



# SACRED HEART SCHOOL

HAMPTON | NEW HAMPSHIRE

## OUR MISSION

Sacred Heart School provides a faith-filled, academically excellent education for our students, and proclaims the Gospel of Jesus Christ by fostering the spiritual, intellectual, physical, social and emotional development of our students.

## GOAL

With the COVID-19 protocols of Sacred Heart School, our priority is the health, safety and emotional well-being of our families, students and staff. The document is designed to help Sacred Heart School keep our employees, our students, their families, and our broader community safe and to reduce the impact the COVID-19 outbreak may have on our schools as we start the Fall in-person with our SHS community.

Thank you to the following individuals who have given their time to add to and review this plan:

Janine Christiana	<i>Admissions</i>	Maegan Koelker	Principal
Ashley Davis	<i>Nurse</i>	Fr. Gary Kosmowski	<i>Pastor</i>
Cheryl Grella	<i>Administrative Assistant</i>	Gia LaMontagne	<i>Business Manager</i>
Annette Griffin	<i>Nurse</i>	Joyce LaPointe	<i>Teacher</i>
Dr. Terrance Hanlon	<i>Core Physician</i>	Meg Popp	<i>Teacher</i>
		Megan Weand	<i>Teacher</i>

The goal of this document, after considering CDC and local guidance and the needs of our community, is to have developed a comprehensive safety plan to minimize the influence of COVID-19 on the educational experience of our students, our staff, and their families. Being vigilant about following the mitigations put forth by the school is essential. Most importantly, students or employees who are sick need to stay home and when in doubt, they need to stay home.

**These guidelines will be updated regularly should the need arise to change them in any way.**

## STAYING HOME OR GOING HOME IF YOU'RE NOT FEELING WELL

**Employees and students must stay at home and not report to school if they are sick or not feeling well.** They must also notify the health office by calling: 603-926-3254 (option 5) or emailing: [healthoffice@shshampton.org](mailto:healthoffice@shshampton.org) to inform us of their decision to stay home. (Employees should contact Janine directly, as per the procedure listed in the Staff Handbook.)

Being sick or not feeling well includes having but not limited to the following symptoms:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache (when in combination with other symptoms)
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue (when in combination with other symptoms)
- Nasal congestion or runny nose (not due to other known causes, such as allergies) and when in combination with other symptoms

If an employee or student gets sick or is not feeling well at school, he or she must notify the Health Office. Symptomatic students/staff will be required to wear a mask in the Health Office; the nurse will provide a mask if necessary. If the student/staff member is not able to leave the building immediately due to their condition or lack of transportation, then they will be directed to a designated isolation area and will be required to wear a mask until they leave the building. School leadership will work with employees if they need to remain home after demonstrating symptoms to discuss their available sick time and the possibility of working remotely if the employee is able. If any issues arise, school leadership will work with the diocesan Human Resource Department to explore all options including sick leave and disability time if necessary.

If an employee or student suffers annually from allergies (with symptoms such as sneezing, red eyes, runny nose & cough), the employee or parent should discuss these symptoms with the Health Office at SHS. The parent will be asked to get documentation from a medical professional. This will be kept on file in the Health Office.

PROCESS FOR WHEN STUDENTS or EMPLOYEES NEED TO BE HOME SICK or IN QUARRANTINE

If an employee or student gets sick at school and needs to return home or is already home sick, Mrs. Koelker or the school nurse will contact the employee or the parents for further discussion. If the employee or parents of a sick student determine quarantine is necessary based on New Hampshire Quarantine Guidelines, accommodations will be made for remote instruction and learning if they are well enough to work/learn at home. For students, Mrs. Koelker will let the child’s homeroom teacher know that an opportunity to learn from home for the duration of the quarantine will need to be arranged. (See the New Hampshire Quarantine Guidelines for more details.)

Students and employees will follow the State and Federal guidelines on quarantining and isolation for those who test positive, travel outside the United States or on cruise ships, or have close contact with someone who has symptoms or confirmed COVID-19. Relevant guidance can be found on the NH-DHHS website.

If a student or employee unwell or has another reason to be out of school *that is not related to a covid-19 diagnosis or quarantine, remote instruction/remote work options will not be offered.* Our model of instruction is in-person learning (with the exception of Covid-19 related issues). Most assignments will be posted and accessible on Google Classroom and homeroom teachers can be contacted via email with any questions. Students can make up schoolwork from a short-term absence upon return.

ARRIVAL, DISMISSAL, AFTERCARE

	Pre-K through Grade 5	Junior High
ARRIVAL	<p>Pre-K students will arrive via walker line.</p> <p>Grades K-5 will arrive via car line/walker line between 8:00-8:10am.</p> <p>Students will report directly to their classroom and sanitize their hands upon entry.</p>	<p>Grades 6-8 will arrive via car line/walker line between 8:00-8:10am.</p> <p>Students will report directly to their homeroom and sanitize their hands upon entry.</p>
DISMISSAL	<p>Pre-K students will be dismissed at the side door.</p> <p>Grades K-5 will be picked up via car line or walker line.</p> <p>Grades K-5 will be called down to the gym and sit, as spaced out as possible, by class just prior to dismissal.</p>	<p>Grades 6-8 will be picked up via car line or walker line.</p> <p>Junior High students will remain in their homerooms and await their names to be called.</p>
AFTERCARE	<p><u>Masks will be required if/when students are indoors during aftercare;</u> masks will not be required outside during aftercare .</p>	<p><u>Masks will be required if/when students are indoors during aftercare;</u> masks will not be required outside during aftercare.</p>

## HAND WASHING & HAND SANITIZING

Sanitizing stations are placed so employees, students, and visitors can sanitize their hands upon entry. Employees and students should wash or sanitize their hands at scheduled intervals throughout the day and upon entry into classrooms after traversing through common areas include hallways, lobbies, stairways, meeting rooms, and restrooms. Instructions regarding how to wash hands are posted at sinks throughout the building. Sanitizer is provided upon entry to each classroom and common area. The following documents are some resources from the CDC on handwashing and sanitizing. Keep in mind that handwashing is ALWAYS preferred to sanitizing.

<https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

## MASKS

It is recommended that masks are worn by individuals (older than 2) who are not fully vaccinated when indoors. The wearing of masks, while strongly recommended, is currently a personal and individual family decision. Parents will make the decision on whether to wear a mask for their children. However, the school reserves the right to reinstitute mask wearing during the year if the circumstances require it. Any individual may choose to wear a mask on campus at any time. We highly encourage employees and/or students to wear a mask if they are unvaccinated.

Mrs. Koelker, in consultation with DHHS, the CSO, and our Health & Safety Committee, may adjust our COVID plans and increase COVID mitigations (including mask wearing) based on what is happening in our local community. The following will be considered: • An assessment risk from COVID-19 in our local school and surrounding community, • Parental authority over medical decisions for their children, • The social/emotional/spiritual health of students and staff, • and the academic needs of students.

## VACCINES

Vaccines are not required but are recommended for students 12 and over. A high vaccination rate in a school community is a primary mitigation recommended by NH DHHS, the CDC, etc. We do respect and understand that there are individual considerations regarding the vaccine decision, and therefore it is not a requirement. School employees and families must remember that a person's vaccination status is personal medical information. Students, employees, and visitors will not be asked if they have been vaccinated. The direction of Bishop Libasci in his June 6th Letter to the Faithful is most appropriate when he stated, *"In making a decision whether to wear a mask, those who have not been vaccinated must be mindful of the need to take other safeguards for the care of self and others, as recommended by public health authorities. In any event, let us not shame or admonish other people whatever course of action they decide to take."*

## SOCIAL DISTANCING

Sacred Heart School has modified our layout / day to day operations as much as possible to adhere to safety guidelines:

- Space seating/desks at least 3 feet apart when possible.
- Turn desks to face in the same direction (rather than facing each other) when possible.
- Stagger use of all close communal shared spaces such as gym and playground and remain in leveled cohorts during these times.
- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 3 feet between people if events are held. Limit group size to the extent possible.
- Limit any nonessential visitors and activities involving external groups or organizations when possible.

## DISINFECTING DESK AREAS AND SHARED SUPPLIES

- Desks will be disinfected with an EPA approved disinfecting wipe or disinfection solution between each student use and at the end of the school day, including shared computer keyboards, mice, or any other shared student supplies.
- Shared supplies and materials among students will be limited.
- Frequently touched surfaces will be cleaned and disinfected (e.g., railings, door handles, sink handles, bathrooms, drinking fountains) within the school as much as possible.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games and technology) will be limited when possible and cleaned between uses.
- A schedule has been developed for increased, routine cleaning and disinfection.
- Cleaning products may not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Each room is equipped with an air purifier that will be used in addition to windows and doors being open as much as possible to provide adequate ventilation.

## VISITORS

Visitors to the school building are allowed when necessary and will not be required to complete a screening form or have their temperatures taken. However, we ask that visitors do not come to the building if they are sick under any circumstances. Signs will be posted on our entrances asking staff and visitors to not enter if they are sick. Visitors' use of a mask will be optional as stated above on Bishop Libasci's direction. We strongly encourage all visitors, regardless of vaccination status, to wear a mask while visiting our building.

## COMMON AREAS

**HOLY MASS:** Schools will return to attending Holy Mass and other liturgical services in person, following the diocesan guidance for Holy Mass.

**LUNCH AND THE CAFETERIA:** Students will be eating lunch in the cafeteria. Handwashing before and after is strongly encouraged as well as continued social distancing and/or keeping groups of students in a cohort. More tables will be added to the cafeteria at SHS, and students will eat with their leveled cohort.

**RESTROOMS:** Employees and students must wash hands frequently. The school will stagger times of use, send only one child at a time from a class (with the exception of Pre-K), and SHS will have a schedule of frequent cleanings of the bathrooms throughout the day.

**OUTSIDE AREAS AND PLAYGROUNDS:** Outside areas will be used for instruction if/when appropriate, gym, recess, etc. Parents decide if their student is to wear a mask while participating in physical exercise. Playground equipment will be sanitized on a regular schedule. Students should sanitize on their way out to recess and upon return to the school building.

**CO-CURRICULAR ACTIVITIES:** Sacred Heart School will resume co-curricular offerings following the above-mentioned guidelines.

## COMMUNICATION

Consistent, efficient, and clear communication is important. Please do not hesitate to reach out at any time if you have questions about anything. We are happy to communicate with you as we work together to keep our community well.

To keep our families and staff in the loop on changes, updates, and new information, Sacred Heart School will:

- Update and maintain signage throughout the building as needed.
- Offer instructional videos for students, staff, and families on an as needed basis.
- Continue with written correspondence through email and social media.
- Offer instruction and reminders of safety protocols in the classrooms for students.
- Update these guidelines and the student handbook as necessary.
- Offer remote meetings to parents as appropriate.

## BEST PRACTICES TO BE CONTINUED FROM LAST YEAR

- We will maintain an abundant supply of PPE, cleaning supplies, and other necessary materials.
- As much as possible, we will handle requests from parents and employees for reasonable accommodations due to individual circumstances regarding Covid-19.
- Leveled cohorts have been the best prevention from keeping entire schools moving to remote learning during an increase in COVID cases. To start the year, our cohorts will be by level (Pre-K- grade 2//grade 3-grade 5//grade 6 -grade 8).
- Continue to minister to the spiritual, emotional, and physical well-being of the faculty, staff, and students. Frequent and consistent spiritual and emotional development is essential.

## ADDITIONAL INFORMATION

### **Procedure For Returning to School After Illness**

Any person with new or unexplained symptoms of COVID-19 will be excluded from school and instructed to isolate at home and seek testing for COVID-19.

- Symptomatic students or staff can be allowed to return to school when one of the following conditions is met:

A note from their primary physician providing an alternate diagnosis

*and/or*

a negative Covid -19 test

*and/or*

home isolation for 14 days. *Employees and students may return to school on day 15 if they have remained symptom free including fever-free for 24 hours without the use of fever reducing medication.*

- If employee or student member tests positive for Covid -19, *whether symptomatic or asymptomatic*, they must:

quarantine for 10 days. *Employees and students may return to school on day 11 if symptoms have improved and they have been fever-free for 24 hours without the use of fever reducing medication.*

*and/or*

produce a negative Covid -19 test in order to return to school.