

STUDENT HEALTH SCREENING PROCESS

All families will be given a Student Self-Assessment Form. Families will be required to perform a self-assessment of their children each morning prior to arrival at school. The Self-Assessment form will only be required to be signed once per quarter; however, by reporting to school, all parents and students are committing to completing the self-screening process daily. If the student does not meet the criteria outlined within the self-assessment form, the student should not report to school.

Students with any of the COVID-19 symptoms should not be brought to school.

STUDENT ARRIVALS

All children will be required to have their temperature taken before entering the building. Children having a temperature above 99.2 will not be allowed to enter the school. If a child's temperature registers high, it will be taken again by both an infrared and digital thermometer. Parents should not pull out of the parking lot until their child has been cleared and admitted into the building.

To allow for the additional time necessary to take temperatures, the doors to the building will open and drop-off will begin at 7:45 a.m. Students with a last name beginning with the letters A through L should be dropped off in the front drive. Students with a last name beginning with the letters M through Z should be dropped off in the back parking lot.

Children should not be left off at the door prior to 7:45 a.m. If your child needs care, you may register for the "Before School" program at the Learning Center, 877-0001. Please call the Learning Center for information pertaining to registration and fees.

School back parking lot drop-off (M-Z): When dropping off students in the back of school, drivers should turn right after entering the parking lot and CIRCLE to the LEFT. Cars should pull up to Music Room doors (near the dumpsters) in order that students from several cars may disembark simultaneously. Parents should follow the directives of the patrols. All students should leave their cars from the right side. After students have safely exited and temperatures have been taken, cars will be asked to continue out of the driveway. Students will enter through the Music Room doors (near the dumpsters). Parents may not accompany their child/ren to the door at this time. Patrols will assist children to the door and into the building if necessary. ***Cars must not pull around stopped vehicles. Please wait to join the departing line of cars. This procedure will not interrupt traffic flow and will provide additional safety measures for other children being dropped off by their parents.***

Front drive drop-off (A-L): The Leonard Street gate will be open at 7:45 a.m. Parents may proceed onto the front drive from Leonard Street in **A SINGLE FILE LINE** to drop students off at the main entrance to the school. Cars should pull up to the stop sign in order that students from several cars may disembark simultaneously. All students should leave their cars from the right side. After students have safely exited and temperatures have been taken, cars will be asked to continue down the drive and exit onto St. Clair Avenue. ***Cars must not pull out of the single car line and around stopped vehicles.***

ABSOLUTELY NO STUDENT DROP OFF ON ST. CLAIR AVENUE. STUDENTS MUST BE DROPPED OFF AT THEIR DESIGNATED ENTRANCE TO THE SCHOOL, AND PARENTS MUST NOT DEPART UNTIL THE CHILD HAS BEEN CLEARED TO ENTER THE BUILDING.

TARDINESS

Tardiness causes loss of instruction time and disrupts the class. To be considered “on time” for school in the morning, a student must be in the classroom when the bell rings at 8:15 a.m. Parents of students who arrive late must press the buzzer. It will be answered by one of the office staff who will step outside and take the child’s temperature. Sign-in and sign-out sheets for parents will be outside. All must wear masks. Parents are encouraged to be on time.

The student must obtain a tardy slip before going to the classroom. An explanatory note from the parent must be sent to the classroom teacher who will forward it to the principal. Notes should be sent the day after the tardy. In compliance with mandated regulations, habitual, excessive tardiness must be reported to the Madison County Truant Officer, or in certain cases, to the Department of Children and Family Services (DCFS).

REPORTING STUDENT ABSENCES

Student absences should be reported to the school office immediately. HIPAA and privacy guidelines will be observed at all times. Absent students will be able to access their grade level’s Google Classroom to review missed assignments. Students who are well enough to complete schoolwork, should make every effort to do so. Children who are too ill to do their assignments will be given every opportunity to do so at a later time.

DISMISSAL

Students will be dismissed beginning at 2:45 p.m. Classes will not be allowed together in the halls or common areas. Classes will be dismissed one at a time. Students may not enter any other classroom. Students will exit the building with their class and exit the building as noted in the table below.

Grade	Exit Door	Pick Up Location
K	Music Room Doors (by Dumpsters)	Back Lot
1	Gym Foyer Door	Back Lot
2	Music Room Doors (by Dumpsters)	Back Lot
3	Gym Foyer Door	Front Drive
4	Gym Foyer Door	Back Lot
5	Junior High Wing Doors (by Grade 8 Classroom)	Front Drive
6	Junior High Wing Doors (by Grade 8 Classroom)	Front Drive
7	Main Doors	Front Drive
8	Follow Mrs. Atkins Directives	Front Drive

***** Students with younger siblings whose classes have exited to the back parking lot will be identified and will exit through the doors by the music room when the halls have been vacated.*

AT THIS TIME, NO STUDENTS WILL BE ALLOWED TO BE PICKED UP ON LEONARD STREET OR ON ST. CLAIR AVENUE. THIS PROCEDURE HAS BEEN PUT IN PLACE FOR THE SAFETY OF THE CHILDREN.

ALL DRIVERS AND THEIR PASSENGERS MUST REMAIN IN THEIR CARS.

Teachers will remain with their own classes ensuring social distancing until all students have been accounted for.

The gates will be opened when all cars have students safely inside.

Patrols will open the front gate. Mrs. Schubel will direct cars as they exit the front gate. Miss Reber will direct the cars as they exit the back parking lot.

Students should be taken by the teacher to their own classrooms if they have not been picked up on time. Teachers should notify the office by cell phone and a staff member will contact the parents.

COVID SAFETY POLICIES & PROCEDURES

The following policies and procedures have been put into place for the safety of all students and staff.

- We will be utilizing Google Classroom this year both for in-school and remote learning. Parents and students may go to their child's classroom site to access videos, receive assignments, and take part in regular web-conferencing with the teacher. This will be a valuable tool if remote learning becomes a necessity at any time in the future.
- Due to the serious nature of complications caused by the COVID-19 virus, parents of students enrolled in Holy Family School were given an option to select distance learning rather than in-school attendance for their child. This decision will be made on a quarterly basis. Once distance learning has started, it must continue until the end of the quarter.
- All adults in the school will be required to wear a mask.
- All students in both public and private schools will be required to wear a cloth mask. Please help your child become familiar with wearing a mask before the opening of school.
- All children will be required to have their temperature taken before entering the building. Children having a temperature above 99.2 will not be allowed to enter school. If a child's temperature registers high, it will be taken again by both an infrared and digital thermometer.
- Children experiencing Covid-19 symptoms should be kept away from school. Students should report to the office immediately if they experience symptoms at school. At this time, symptoms of Covid-19 are: fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Sick children will be isolated until pick up.
- All parents are being asked to have at least two adults available to pick up a sick child within 10-15 minutes of being notified of a child's illness. Forms were given out at School Business Day and should be completed and returned to school on the first day. These forms will be kept on file in the office.

- As announced in the spring, we will no longer be recognizing students for perfect attendance at HFS.
- If items are brought to school late, books, lunches, assignments, etc., they are to be placed in a box outside the front doors of the school. Please call the office to inform us of the item and the child's name. A member of the office staff will retrieve and deliver items to the child's classroom.
- Children will be kept as far away from other students in the classroom as space permits.
- All extra classroom desks, tables, and non-essential furniture, etc., will be removed from the classrooms allowing for more area to distance the students.
- Teachers will go to classrooms rather than have students move to other classrooms. This will include departmental classes and music.
- All necessary precautions will be taken to sanitize classrooms, bathrooms, doors, window latches, etc.
- Extra sanitizing will take place daily by the custodian and by classroom teachers. Common areas and restrooms will be cleaned multiple times each day.
- Students will not be allowed to share supplies: pencils, paper, rulers, crayons, markers, etc.
- Windows will be partially open to circulate fresh air in the classrooms.
- Water bottles must be brought to school labeled with the child's name. The children will not be able to refill them, or use the water fountains at any time. If you think your child will require more than one bottle, you may send additional bottles for each day only. For sanitary purposes, any bottles left at school will be disposed of at the end of the day.
- Hand sanitizer will be available in each classroom. Students will be given several opportunities to wash their hands during the day.
- Students will eat lunch in their classrooms. At this time, students must bring their lunch and drinks from home.

- Classes will be kept separated. Only one class of students will be allowed in the hall at one time.
- Students will have recess, by separate classes, in separate areas of the front and back playgrounds.
- Parents, volunteers, and visitors will be limited in the school and office.
- At the end of the day, students will be dismissed one class at a time while keeping social distancing.

These requirements were formulated following the guidelines of the Center for Disease Control, the Illinois State Board of Education, the Illinois Department of Health, and the Diocese of Springfield. Please remember that these directives could change at any time. I will keep you informed as additional information is received.

Guidelines in the event of a Possible COVID-19 Exposure

- If a student or staff member should test positive for the COVID-19 virus, they will be required to quarantine for 14 days from the test date.
- Family members who have a positive case of the COVID-19 virus in their household must quarantine all family members for at least 14 days.
- All students who come into close contact with a known positive COVID-19 case must quarantine for at least 14 days. Close contact is defined as being within 6 feet of a known positive person for 15 minutes or longer. The siblings of any students exposed will also be required to quarantine.
- All cases listed above must be reported immediately to the school office.
- NO ONE WHO HAS BEEN DIAGNOSED WITH THE COVID-19 VIRUS WILL BE ALLOWED TO RE-ENTER SCHOOL UNLESS THEY HAVE A NEGATIVE TEST AND A DECISION FROM A PHYSICIAN.
- It may become necessary to quarantine an entire class and a teacher for 14 days. If this becomes necessary, Remote Learning will be activated for that class.

- If a student becomes ill at school and is diagnosed with other illnesses, (flu/strep/ear infection, etc.) that student may return to school with a physician's authorization if they are fever free without the use of fever reducing medications, and have no symptoms for at least 48 hours.
- It is possible that we will need to move to Remote Learning during the year. Google Classroom will provide excellent opportunities for learning to continue for all Holy Family School students.

Please be assured that your child's physical, emotional, and spiritual health is my main concern. As we work together, we will strive to provide the best environment possible to keep our children safe and happy.

My love to you and your families,

Margaret Pennell, Principal

HOLY FAMILY SCHOOL COVID-19 Daily Checklist

INSTRUCTIONS:

- The self-certification form will only be required to be signed once during each quarter; however, parents and guardians of all students are required to screen their student according to this checklist **each day** and take the student's temperature before sending a student to school. By sending a student to school, you certify that you and your child have honestly answered NO to all of the questions below.
- If the student answers NO to all questions, the student may attend school that day.
- If the student answers YES to any of the questions below, the student must not be sent to school.
- After exhibiting symptoms, students are required to provide a physician's note indicating that they are safe to return to school.
- If a student starts feeling sick during school or experiences the symptoms listed below, the student will be sent home immediately.

QUESTIONS	Yes	No
Does the student have a temperature over 99.2 F?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce the student's fever?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student had close contact or cared for someone with the COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student returned from travel outside the United States or on a cruise ship or river boat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student been directed to self-quarantine by a health care provider?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student been directed to self-quarantine by the County or State Department of Public Health?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student experiencing any of the following symptoms? <ul style="list-style-type: none"> • Chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore Throat • Congestion or runny nose • Nausea or vomiting • Diarrhea 	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledge that I have received a copy of this COVID-19 Daily Self Checklist. I understand that I am required to honestly and accurately complete this checklist for my child each day before sending my child to school.

PARENT/GUARDIAN NAME: _____ **DATE:** _____

Student(s) Name(s): _____