
				11:30- 11:40 3rd grade	
				11:40- 11:50 PK4A	
	12:00-12:20 MS Lunch		Wash hands in classroom before and after lunch	11:50- 12:00 1st grade	Limits
				12:00- 12:10 5th grade	lower restrooms
				12:10- 12:20 2nd grade	8 boys and 8 girls at a time
				12:20-12:30 PK4S	Upper bathrooms
				1:00 - 1:30 Cleaning Upper	3 boys and 3 girls at a time
				1:30 -2:00 Cleaning Lower	