

Assurances

School: St. James School

AREAS ADDRESSED	Y = Yes N= No	ACTION STEPS TAKEN
Update Handbooks	Yes	Mrs. Johnson is currently updating the parent and faculty handbooks to include Covid-19 and E-Learning language from the diocese. The parent handbook will be available online on a web page designated for Covid-19 resources, which will be created and managed by Mr. Wargel. Hard copies are available upon request.
Create Communication Plan	Yes	Communication of the original plan and updates throughout the year will be done by using the church bulletin, parent emails including the Cougar Connection newsletter, School Messenger phone system, Covid-19 website, and specific classroom apps, such as Remind and Dojo.
Consider Changes to School Calendar	Yes	We will proceed with our original school calendar for 2020-21, with the realization that this is a fluid situation and may change, based on bus service and guidance from the Indiana Dept. of Education and Evansville Catholic Schools Office.
Review Chain of Command	Yes	In the case of the principal's absence, John Wargel will serve as principal designee, and a sub teacher will be hired to cover his classroom for all or part of the day, if needed. Teacher leaders in each part of the school include John Wargel (old school) Laura Will (primary), and Shelley Bealmear (junior high). If Mrs. Johnson and Mr. Wargel are absent, then Laura Will will serve as principal designee, followed by Shelley Bealmear. We will form a bank of sub teachers, reaching out to parents and community members who are willing to complete the substitute teacher application process.
Create Restrictions for Visitors	yes	St. James School is locked down to the public during the school day, with no visitors allowed in school or at school Masses. One exception is for parents picking their children up early or dropping them off late. They must check in at the school office window. Office deliveries will be dropped off at the front door. Food delivery personnel will be required wear a mask upon entering the school. All non-employee key fobs will be disabled during the school day. The fire doors in main hallway will be shut during the day with a sign that states "no visitors beyond the point." All parents who are checking students in and out must stay in the Madden Hall foyer and access the office via the window. The office is closed to student and parent visitors, with window access only. Additional signage regarding "no visitors" will be on the K-2 double doors and church doors. Parent teacher conferences will be done virtually.
Communicate Employee Screening	yes	Employees have been trained on how to self-screen and are asked to stay home when they are showing symptoms of Covid-19 or have a fever of 100 degrees or higher. A sub teacher will be utilized. They need to be fever free for 72 hours without medication before returning. Established

		<p>protocols from the diocese will be followed, including procedures for:</p> <ul style="list-style-type: none"> -Employee that has close contact to a person with possible Covid-19 symptoms -Employee that is diagnosed with Covid-19 or suspects it -Employee has close contact to a diagnosed Covid-19 case
Employee Travel	yes	Follow social distancing, handwashing, and sanitizing protocols if you travel.
Office Area/Adm. Assistant	Yes	Parents and students utilize window; teachers may get mail and make copies but will not congregate in the office.
Signage	yes	At minimum, on fire doors, K-2 double doors, and church, indicating that we are “closed to the public,” and “students must be checked in or out of school through the office window only.”
Water Accessibility	yes	No water fountains will be used! Bottle filling stations will be installed by the PTA, encourage families to disinfect water bottles each night, May possibly have a Thermos cooler in each room; only the teacher may fill. The cafeteria will provide water to students. Students will have access to bottles if they forget one. After school daycare needs a cooler as well.
General Disinfection Measures	yes	We have a 30 gallon drum of disinfectant in the PE closet, which will allow us to fill spray bottles. Anti-bacterial hand gel and wipes will be readily available for hands and to wipe down frequently touched areas and recess/PE equipment. Frequent hand washing will be encouraged and scheduled. Custodians will regularly disinfect frequently touched areas and used fogging machine often in classrooms, cafeteria, gym, and restrooms.
Transportation Addressed	Yes	We will still have EVSC and Gibson bus service, as in the past. Students will be required to wear masks while riding the bus and will have assigned seats.
Use of Facility Other than Parish	Yes	Renters are directed to follow social distancing procedures. If they rent the cafeteria, then they may not go beyond the double fire doors in the main hallway. Protocols will be communicated to all renters.
Parent Information Night	Yes	For school registration, we may use Sign Up Genius and have a scheduled time between 4 and 7 p.m. The uniform swap will be open, but they will wear gloves when looking through the items. Parents were notified ahead of time that there is a parent orientation video being created. They were given a chance to submit questions that will be addressed on the video. Then there will be a follow up live Zoom meeting for Q and A about the video, all before the first day of school.
New Student Orientation		We may still try to schedule a 6 th grade orientation in person. If not, at least have a virtual 6 th grade orientation meeting to allow them to meet new students, go over schedules, find out their homerooms, etc...
Extracurricular – Non Athletic	Yes	Competitive speech is canceled for the 2020-21 school year. Feeder school dances are canceled. Teachers may still tutor after school but must wear a mask and practice social distancing when possible.

Extracurricular - Athletic	Yes	We have received a guidance document from the diocese that includes phases. No parents are allowed as spectators before Aug. 15. Coaches must take attendance at practices and assess players by taking their temperature before beginning practice. A temperature of 100 degrees or higher will be reported to the principal, and the student will be sent home. Only one team may practice at a time. Coaches wear masks if within 6 ft of players. Covid training will be completed virtually.
Student Arrival	Yes	Students may only enter through the Madden Hall main entrance. Parents may not come inside with the students. One exception is that Kindergarteners may enter through Mrs. Hoefling's outside door, at least on the first day. In order to make students feel more welcome the first day, we will have a tent set up outside with an area for pictures and uplifting music. Kindergarten families will need to be prepared ahead of time to minimize anxiety on the first day.
Student Screening Protocols	Yes	Parents will be required to assess their children each morning, staff members will self-assess, and random temperature checks will occur throughout the day, possibly on their way to lunch. Students who arrive to school late will have their temperature taken. Student athletes who practice right after school will have their temperature taken before practice.
Classrooms	Yes	Social distancing of six feet is not possible in some rooms. Students will be separated as much as possible. Regular cleaning and disinfecting will take place each day by the teacher, students, and custodian.
Student Movement in Buildings	Yes	When students move through or between buildings in lines, such as passing periods and traveling to Music, Art, PE, they will wear masks if they are unable to stay six feet apart. Masks will also be worn when entering and exiting the building each morning and afternoon. Junior high students will line up on one side of the hall if entering the classroom and the opposite side of the hall if they just exited the room. There will be a bathroom schedule to limit the number of students in the bathroom simultaneously. There will be signage in the hallways, bathrooms, at sanitizing stations, and on the cafeteria floor. Junior high students will wipe their desks down with a disinfecting wipe before leaving the classroom.
Teacher Movement in Buildings	Yes	Teachers will stay in their classrooms, and the students will move. All teachers will have similar seating charts to make tracking easier.
Masks and PPE - Students	Yes	Masks will be worn at minimum during arrival, at dismissal, during transitions, to and from Mass, at locker breaks, and as needed in the classroom during small group work.
Masks and PPE - Employees	Yes	Teachers may wear masks all day, if desired, but at least wear masks when circulating to students' desks, working one on one, any time they are not at least six feet from students.
Cafeteria Considerations	Yes	Stickers reminding students of social distancing will be put on the floor. A sneeze guard between cooks and students and between cashier and students will be purchased and utilized. There will be no condiment table for students to serve themselves. Classes will be staggered when entering the lunch

		room and sit in every other seat. We will need to establish a new procedure for purchasing healthy snacks. All students apply hand sanitizer before going out to recess.
Designated Quarantine Area	Yes	Student locker rooms.
Safety Drills	Yes	Drills will be conducted as in the past, but social distancing when possible. Wear masks during drills.
Mass Considerations	Yes	School Masses are closed to the public. Students will spread out in church and wear masks at least to and from church. Hymnals will not be used, but students may have individual music folders.
Recess (Elementary)	Yes	Students will have recess. Classes will be separated into areas on the playground, and only non-contact games may be played. Recess equipment will need to be sanitized after use. All students wash hands or apply hand sanitizer when coming in from recess.
Fine Art Classes/Courses	Yes	Fine Arts classes will take place as usual. Desks will be separated as far apart as possible. Seating charts will be similar to other teachers' classrooms, so tracking is possible. Classroom materials will not be shared between classes. Students will wipe their desks down with a disinfecting wipe before they leave. Sanitize classroom materials when possible.
After School Care	Yes	The same guidelines apply to after school care as the school day. Students may be separated by grade level or into groups that play together each day, making tracking possible. Students must wash hands or apply hand sanitizer before and after they use daycare toys/materials. Materials will be sanitized if possible. The cafeteria will be fogged with disinfectant upon the closing of daycare each day.
Preschool/Pre-K Programs	Yes	Social distancing, disinfecting, same as above, but students will not be expected to wear masks. No visitors allowed in the preschool.