

2020-2021

SAINT LEO THE GREAT SCHOOL



RETURN TO SCHOOL PLAN

IN RESPONSE TO COVID-19

This plan and program have been developed based on guidance put forth by the:

- Center for Disease Control (CDC)
- New Jersey Department of Education (NJDOE)
- New Jersey School Buildings & Grounds Association
- Local State & Federal Health Authorities
- Diocese of Trenton
- Other special situation experts, such as manufacturers of specialized equipment, contractors, and vendors

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Foreword

by Mr. Cornelius Begley, M.A. Ed, Saint Leo the Great School Principal

At Saint Leo the Great School, we care deeply about our students, employees, and our entire community who have been impacted by the COVID-19 virus. This unprecedented time presents all schools with limited facts and without a solid frame of reference, yet requires us to act in the best interests of all accordingly based on current information. Therefore, it is our intent to open our educational calendar in the safest and healthiest environment possible. We have been most diligent in our effort to keep abreast of all the guidance and regulatory direction mandated of New Jersey Schools during the COVID-19 Pandemic.

This plan and program present what we will do to keep our students, employees, volunteers, visitors, and the rest of our community safe. By working together, we can ensure that we are all a part of the process by engaging in frequent communication and listening to one another with an open mind and empathy. In addition to this overall summary, each operating department has its own customized set of policies and procedures for situational awareness and actions to COVID-19 circumstances.

We will continue to refine and update our plan and program as more information and guidance is provided by authorities. Our procedures and processes are extensive. We are committed to creating a learning environment that is conducive to the needs of our students, faculty, and parents and your flexibility as we move ahead is much appreciated.

It is the intent of Saint Leo the Great School to be prepared to convene our Educational Calendar within the operating model allowed by the State of New Jersey. We are closely monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates and public health advisements. We will continue to make changes to our plan and program as necessary or appropriate to our protocols and procedures.

Introduction

This plan has been created to assist in navigating the reopening of our school where employees, students, and families feel comfortable and to reduce the impact of COVID-19 conditions upon returning to the school campus. The guidelines referenced in this plan are based on health data and guidance from experts in the health field and recommendations from the Diocese of Trenton and the State of New Jersey. Updates will be made to this plan based on information provided by the aforementioned organizations and applicable federal, state and local agencies. For more information please visit the following sources:

Sources

American Academy of Pediatrics <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Andrew M. Greeley Center for Catholic Education

<https://www.gbdioc.org/docman/resource-and-support/communications/covid19/re-engagement/769-leading-with-hope/file>

Center for Disease Control (CDC) https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

Collaborative for Academic, Social, and Emotional Learning (CASEL)

https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf

New Jersey Department of Education (NJDOE)

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

World Health Organization (WHO) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

General Overview

Saint Leo the Great School will be reopening to students in a full-day, full-capacity model for five days a week. For the 2020-2021 school year, parents and guardians will have the option to elect for their child to receive instruction in-person or remotely. Guidance for communicating your choice of in-person or remote instruction for your child/children will be forthcoming.

Guiding Principles

In order to ensure the continued well-being of students and employees, the following guiding principles have been put in place:

1. Student and Employee Safety Measures.
2. Health Guidelines.
3. Support for Families.

Communication with Families

It is important that Saint Leo the Great School and our families maintain excellent communication. Please note that email addresses for SLG Faculty and Staff changed effective August 1, 2020. School email addresses now utilize a first initial, last name @stleoedu.com format, i.e. jdoe@stleoedu.com.

To stay updated on the most current information:

1. Ensure contact information is current in our School Messenger Alert System.
2. Visit the school website located at www.SaintLeotheGreatSchool.com.
3. Visit your child’s individual Teacher websites.
4. Follow our Facebook and Instagram pages.

Phases and Timelines

Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> • Purchased supplies and equipment • Prepared detailed work schedule for phases • Prepared building for reopening with thorough cleaning
Phase 1	Beginning of August	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use

Phase 2	End of August	<ul style="list-style-type: none"> Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and appropriate state and local agencies
Phase 3	September	<ul style="list-style-type: none"> Open school Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and appropriate state and local agencies Determine what restrictions/guidelines stay in place

Academics

Presently, the State of New Jersey is permitting the return to traditional in-person classroom instruction. Some families, however, may not yet feel comfortable having their child physically return to school for instruction. Some students may be medically compromised and their physicians may not recommend returning to school. Additionally, in the event that Saint Leo the Great School has to halt in-person learning and transition to a remote learning environment, we are prepared to ensure that quality teaching and exceptional learning continue regardless of location.

Saint Leo the Great School’s goal is to provide flexible instructional plans that work best in both traditional face-to-face and remote environments. The following will be considered:

- Plans to facilitate meaningful, interdisciplinary experiences that can be delivered face-to-face or remotely will be created.
- Instructional experiences will include modeling, guided instruction, collaborative work, and independent work rather than an over-reliance on independent work during remote learning.
- Best practices in synchronous and asynchronous instruction will be implemented to meet student needs and engagement.
- Adjustments for students with school-based service plans will be made to allow for accommodations and modifications needed in a remote learning environment.
- An “early warning system” will be created to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- A plan for benchmark screening and intervention delivery during face-to-face and remote learning will be developed.

Remote Learning

Remote learning during the 2020-2021 school year will look different than it did last year. Teachers will provide daily online virtual instruction for students. Saint Leo the Great School will be using Microsoft Teams as our remote learning platform to help deliver daily live instruction from the classroom teacher.

Remote learning students will participate through simulcasted lessons and learning activities with their teachers and classmates. Students will be required to follow their class schedule each day. In order to receive credit for the school day, students must be present and participate during the designated time periods.

Students should treat remote learning the same way they treat in-person learning. Students should be logging in daily to participate in classroom instruction, activities, and assessments. Classwork, homework, essays, tests, and quizzes must be completed by the posted due dates put forth by the teacher. Academic integrity is of the utmost importance. Please ensure that students are completing schoolwork with the same standards that are placed upon them in an in-person classroom setting.

A student who is attending in-person instruction and elects to shift to remote learning instruction or a student who is in remote learning and elects to shift to in-person instruction, may do so only with the approval of Administration.

Grading and Attendance Policy

Students are expected to complete assignments in order to receive credit for their courses for the school year regardless of whether the student is participating in remote or in-person learning. Remote learning protocols will match in-person class protocols. Students must adhere to due dates, testing, and project schedules. Academic policies are located in the 2020-2021 SLG Student and Parent Handbook.

Absences will be reported to the Administration. Parents must inform the school of a student's absence whether participation is in a remote or in class learning environment.

Catholic Identity

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings.

Social Emotional Learning and School Counseling Services

A primary focus in returning to learn within our school buildings will be maintaining the safety and wellness of our students, faculty and staff.

- Staff will be provided with training and resources on educator self-care.
- Led by the school counselor, staff will be offered the opportunity to create a “wellness council” where the focus will be on delivering and maintaining staff health and wellness through organized activities and events both in-person and remotely.
- Students will receive weekly lessons delivered by the school’s counselor on social emotional learning through a developmentally appropriate curriculum rooted in trauma-informed care.
- Students will continue to receive curriculum on character development through the school’s partnership with the Positivity Project.
- Parents will be provided with the opportunity to attend virtual presentations on a variety of topics related to social emotional learning, next steps for high school admissions, and how to raise resilient children during times of uncertainty.

Students and parents will continue to be able to access counseling services through the school’s counselor both in-person and remotely. When possible, groups will be offered with students who exhibit challenges in returning to school and/or stress as it relates to the COVID-19 crisis. Groups may be offered remotely.

Field Trips

Field trips will not be conducted until further notice.

Health Protocol and Screenings (Student and Employee)

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Saint Leo the Great School has adopted a policy for screening students and employees for symptoms and history of exposure.

As of July 20, 2020, the CDC states that COVID-19 symptoms include:

- | | | |
|---|------------------------------|----------------------------|
| • Fever | • Fatigue | • Sore throat |
| • Chills | • Muscle or body aches | • Congestion or runny nose |
| • Cough | • Headache | • Nausea or vomiting |
| • Shortness of breath or difficulty breathing | • New loss of taste or smell | • Diarrhea |

This list may not include all possible symptoms. Any updates to this list by the CDC can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Prior to Arrival at School

Saint Leo the Great School will utilize a Health Screening App to assist in checking students, faculty, and staff for symptoms and temperature daily prior to departing for school. Each morning, prior to arrival at school, school personnel and a child's parent/guardian are required to login to the Health Screening App and answer designated questions. Anyone who does not have a completed health screening will be sent home for the day.

Examples of questions that may be asked include:

1. Are you currently experiencing, or have you experienced in the last two weeks, any of the following symptoms that you cannot attribute to another health condition? (fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)
2. In the last two weeks, have you or anyone in your household been in close contact with someone confirmed or suspected of being infected with COVID-19? "Close contact" means being within approximately 6 feet (2 meters) of someone for a prolonged period of time (more than a few minutes).
3. In the last two weeks, has a medical provider directed you or anyone in your household to self-quarantine because of possible exposure to COVID-19?
4. Have you traveled outside of the U.S. or visited a state identified as at-risk in the last 14 days?
5. Have you taken any fever reducing medication in the past 24 hours?
6. Your current temperature is _____

Any "yes" response to these questions means the individual will not be able to enter the school for the day. Additionally, anyone with a temperature greater than or equal to 100.0 degrees will not be allowed access into the school.

Detailed instructions on how to access this application will be provided in orientation materials that will be provided to families as we approach the start of the school year.

Student Arrival to School

Points of entry will be limited to allow for **random** non-invasive temperature checks. Saint Leo the Great Staff will also visually check students for symptoms upon arrival every day. Student health checks will be conducted safely and respectfully. Results will be documented confidentially when signs/symptoms of COVID-19 are observed.

Staggered arrival times will be allotted for morning drop-off to allow car riders to enter the building in an efficient manner. Detailed instructions on this process will be provided in orientation materials that will be provided to families as school commencement gets closer.

Students will no longer congregate from 7:30AM-7:40AM in the cafeteria. Instead, students will enter the building and go directly to their classrooms. Any student who arrives by bus earlier than 7:30AM will sit in an assigned seat in the cafeteria until 7:30AM when he/she will go directly to his/her classroom.

Bus Rider

Any randomly selected bus rider displaying a temperature greater than or equal to 100.0 degrees will be directed to the nurse's office for a secondary temporal temperature screening.

Car Rider/Drop-off Lane

Students in a randomly selected vehicle are asked to stay in their vehicle until a confirmed temperature is taken. Temperatures greater than or equal to 100.0 degrees will be directed to an alternate area in the parking lot for a secondary temporal temperature screening. Students confirmed to have a temperature greater than or equal to 100.0 degrees will not be allowed access into the school. Adults will be advised to seek medical attention for their child/children.

Parent Walking to Main Entrance

Randomly selected students will be stopped at a temperature check-in point prior to school entry. Temperatures greater than or equal to 100.0 degrees will be directed to an alternate temperature check location for a secondary temporal temperature screening. Students confirmed to have a temperature greater than or equal to 100.0 degrees will not be allowed access into the school. Adults will be advised to seek medical attention for their child/children.

Employee Arrival to School

Points of entry will be limited to allow for random non-invasive temperature checks. Saint Leo the Great Administration and their designees will also visually check employees for symptoms upon arrival every day. Administrators will visually check one another. Results will be documented confidentially when signs/symptoms of COVID-19 are observed.

Student Dismissal from School

Staggered dismissal times will be utilized for end of day pick-up to allow car riders to exit the building in an efficient manner. Detailed instructions on this process will be provided in orientation materials that will be provided to families prior to the start of the school year.

Protocol for Symptomatic Students and Employees

If an employee or student becomes ill with COVID-19 symptoms while at school that are not otherwise explained, he/she will immediately report to the nurse's office and be escorted to a designated area so they are safely and respectfully isolated from others. Students will remain in isolation with continued supervision and care until picked up by an authorized adult. A case form will then be completed.

Once the symptomatic student or employee arrives at the designated isolation area, they will be required to wear a mask and gloves.

- The nurse will call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, will wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff will use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The school will follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>. Saint Leo the Great staff may be required to identify persons who may have come in contact with the suspected infected person. The name of the individual would only be provided to the local health department if requested.
- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, Saint Leo the Great School will notify local health officials. Families and employees who may be directly affected by the confirmed positive case will be notified as contract tracing protocols are completed while maintaining full and professional confidentiality.

Saint Leo the Great School will be prepared to provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as his/her address, phone number and email.
- The date the person with COVID-19 or probable COVID-19 was last in the building.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID-19

Readmittance procedures for students and employees to school after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the department of health. As of July 20, 2020, the CDC recommends that schools immediately notify local health officials once learning of a COVID-19 case in someone who has been in the school. The local health officials will help administrators determine a course of action. Decisions will be made based on the most up to date CDC recommendations and on a case by case basis. Any student or employee returning after recovery from COVID-19 must contact the school nurse at least one day prior to anticipated return.

MEDICAL CLEARANCE FROM A HEALTH CARE PROFESSIONAL MUST BE PROVIDED IN ORDER TO BE READMITTED INTO SCHOOL.

Below is guidance from the CDC that can be referenced at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>.

If you have been in close contact with a person confirmed to have COVID-19 you will be required to quarantine for 14 days from the last point of exposure.

What is the purpose of quarantine?

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before people know they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Who needs to be quarantined?

Anyone who has been in close contact with someone who has COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

If you think or know you had COVID-19, and had symptoms, you can be with others after:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

If you tested positive for COVID-19, but had no symptoms and continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive:

follow the guidance above for “you think or know you had COVID, and had symptoms.”

Travel to States Identified as At-Risk

The Governor of New Jersey has issued a 14 day quarantine for travelers entering the State from any at-risk State with increasing rates of COVID-19. Any student or employee that travels to a State identified as at-risk is not permitted in school until after they have quarantined for 14 days. A current list of States that meet the criteria can be found at: <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>.

Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. Face coverings are an important part of employee and student protection.

Student Face Coverings

Students **are required** to wear face coverings upon entry and exit of the building, while traveling among common areas in the school, and any time they are not behind their personal desk shields. Students are strongly encouraged to wear face coverings throughout other times of the day.

Saint Leo the Great families are required to provide their child/children face coverings. Permitted face coverings include a face mask (either disposable or washable) or neck gaiter. Face masks and neck gaiters should be a single, plain color (for example, white, black or maroon). Face masks and neck gaiters with printed sayings or designs other than manufacturer logos **are not permitted.**

If a student forgets his/her face covering at home or a student damages or misplaces his/her face covering during the school day, Saint Leo the Great School will provide the student a disposable face covering.

Employee Face Coverings

School personnel **are required** to wear face coverings throughout the day. Permitted face coverings include a face mask or neck gaiter. Face masks and neck gaiters should be plain colored. Face masks and neck gaiters with printed sayings or designs other than manufacturer logos **are not permitted.**

In addition to using PPE, students and employees will be encouraged to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer when soap is not available.
- Avoid touching their eyes, nose, and mouth.
- Cover their mouth and nose with a tissue or use the inside of their elbow when they cough or sneeze.

Personal Hygiene

Students will be reminded to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose, coughing, or sneezing.

If washing with soap and water is not possible, hand sanitizer should be used.

Hand sanitizing stations are located throughout the buildings:

- At entrances and exits of buildings.
- In each classroom.
- Near lunchrooms and bathrooms.

The CDC recommends rubbing the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

Social Distancing

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others. Classes will remain in homeroom/travel groups throughout the day.

Classrooms

- Saint Leo the Great School will allow for social distancing within the classroom to the maximum extent possible and practical.
- Individual plexiglass desk barriers will be installed on each individual student desk.
- Students will remain in designated classrooms throughout the day to mitigate close contact and cross contamination. Middle School teachers and Specials teachers will now move into the classroom.
- Student's belongings will be separated from others' and placed in designated cubbies or areas.
- Students will not be permitted to share supplies, books, or materials with one another.

School Entrances, Hallways, and Common Spaces

- Social distancing will be encouraged by signage throughout the building.
- Interaction of students between drop-off and entrance to school facilities will be discouraged.
- Social distancing in hallways and common areas will be strongly enforced.
- Non-essential interactions between students and staff throughout the school day will be limited.
- Commingling between classes or other groups of students will be minimized.
- The number of students in the hallway at the same time will be limited by staggering release from classrooms.
- A schedule that limits access to lockers, if they are utilized, to keep traffic in the hallways within social distancing protocols will be implemented.
- Students should plan on keeping their materials with them in classrooms throughout the day.

Facilities Cleaning

The safety of our students and employees is our first priority. Upon reopening, Saint Leo the Great School will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the school before students and employees return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect students and employees and reduce the risk of spread of infection.

Saint Leo the Great School maintains a rigorous and comprehensive cleaning schedule carried out by designated employees and specialized cleaning contractors. The scope of cleaning is available for review on a scheduled basis.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Signage

Signage will be displayed throughout the school to provide direction and encourage social distancing and personal hygiene. Examples of the signage are:



Restroom Usage During the School Day

All student and employee bathrooms have been updated with touchless/hands free equipment to limit contact and contamination.

In order to adhere to the social distancing guidelines, Saint Leo the Great School will monitor and minimize the number of students utilizing the bathrooms simultaneously. Saint Leo the Great personnel will work collaboratively to ensure that these precautions are taken and our students will be encouraged to practice these safety measures.

Recess

Recess will be in staggered shifts with efforts to promote social distancing and hygiene protocols. The use of our outdoor basketball courts, fields, and other school grounds will be used weather permitting. Specific areas may be designated for each class during recess to avoid mixing. Cones, flags, tape, or other signs may be used to create boundaries between groups to assist with social distancing.

The playground is closed until further notice.

Physical Education

Students in all grades will be required to wear their physical education uniform to school on their designated gym day. Weather permitting, students will participate in outdoor activities that will conform to social distancing guidelines. Indoor physical education classes will consist of appropriate age level activities that will be implemented within the students' designated classrooms.

Lockers

A schedule that limits access to lockers, if they are utilized, and keeps traffic in the hallways within social distancing protocols will be implemented.

Food

Sharing food and drinks is strictly prohibited in order to limit the risk of contamination. Any food brought in by students or purchased at school must be stored and consumed in designated areas.

Break/Snack

Snack items and drinks will not be available for sale during Break times. Middle School Students will no longer have break in the cafeteria. Middle School Students will have allotted time in their classrooms for Break and are required to bring their own food and drink.

Lunch

Saint Leo the Great School will operate 2 lunch period models:

- Preschool through 5th grade students will have lunch in their classrooms on a schedule that will coordinate with staggered recess times.
- 6th through 8th grade students will have lunch in the cafeteria at assigned seats appropriately spaced and with plexiglass table barriers.
- Students with allergy concerns will be taken into consideration when assigning seating.
- Cafeteria tables and barriers will be cleaned and sanitized between each meal service.
- Schedules will allow for staggered grade level lunch periods to allow for social distancing and cleaning between groups.
- Students will be required to wear face coverings throughout their time in the cafeteria. The only exception is when students are eating their lunch. Once eating is completed, students are required to wear their face coverings.
- Students are not permitted to share food.

The following guidelines apply to our cafeteria operations:

- Only pre-ordered meals and items will be available for purchase.
- Pre-ordered meals will be available as prepared grab and go meals. All items will be pre-packaged in boxes or bags as to limit exposure. No buffet style or "open" food will be provided.
- The SLG Food Service Department will only provide disposable items. Utensils and napkins will be individually wrapped for increased safety.
- Pre-ordered items and meals will also be available to students with lunch periods in their classrooms. They will be prepared in disposable grab and go style sealed containers and delivered to each classroom.
- Cafeteria staff will be using appropriate PPE when preparing, serving, and delivering food to students.

Additional Guidelines

The well-being of the members of our community extends beyond the classroom. Sports, extracurricular activities, afterschool programs, and transportation are important components in the daily lives of our students.

Sports and Extracurricular Activities

Saint Leo the Great School acknowledges that our sports and extracurricular activities foster the development of our students and support our robust and rigorous academic programming. It is our intention to follow direction from the Diocese of Trenton together with the New Jersey State Interscholastic Athletic Association (NJSIAA) guidelines in returning to sports and extracurricular activities at our school upon reopening in September.

All extracurricular activities will comply with applicable social distancing requirements and hygiene protocol. The Saint Leo Community will be notified regarding specific requirements and guidance pertaining to each sport and extracurricular activity as they become available and in preparation for that sport's upcoming season.

PM Care Program

- Students who participate in the PM Care Program will be asked to register in advance. There will be no "Drop-In" options this year in order to allow for proper social distancing guidelines to be maintained.
- PM Care rooms will be sanitized before and after the beginning of the PM Care program each day.
- Activities during the PM Care program will be limited to snack, homework, and independent activities that can take place while socially distanced. Students will not be able to share snacks and/or toys.
- Students attending PM Care will be placed into a cohort of no more than 10 students each and with one specific PM Care teacher in following social distance guidelines.
- PM Care students and staff will adhere to all applicable social distancing requirements and hygiene protocol.
- Students will be encouraged to wear masks, wash their hands, and use hand sanitizer throughout their time at PM Care.
- Parents will be asked to remain outside of the building for pick-up. A PM Care staff member will bring students to you for pick-up.
- Students will be asked to bring their own materials in order to minimize sharing of resources (i.e. crayons, scissors, markers).
- Students will be able to utilize school technology. These resources will be sanitized before and after each PM Care session.

Transportation - Bus Protocols

Saint Leo the Great School students are provided transportation by their resident public school districts. Saint Leo the Great School does not set the policies and procedures for transportation. For more information regarding the transportation protocols for your child, please contact your respective public school district. Saint Leo the Great School students will be required to follow whatever transportation rules are set forth by their resident public school districts.

Visitor Restrictions

Saint Leo the Great School discourages visitation to our campus until the reopening date. If an appointment is deemed essential, please contact the main office and an appointment will be scheduled.

Face coverings will be required for all visitors unless doing so would inhibit the individual's health or the individual is under two years of age.

Once school begins in September, visitors will not be permitted to enter the school building until further notice and guidance from the CDC or state government is provided. Fewer people entering the school building allows for greater implementation of safety measures. In case of emergencies, families will be contacted directly by school personnel and given instructions/protocol on where to meet their child.

If your child forgets something at home and it is needed during the school day, a drop off area will be located at the main entrance for your convenience. Please let the main office know so they can retrieve the item and bring it to your child.