



Dear St. Mary School families,

As we prepare for the 2021-2022 school year, our “Healthy at School” plans continue to adapt from last year based on the current status of the COVID-19 pandemic. This protocol was prepared with guidance from Father Dan Fister, School Council, the Diocesan Superintendent, Tiffany Bezeau as the Montessori Director, and the Bourbon County Health Department. Our protocol last school year served us well, as we kept our school healthy and provided high quality and consistent in-person instruction. Certainly, the continued commitment of our staff and school families will remain vital to our success. Our intended first day of school is Wednesday, August 11, 2021.

Classroom Locations

To support social distancing of our students and allow for maximum space, the following describes the location of our classrooms.

- Montessori preschool will occupy our largest classroom, located on the right side on the first floor of the main school building.
- Montessori kindergarten will remain in the front classroom on the first floor.
- First grade will be located on the second floor of the main school building. They will utilize two classroom spaces at the front of the building.
- Second grade will occupy the back classroom and the science lab on the second floor of the main school.
- Third grade will be in the Weller Building in the classroom previously used as the library.
- Fourth/Fifth grades will be in the Weller Building in the classroom previously used by first grade.

This year rugs will be permitted to be used on classroom floors.

Special Classes

Special classes will be provided to students in our new SMART (Spanish, Music, Art, Reading, and Technology) room. This room is located in the corner classroom of the Weller Building. Montessori kindergarten through fifth grade will travel to this room for Spanish, music, and art. Third through fifth grades will also use this room for technology and library. Ms. Corrie will continue to provide technology class to Montessori kindergarten through second grades using Chromebooks directly in their classrooms in the main school building. Each student in these grades will be provided with a specific Chromebook to limit crossover. Library for Montessori kindergarten through second grades will be offered on the second floor of the main school building in a new reading room. Gym class will return to the YMCA. Spanish and library will be offered starting after Labor Day.

Preschool students will receive art instruction directly in their classroom. Music and reading are built in components to the preschool curriculum and are provided in their classroom. Likewise, physical education is provided directly in their classroom and preschool students will not be traveling down to the YMCA.

Drop Off Procedures

Students may be dropped off from 7:30am to 8:00am in the following locations. After 8:05am all school doors are locked. Students needing admittance to the main school building should report to the front door.



Students in the Weller Building should still ring the green doorbell and ask for admittance to the Weller Building. Timely arrival to school is critical to avoid the disruption of instruction.

- Montessori preschool will enter the main school building through the front Montessori playground gate. Please note, this is a change from previous years. Students will be signed in by a teacher.
- Montessori kindergarten, first, and second grade students will enter the main school building through the front door.
- Third, fourth, and fifth grade students will enter Weller Building through the back steps/ramp. They should ring the green doorbell upon arrival.

Students will no longer have their temperature checked as they enter school. Families are expected to keep sick children home and bring healthy children to school. If a child seems to be unwell as they enter school, teachers may spot check temperatures and call parents, as necessary. If at any time throughout the day a student's temperature exceeds 100.4 degrees, a parent/guardian will be notified and asked to pick up their student. Students or staff should stay home OR be sent home if any of the following occur: Temperature greater than 100.4 degrees, cough, GI (vomiting/diarrhea), new rash, or exposure to a COVID-19 case during a 48 hour period before onset of symptoms until meeting criteria for discontinuing home isolation. Sick students will wait in an isolated room wearing a face covering with a faculty member until the student is picked up. Students and staff should stay home if sick until cleared by a health care provider. Students and staff must have a note from a medical provider in order to return to school after a fever or other COVID-19 symptoms.

According to Andrea Brown, Public Health Director of the Bourbon County Health Department, if a student or faculty member tests positive for COVID-19, the Health Department will conduct contact tracing. Those who had contact with the sick individual for more than 15 minutes without being socially distant of 3 feet or more and wearing a mask may need to quarantine.

Mass

Students will continue to attend Mass on a regular schedule. At this time due to the increase of COVID cases, students will only attend Mass once a week. Montessori kindergarten will attend on Tuesday. First grade will attend on Wednesday. Second grade will attend on Thursday. Third, fourth, and fifth grade students will attend Mass on Friday. Students will sit spaced 3 feet apart and empty pews will be placed between grade levels.

If the risk for COVID decreases throughout the year, we will increase Mass participation to two days a week. When this occurs Montessori kindergarten, first, and second grade students will attend Mass on Tuesday and Thursday mornings. Third, fourth, and fifth grade students will student Mass on Wednesday and Friday mornings. Students will sit with their class and an empty pew will be between each grade level. We are still evaluating if/when preschool students might attend Mass this year.

Lunch and Water Fountains

Lunch will continue to be eaten in each classroom with the exclusion of pizza Friday and spaghetti lunch. Spaghetti lunch will be served in the Parish Hall with students sitting with their classmates and not mixing classes. Pizza lunch will be served in classrooms when there is an increased risk for COVID. As the risk decreases, it will be served in the Parish Hall in the same format as spaghetti lunch. Volunteers preparing these lunches will wear face coverings, be provided gloves, and required to continue proper



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handwash and safe food handling practices. Proper handwashing will be encouraged for students prior to and after lunch. Water fountains will only be used to fill up water bottles and cups. We encourage you to send an extra reusable bottle of water with your Montessori Kindergarten through fifth grade students to be kept in their classroom. This is especially important when it is warm outside. Montessori preschool students will fill disposable cups provided in the classroom. Montessori preschool students should not bring a water bottle. We will not provide lunch or breakfast from Paris Schools. Lunch boxes should be washed or sanitized on a regular basis.

Playground

Classes will alternate time and/or space on the playground, so that only one class occupies a playground space at a time. As the risk of COVID decreases, two classes may be allowed to occupy the playground at the same time. There are three playground spaces: the Montessori preschool playground, the blacktop playground, and the yard green space. Students will wash hands upon returning from recess.

Pick Up Procedures

Montessori preschool will release starting at 3:00pm at the back playground gate. Parents/Guardians should come up the gate to receive their child. We ask that all be mindful of social distancing. Please note this is a different gate from where they are entering in the morning. First grade will release at 2:50, second grade will dismiss from the front of the main school building at 2:55pm, and Montessori kindergarten will release at 3:00pm. Teachers will walk students to the front sidewalk. Montessori preschool students releasing a 12:00pm will dismiss from the back of the main school building. We ask that parents are cognizant of social distancing if standing outside of their vehicle waiting for their child(ren).

Third, fourth and fifth grades will dismiss from the back steps/ramp of the Weller Building at 3:00pm. Parents should form a carpool line with their vehicles in the parking lot behind the Weller Building making a horseshoe shape. Parents/guardians should not congregate at the back of the Weller Building but rather stay by their vehicles. A teacher will escort students to the appropriate vehicle.

With this process, some families may be making multiple stops to pick up students. We know this process will be fluid and student pickup times may be impacted by multiple stops. The pickup process continues until 3:10pm at both buildings.

After School Program

The after-school care program will be offered again this school year. The location for the after-school care program this year will be the SMART room in the Weller Building. Families participating in the after-school care program should ring the green doorbell to pick up children until 5:00pm.

Social Distancing

Social distancing will be encouraged throughout the school day. Students will be encouraged to maintain social distancing of at least three feet when walking in lines or moving throughout the school buildings.

Hand Washing

Proper and frequent use of handwashing and hand sanitizer will be encouraged throughout the day and especially before and after meals, as well as snacks. Students should wash their hands for a minimum of 20 seconds with soap and water. We ask you to reinforce proper handwashing at home, as well.



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Montessori pre-school students will wash their hands upon arrival to school, upon returning from outside, after using the restroom, after nose blowing or sneezing, before and after eating, before departure. Portable sinks will be added to the Montessori classrooms to assist with this process.

Face Coverings

Per guidelines from Bishop John Stowe of the Roman Catholic Diocese of Lexington, students and faculty at all schools in the Diocese of Lexington WILL be required to wear face coverings when indoors at least until September 6, 2021. Please note this is a change from an earlier statement. After Labor Day, the use of face covering when indoors will be determined at the local level based on the risk of COVID and will be decided in short increments of time. The Bourbon County Health Department, Father Danny Fister, our teachers, and School Council may be a part of that decision making process. If throughout the school year face covering are made optional, students and staff may still wear face covering if it is a personal or family preference. Students with a cough may be asked by their teacher to wear a face covering while at school. Face coverings are not required when outdoors. The above face covering policy does exclude all Montessori preschool students. Per childcare regulations, preschool students are not required to wear a face covering. If preschool families have any questions regarding face coverings, they should contact Mrs. Tiffany directly.

If/when the face covering policy changes, all fully vaccinated school personnel will not be required to wear a face covering but may choose to do so as they see fit. All unvaccinated school personnel (medical exemption) are required to wear a mask when indoors this school year. Unvaccinated contract employees are also required to submit COVID test results every two weeks.

If wearing a mask, it should: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, be able to be laundered and machine dried without damage or change to shape, and cover both nose and mouth. Additional colors, designs, or fabric pattern masks may also be worn, as long as images are school appropriate and are not scary. The administration reserves the right to deem masks as inappropriate for school use. Masks should be washed often or be disposable. Rounded face shields are also acceptable face coverings.

All students and staff are encouraged to avoid touching their faces. Students and staff are encouraged to cover their coughs and sneezes by coughing into their elbow or covering with a tissue then depositing the used tissue into a waste basket.

Cleaning

Cleaning will occur each day school by our janitorial staff. We also encourage teachers to work with students, as appropriate, to wipe down Chromebooks and commonly used workstations throughout the day.

Visitors and Enrichments

Teachers may organize guest speakers to visit classrooms in person during times of diminished COVID risk. Field trips and after school clubs may be offered at times of diminished COVID risk with special care given to hand washing and social distancing.

Travel Policy

Please be aware that we have revised our travel policy that should especially be paid attention to during holiday breaks. If your child travels to a state designated as a COVID-19 hot spot with a **15% or higher**



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positivity rate, we ask you to quarantine your child for **10** days before returning to school. The statistics of each state changes frequently. You can see the current list of COVID-19 hot spots at this link: <https://coronavirus.jhu.edu/testing/tracker/overview>. Please check this link immediately before your travel.

I am very pleased with these updated guidelines as we continue to adjust during the pandemic. Our goal remains to keep our students and faculty “healthy at school” while providing high quality in-person instruction. If you have questions regarding these changes for the upcoming school year, please email at mchaplin@cdlex.org. I am grateful for your patience, flexibility, and grace during this time.

United in Christ,

Miranda Chaplin

Miranda Chaplin
St. Mary School, Principal

Working Doc.