



Saint Francis Academy

Reopening Plan

Fall 2020

*DO NOT FEAR, FOR I AM WITH YOU;
DO NOT BE DISMAYED,
FOR I AM YOUR GOD,
I WILL STRENGTHEN YOU AND HELP YOU;
I WILL UPHOLD YOU WITH MY
RIGHTEOUS RIGHT HAND.*

Isaiah 41:10

After much thought, research, work and prayer St. Francis Academy has developed plans for reopening. This could not have been possible without the invaluable aid of our Missionary Franciscan Sisters, the Board of Trustees, the Administrative Team, The Archdiocesan Leadership, our office staff and the valuable input from teachers and parents.

St. Francis Academy's highest priority is the health and safety of our community, which includes students, faculty, staff and parents. Our plans, though seriously considered, are continually evolving as new information and circumstances are put forward by the CDC, the State of New Jersey, local public health officials and the statistics on the current state of COVID-19 spread in the area. No plan or set of safety measures can guarantee absolute prevention of COVID-19 transmission.

REOPENING PLAN

Hybrid Learning

Grades Pre-K 3 through Grade 2 will return to school building **4 days per week** – Mon – Thurs. **Grades 3 through 8 will alternate 2 back-to-back days per week live, 2 back-to-back days distance learning.** The groups will be divided and assignments will be distributed next week. Parents who have chosen distance learning will continue 4 days a week remotely.

Daily Protocol for Distance Students

- Children will receive a list of online etiquette before school begins.
- Online students will log in by 8:00 am each day.
- Students will be wearing gym suits or uniforms – no pajamas or hoodies over head.
- Students will be present live on screen for whole of class.
- Students will be able to see their teachers live from the class in real time and teachers will be able to see all students.
- Remote classmates will not be able to see their fellow students in the classroom, however.
- Teachers will interact with all students.
- Students online will break for lunch and bathroom time.
- Google Classroom is our platform for Kindergarten and up.

Daily Protocol for On-Site Students

- All children, teachers and staff will wear face masks, securely fitted over mouth and nose.
- Students will be socially distanced 3 to 6 feet at all times.
- Plexiglass dividers will be placed on all tables where students are seated less than 6 feet apart.
- Seven different entrances and exits will be used for staggered entrance and dismissal.
- Pre-K 3 and 4 will enter with one parent only for quick drop off at their classroom. No other parent or visitor will be allowed in the school.
- Grades 7 and 8 will use the cafeteria and auditorium and will be socially distanced 3 to 6 feet.
- No sharing of material or supplies.
- Children will have assigned bathrooms on each floor. No more than two children in large bathrooms at one time.
- Individual desks will be fitted with sneeze guards.
- Pre-K 3 – Grade 5 will remain with same teacher throughout the day.
- Children will remain in their cohort throughout the day.
- Frequent hand washing and sanitizing of hands.
- Signage throughout school for social distancing and hygiene.
- Grades 6 – 8 teachers will change classes.

- There will be no traffic from floor to floor by students throughout the day.
- Windows in the classrooms will be open to allow circulation of fresh air. NO fans or ceiling fans will be used at any time. Air conditioned class areas that are equipped with new air conditioning systems, windows will be opened in air conditioned classrooms with air conditioning on.
- All children will bring their own water bottles. No drinking fountains will be used.
- Students will bring their own lunch, securely wrapped, absolutely no sharing of food.
- Plexiglass will be used in areas where 6 foot separation is not possible. (CDC Regulation)
- Temperature will be taken before entering school.
- No Aftercare or Beforecare, No Extra Curricular Activities.
- For four weeks no special classes to prevent teachers moving from room to room.
- Focus on main subjects and any remediation required.

Total Virtual Learning

Total virtual learning will be used if Governor Murphy closes all schools, there is an outbreak of Coronavirus in the school (2 persons in different cohorts) or if an increase of COVID-19 infection strikes our state.

Our teachers have worked very diligently over the summer taking online classes on Google Classroom which will be our platform from Kindergarten up. Virtual class will begin at 8:00 each morning and children will be required to be present and visible during the class. A list of online etiquette will be sent to all before opening of school. Online teaching will continue the entire day with breaks for bathroom and lunch. A technology expert has been hired to troubleshoot any technical problems we may experience. A variety of new technology has been ordered for our school. If allowed by the state, teachers will teach from the classroom, full day at all times.

Our supplies purchased by CARES money through Union City Board of Education have been ordered. If our supplies are not delivered in a timely manner school will begin with virtual learning.

School Schedule

1st Trimester

School begins on Monday, September 14th.

School Hours:

Monday through Thursday as assigned

Staggered Entrance from 7:30 am – 7:55 am

Staggered Exit from 1:30 pm – 2:30 pm

Friday:

- Children will receive home assignments to be accomplished
This is not to be considered a long weekend
- Teachers will be in school for preparation time and parent conferences which will be held online
- Thorough disinfection and cleaning of school at 12:00 Noon after teachers leave the school

Entrances & Exits

Pre – K 3 – Kitchen Door in back of school One parent may accompany child.	7:30 am	1:30 pm
Pre – K 4 – Garden Door in back of school One parent may accompany child.	7:35 am	1:40 pm
Kindergarten – Back Porch Door	7:40 am	1:50 pm
Grade 1 – 17 th Street Door	7:30 am	1:45 pm
Grade 2 – Modular Classroom (enter & exit by driveway)	7:40 am	2:00 pm
Grade 3 – 17 th Street Door	7:40 am	2:00 pm
Grade 4 – Front Door of Convent	7:30 am	2:15 pm
Grade 5 – Front Door of Convent	7:45 am	2:30 pm
Grade 6 – 17 th Street Door	7:45 am	2:20 pm
Grade 7 – Back Door leading to Cafeteria	7:30 am	2:20 pm
Grade 8 – School Front Door	7:40 am	2:30 pm

Please keep 6 feet social distance as you wait to enter and you go upstairs.

Stay to right on stairs.

All times subject to change.

No Teachers may move their cars in parking lot until all students are dismissed.

No students may use playground equipment after school.

Classroom Assignments

Pre – K 3	Pre – K 3 Classroom
Pre – K 4	Pre – K 4 Classroom
Kindergarten	Kindergarten Classroom & Formal Meeting Room
Grade 1	1 st and 2 nd Grade Classrooms
Grade 2	Modular Classrooms
Grade 3	3 rd Grade Classroom
Grade 4	Art Room in Convent (2 nd Floor)
Grade 5	5 th Grade Classroom
Grade 6	6 th Grade Classroom
Grade 7	Cafeteria to be used as classroom
Grade 8	Auditorium to be used as classroom

Visitors

In an effort to maintain the health and safety of our community, the presence of visitors, guests and parents in the building will be limited.

Workmen and maintenance vendors who must enter the building will be required to complete a health screening with temperature check and wear appropriate face coverings. No workmen will enter the classroom while children are present.

Faculty/Parents Conferences will take place by phone, online, or Facetime.

Health & Safety

- All faculty, staff and students will be required to wear a face mask their entire time in the building, unless eating and drinking. Everyone should bring their own masks with an extra in a zip-lock bag.
- The school, along with professional services, will perform thorough cleaning and sanitizing daily and will routinely clean high touch surfaces such as bathrooms, doorknobs and handrails.
- Desks will be wiped down regularly with disinfecting cleaning wipes or spray.
- Non-touch Hand Sanitizer Stations will be located throughout the school and students may carry a small personal bottle of hand sanitizer.
- Cleaning staff will use electrostatic sprayers for disinfection of the school daily.
- A new Nurse's Suite has been remodeled on the 2nd floor of the Convent, away from all classrooms. This space will be used as an isolation room for anyone feeling ill.
- A nurse has been hired for 5 days a week.
- Students' temperatures will be taken before they enter the building.
- The CDC considers a person to have a fever when he or she has a temperature of 100.4F.
- If 1 (one) student becomes ill during the day parents will be called and they must pick up the child as soon as possible. Anyone who is ill will be isolated in the new Nurse's Suite in the second floor of the convent.

Health & Safety (Continued)

- Do not send your child to school if they are sick or if you have been exposed to someone with COVID-19.
- If you have been in a large crowd not wearing masks your child should be kept home for 14 days using virtual learning.
- Everyone should receive their flu vaccine early this year.
- If one member of the SFA Community should become ill with COVID-19 their cohort will go into quarantine and use virtual learning for two weeks. School will be thoroughly disinfected.
- If two members in different cohorts fall ill with COVID-19 the school will close for a minimum of two weeks. All will go to virtual learning until further notice. School will be thoroughly disinfected.
- Students' cell phones will not be permitted in school building.

Health & Safety Outside of School

SFA teachers, staff and administrators are doing everything feasible to keep your children safe from Covid during school hours. But families must do their part outside of our school to ensure the safety of our children and continuity of on-site learning. We ask every family to be mindful of student health and safety on the weekends and after school hours. Please follow all CDC and NJ state recommendations including social distancing, mask wearing, hand-washing in public settings or with groups of friends and family whose exposure is unknown. If your child is scheduled for or if you are considering any extracurricular activities in your city, we ask that you are extremely diligent about following the state guidelines. If we all work together we can minimize any risk and continue to operate with a mix of on-site and distance learning. If families are not cautious on their personal time, it will pose a tremendous risk for all of us and our re-opening plan to service our students with this much-needed on-site learning opportunity.

In Conclusion

As we begin this year, unlike any other school year in history, we are all making our way in the dark. It will only be with patience, understanding and the help of the Holy Spirit that we will successfully sail these uncharted waters.

For the first four weeks we will be evaluating the success of every facet of the school day. Expect change and better practices being implemented on a daily basis. To maintain extreme safety no extra-curricular activities will be offered for the time being. There will be no aftercare or lunch program for the first trimester. I hope that we will be able to take the children out for fresh air on a daily basis. The Early Childhood classes will go out each day.

Academically for the first month we will concentrate on any remediation necessary for our students as they have really been out of school for five months. Homework will not be excessive but will be assigned for all.

Please be very aware that things may change quickly and we must all be prepared, without complaint and with personal sacrifice for what lies ahead. I know we all want to return to our normal school life but we must prepare ourselves for any scenario that protects our community.

- Please be aware that all information in this plan is subject to change at any time.
- If safety equipment ordered through Union City Board of Education is delayed school may be forced to go all virtual.
- Please plan in advance for emergency childcare arrangements if the school must implement total virtual learning.