

Mary Queen of Peace School

COVID-19 GUIDELINES



2021/2022 School Year

August, 2021

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Guidance Documents

CDC

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

St. Louis County Department of Public Health

<https://stlcorona.com/dr-pages-messages/public-health-orders/all-public-health-orders-archives/sixth-amended-quarantine-and-isolation-order/>

Archdiocese of St. Louis <https://www.archstl.org/we-are-the-body-of-christ>

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

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General Guidelines

- *Mary Queen of Peace will follow the health and safety directives of the Centers for Disease Control, County of St. Louis, and the Archdiocese of St. Louis.*
- *These guidelines are subject to change. School administration will work hard to communicate with parents often. Please check our website (mqpwg.org) and the MQP Weekly for the most up to date information.*
- *By enrolling your child(ren) at Mary Queen of Peace school, you and your child(ren) are agreeing to follow the procedures outlined in this plan. For the safety of our children, faculty and staff, failure to follow the procedures could result in your child being sent home.*

Before Entering the Building

Staff Guidelines

- We will be asking for proof of vaccination from all our employees. This information will help us determine whether and whom we need to quarantine when an employee has COVID. Our hope is that the more we all are vaccinated, the fewer times we will have to send groups and entire classes home to quarantine. This information will NOT be shared publicly. If an employee does not provide proof of vaccination, we will assume the employee is not vaccinated and follow the guidelines accordingly.
- Staff will be required to check themselves for symptoms at home daily. A faculty or staff member who has any of the symptoms below or who has a temperature greater than 100.4 degrees should not come to school. If their temperature is 100.4 degrees or higher, they will not be allowed to return to school until they display documentation proving a negative COVID-19 test or a note from their health care provider indicating their symptoms are not due to COVID-19.
- If a faculty or staff member will not be at work, they must call the school office immediately so that coverage may be arranged.

Student Guidelines

- We will be asking for proof of vaccination for the students. This information will help us determine whether and whom we need to quarantine when a child or faculty member has COVID. Our hope is that the more we all are vaccinated, the fewer times we will have to send entire classes home for virtual learning. This information will NOT be shared publicly, not even with the child's teacher. If we do not hear from a parent, we will assume the child is not vaccinated and follow the guidelines accordingly.
- Parents will be required to check their children for symptoms (as seen below) with each of their children before sending them to school. If the child exhibits any of the symptoms or displays a fever of 100.4 degrees, they should remain home. Their sibling(s) will be required to stay home, too.
- When arriving at school, students must wear a protective mask.
- All students will be required to wear masks all day, except when eating lunch, taking naps or outdoor recess.
- Face masks may be cloth or paper, should properly cover the nose and mouth, and should tie behind the head or hook behind the ears. Gaiters, the masks that may be worn around the neck and pulled up over the mouth, and the masks with vents will not be allowed. Students should be able to put their masks on themselves and should bring two masks to school every day.
- Students who need more than one reminder regarding the proper wearing of their masks will be asked to call his/her parent. These students may be sent home due to failure to follow instructions (even after a warning).
- There may be instances where a student begins to show symptoms once at school. The teacher will notify the school nurse about concerns. In the event that the student shows a fever, they will be isolated and parents will be called to pick up their child and other children in the household.

Symptoms	Coronavirus [†] (COVID-19) Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Seasonal Allergies Abrupt onset of symptoms	Asthma Gradual or abrupt onset of symptoms
 Length of symptoms	7-25 days	Less than 14 days	7-14 days	Several weeks	Can start quickly or last for hours or longer*
 Cough	Common (usually dry)	Common (mild)	Common (usually dry)	Rare (usually dry unless it triggers asthma)	Common (can be dry or wet/productive)
 Wheezing	No	No**	No**	No**	Common
 Shortness of breath	Sometimes	No**	No**	No**	Common
 Chest tightness/pain	Sometimes	No**	No**	No**	Common
 Rapid breathing	Sometimes	No**	No**	No**	Common
 Sneezing	No	Common	No	Common	No***
 Runny or stuffy nose	Rare	Common	Sometimes	Common	No***
 Sore throat	Sometimes	Common	Sometimes	Sometimes (usually mild)	No***
 Fever	Common	Short fever period	Common	No	No
 Feeling tired and weak	Sometimes	Sometimes	Common	Sometimes	Sometimes
 Headaches	Sometimes	Rare	Common	Sometimes (related to sinus pain)	Rare
 Body aches and pains	Sometimes	Common	Common	No	No
 Diarrhea, nausea and vomiting	Sometimes	Rare	Sometimes	No	No
 Chills	Sometimes	No	Sometimes	No	No
 Loss of taste or smell	Sometimes	Rare	Rare	Rare	No

Your symptoms may vary. [†]Information is still evolving. Many people may not have symptoms. ^{*}If your quick-relief medicine is not helping your asthma symptoms, or if you are in the Red Zone on your Asthma Action Plan, call your health care provider or seek medical attention immediately. ^{**}Allergies, colds and flus can all trigger asthma which can lead to shortness of breath, chest tightness/pain and rapid breathing. COVID-19 is the only one associated with shortness of breath on its own. ^{***}If you have allergic asthma, you may have symptoms of both asthma and allergies at the same time.

Sources: Asthma and Allergy Foundation of America, World Health Organization, Centers for Disease Control and Prevention. edited 8/25/20 • aafa.org/covid19

While in Building

Staff Guidelines

- Faculty and staff are expected to be prepared and ready to supervise by 7:30 every morning.
- All faculty and staff members will wear protective masks/shields while in the school building. Masks are not required when working alone.
- Frequent hand washing and hand sanitizing is essential.
- A staff member who exhibits COVID 19 symptoms while at school will be sent home immediately and will not return until they meet the established criteria detailed in the Health Care section of this document.
- When a teacher must leave, a designated teacher or staff member will become responsible for teaching the students of that teacher.

Student Guidelines

- All students must wear masks that cover the nose and mouth to enter and exit the building, and while walking in the hallways, in the classrooms, and using the restroom. Students will not be required to wear masks while eating lunch. When not using their masks, students will clip their masks to their ID clip on their person or wear them on their elbow. Hands should be sanitized before and after putting on mask. We will have extra masks in case something happens to your child's mask while at school. Frequent washing (with soap for at least 20 seconds) and disinfecting of hands will be required of students throughout the day.
- Students should launder their cloth masks between uses.
- Students will be strongly encouraged to sneeze with their mask on and into their elbow or shoulder away from others.
- When a student displays COVID symptoms while at school, the student will be isolated and sent home immediately. The student will wait for parents (or those listed on the emergency forms) in a designated area away from others under the supervision of the school nurse or the office staff. The student will wear a mask while waiting. Siblings of the student will also be asked to leave. See Self-Quarantine under the Health Care Section of this document.

General Operations

A. Arrival

- a. Families should arrive to school no earlier than 7:40 am.
- b. Parents driving their children should pull their car into the drive between the church and the school, and continue to follow the cones into the back parking lot. Eighth grade students will be available to help children out of their cars.
- c. Parents will not be allowed to drop off children at the front door unless they are a late arrival.
- d. Please stagger your arrival time and be aware of other students when allowing your children out of the car.
- e. Pull all the way around to the last orange cone to drop off. Do not stop in the middle of the pathway to release students. Only cars in the rounded cone area are permitted to release students.
- f. After dropping your child, please proceed around the line and out.
- g. Students will gather with their classmates in designated spaces near the school playground. A teacher for each class will ask students to put on their masks and they will walk in together as a class.
- h. School begins at 7:50 am. All School Morning Prayer and Pledge begin at 7:55 am.

B. Lunch

- a. Students will wash/sanitize their hands before and after eating.
- b. Students will eat in the cafeteria utilizing specific social distancing protocols.
- c. Masks maybe removed while eating but must be worn when moving around the cafeteria/classroom.
- d. Students may purchase lunch and milk through Food Service.
- e. Teachers will mark through Fast Direct the names of children who are requesting lunch and milk, and the cafeteria employees will make note of the accounts. Students will need their plastic cards.
- f. Students will be permitted to use the microwaves.
- g. Students who bring their lunch may use a lunch box that is clearly marked with the child's name.
- h. There will be no food sharing allowed.

C. Special Classes and Resources

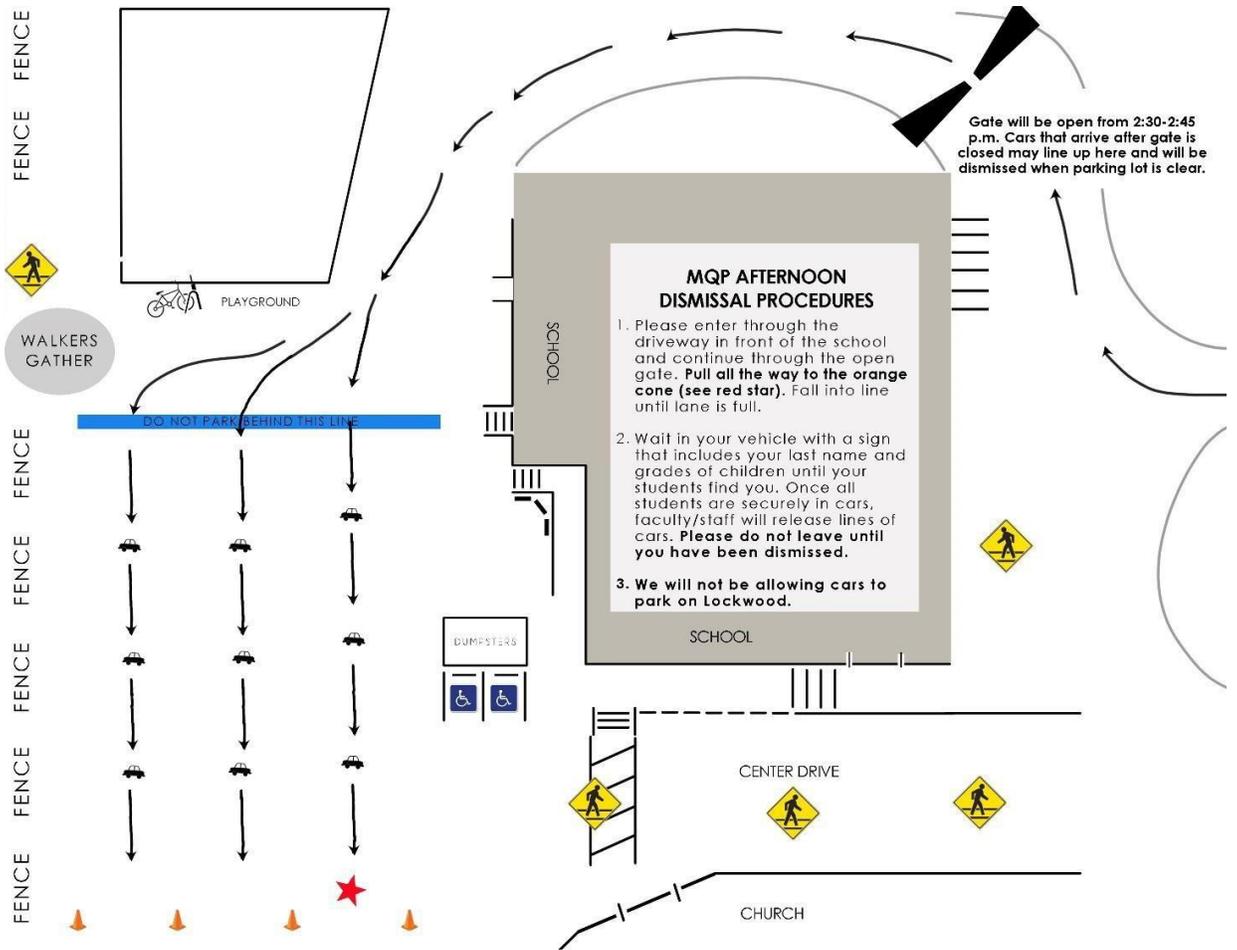
- a. Students will attend PE class outside or in the gym. Masks will be worn during PE class in the class is indoors.
- b. Students will attend computer class in the computer lab. Students will attend art class in the art room, music class in the music room and Spanish class in the Spanish room.
- c. There will be singing in music class and students will have to wear masks.
- d. Learning Consultants, Teacher Assistants, Paraprofessionals and the School Counselor may take small groups out of the classroom, but all students in the group must be from the same homeroom.
- e. Learning Consultants, Teacher Assistants, Paraprofessionals and the School Counselor will have a classroom or designated location in the school building to meet with students that allows for social distancing.
- f. Teachers and students will sanitize their hands when they enter the location.
- g. Desks and seats will be sanitized after each use.

D. Mass Attendance

- a. Grade levels 1-8 will attend Mass on Wednesdays at 9:30 am in person. They will follow the same rules all parishioners follow while attending daily and weekend Masses. Masks are required.
- b. The Mass will be open to the public and will be streamed live.

E. Dismissal

- a. If you are a driver, you will pick up in the back parking lot. We will unlock the back parking lot at 2:30 pm and lockdown the back parking lot at 2:45 pm. If you arrive after 2:45 pm and we have locked the gate, you will have to wait until the lot is cleared (around 3 pm) for you to be allowed into the lot to pick up your children.
- b. Preschool 3 and 4 students will leave the building through the cafeteria door beginning at 2:45 pm.
- c. The rest of the children will leave from the back of the building at 2:50 pm.
- d. In order for your children to distinguish your car from the others, you are encouraged to make a sign with your last name and hold it while standing at the door of your car. Please do not move away from your car. Once you have all your children, please remove your sign and wait in your car.
- e. Teachers and staff will be available to help children to their car, if needed.



F. Noon Dismissal

- a. If you are a driver, you will pick up in the back parking lot. We will unlock the back parking lot at 11:30 am and lockdown the back parking lot at 11:45 am . If you arrive after 11:45 am and we have locked the gate, you will have to wait until the lot is cleared (after 12 pm) for you to be allowed into the lot to pick up your children.
- b. Preschool 3 and 4 students will leave the building through the cafeteria door beginning at 11:45 am.
- c. The rest of the students will leave through the back doors beginning at 11:50 am
- d. In order for your children to distinguish your car from the others, you are encouraged to make a sign with your last name and hold it while standing at the door of your car. Please do not move away from your car. Once you have all your children, please remove your sign and wait in your car.
- e. Teachers and staff will be available to help children to their car, if needed.

G. Substitute Teachers

- a. If we do not have an available person in the school building to substitute any given day, we will draw from a list of substitutes. They will be required to show proof of vaccination.
- b. This list will be comprised of prescreened people with 60 hours of college experience who have undergone Protecting God's Children, which includes background checks.
- c. They will be required to follow the guidelines required by our teachers and staff.

H. Parent Volunteers

- a. We will be asking for proof of vaccination for parent volunteers. Parents who are not vaccinated will not be allowed to volunteer inside the school. We are doing this to be good stewards of our Catholic faith and protect the most vulnerable among us. This information will NOT be shared publicly.
- b. Requests for exemptions will be made on a case by case basis.
- c. Parents who do not provide a proof of vaccination are invited to assist at our many outdoor volunteer opportunities.

I. Aftercare for Preschool Students and Siblings

- a. Aftercare will be \$15 a day per child. Payments will be billed through FACTS at the end of the month based off of days attended.
- b. Students will receive snack each day. Please bring in a refillable water bottle if your child needs a drink.
- c. Aftercare will be offered Monday through Friday. There will be NO aftercare on half days.
- d. Aftercare will begin immediately after school and will end at 5 pm. There will be a \$10 additional fee for pickup after 5:10 pm.
- e. Pick-up will be at the Cafeteria door #5, unless students are outside playing.
- f. Due to social distancing procedures, students will be spread out in the cafeteria.
- g. During aftercare, students will be able to work on homework, have free choice coloring, and outside time. Children may also bring toys or games that can be left at school for their exclusive use. A shoebox size container will be provided for each child.

Classroom Procedures

- Classrooms with the most space will be utilized for the larger class sizes to allow for social distancing.
- Teachers have removed bookshelves and other unnecessary items to allow for optimal spacing between student desks.
- The school will provide a spray bottle with disinfectant for desks and chairs, paper towels, tissues, hand sanitizer, and a trash can for each classroom.
- To abide by safety and health guidelines but optimize air circulation, windows will remain shut, interior doors will remain open, but the doorknob will remain in the locked position.

A. Students Arriving Late or Leaving Early

- a. If a student needs to leave early, parents/guardians should call the office before arriving so that their child can be waiting.
- b. Parents/guardians wearing masks may enter the front door of the school and wait in the lobby.
- c. Parents should sign their child in or out on the sheet placed on the table in the lobby.

B. Parents Needing to Drop Off or Pick Up Items

- a. We are discouraging parents/guardians from dropping off forgotten items. Students will be allowed to call home for forgotten items from the school office.
- b. When exemptions need to take place for medication or lunch, parents/guardians wearing masks may enter the front door of the school to drop off or pick up items. Items will be given to the child when time permits.
- c. Items being dropped off should be labeled with the name of the student and the homeroom teacher.
- d. Items should be placed in or picked up from the designated area in the lobby.

Office Procedures

A. Communication from Teachers to the Office

- a. Teachers will be provided an MQP folder. Teacher Assistants will collect and deliver folders to the basket outside of the main office when needed (i.e. permission slips, etc.). Once retrieved by office staff, the folder will be emptied and returned to the teacher's mailbox.
- b. Teachers needing to inform the office of maintenance items that need to be addressed should ~~ph~~ the office from the classroom. Please do not send students to the office.
- c. All questions or concerns that need to be communicated with the office should be phoned from the classroom or emailed.
- d. Teachers who wish to meet with the administration or secretarial office need to arrange a time with the school secretary to avoid having to wait..

B. Deliveries and Mail to the School Building

- a. Mail and deliveries will be received via the front door of school.
- b. All persons entering the school must be wearing a mask before being admitted.
- c. Large deliveries may be taken to the desired location if the delivery person is wearing a mask.

C. Lost and Found Items

- a. All items should be clearly marked with the child's name.
- b. Found items can be given to the school office.
- c. Individual students will check with the school office for lost items. Every two weeks, these items will be donated.
- d. Small jewelry, money, or other valuable items can be placed in the small basket at the office window.

D. Students Needing to Phone Home

- a. In the case of an emergency (as a student forgot lunch or medication), the teacher will contact the office, who will then contact the appropriate parent. The office personnel will then relay any messages to the teacher, who will communicate with the student.

Notifying the School Community

Once we are made aware of a positive COVID-19 case, whether student, faculty or staff, we will notify all parents/guardians. We will also specifically notify the affected grade/classroom.

Virtual Learning:

Virtual Learning will be allowed only under the following conditions:

- Student's classroom is quarantined
- Student is quarantined because of family or other exposure to COVID
- Other medical reasons, as determined by a physician's note, that prevent the student from attending school in person

Virtual learning will not be allowed in the case of family vacations during the school year or self-imposed quarantine to participate in extracurricular activities.

Gatherings:

Gatherings or events, both parish and school, will abide by CDC and St. Louis County Department of Health guidelines. People must abide by social distancing guidelines and remain six feet apart for outdoor events. They must do the same for indoor events and wear a mask. Any attendance limit does not apply to Masses, other events in the church, and events that occur with students during the school day, where social distancing and mask wearing are required.

Health Care - Taken from the CDC and St. Louis County Department of Health

A. Symptoms for COVID -19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19: Fever (greater than 100.4 degrees Fahrenheit) or chill, 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. This list does not include all possible symptoms.

B. Definition for Close Contact with COVID-19:

An individual who was within 6 feet of a Positive Person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset, or for asymptomatic Positive Persons, 2 days prior to the date of testing

*You are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered to be infectious from 2 days before your test was taken until 10 days after your test.

C. Definition for Fully Vaccinated Person:

People are considered fully vaccinated for COVID-19 when it has been 14 days since the person received their second dose of a 2 dose series or 14 days following receipt of a one dose of a single dose vaccine.

D. If you have come in close contact with someone who has Tested Positive for COVID-19:

Anyone who has had close contact with someone with COVID-19 should stay home for 10 days after their last exposure to that person. It is recommended that you get tested for COVID-19. If you don't have symptoms, get tested 5 to 7 days after you were exposed or when any symptoms develop at any point during the 10 days.

*You don't need to get tested if you've already had COVID-19 in the past 90 days and you do not currently have symptoms.

Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.

- Someone who has been fully vaccinated and shows no symptoms of COVID-19. (However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.) **OR**
- Someone who has COVID-19 illness within the previous 3 months and has recovered and without COVID-19 symptoms (for example, cough, shortness of breath)

E. If you have COVID-19 Symptoms without testing

If you have not received a test proving or disproving the presence of COVID-19 or provided a note from a healthcare provider indicating your symptoms are not due to COVID-19, but you experience symptoms, you may return if the following three conditions are met:

- a. No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fever) **and**
- b. Other symptoms have improved (for example, when coughing or shortness of breath have improved) **and**
- c. At least 7 calendar days have passed since symptoms first appeared

F. If you have symptoms of COVID-19, you have been tested, and you are waiting for test results:

- a. Quarantine and wait for your test results.
- b. If you are an MQP employee, once you have received your results, contact your supervisor if you are positive for next steps regarding when you can return to work.
- c. If you are a school parent, keep your children at home until test results. Once you receive test results, please alert school if test is positive.
- d. Persons who tested for COVID-19 and are not a Close Contact to a Positive Person nor have any COVID-19 Symptoms are not required to quarantine while they await test results.

G. If you have Tested Negative for COVID-19 and you have symptoms:

You can be around others after:

- a. No fever for 24 hours without the use of fever-reducing medications **and**
- b. Released by your healthcare provider

H. If you have Tested Positive for COVID-19 and you have symptoms:

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving

I. If you have a Positive COVID-19 Test, but you have no symptoms:

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19.

If you develop symptoms after testing positive, follow the guidance for “Tested Positive to COVID-19 and I have symptoms”

J. If you are a Fully Vaccinated Person:

- a. You may refrain from quarantine and testing following a known exposure if asymptomatic
- b. You should get tested if experiencing COVID-19 symptoms

Contact Tracing and Notification - When a Case is Identified

If an individual within a school building is tested positive for COVID-19, we will work with the St. Louis County Department of Health to identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes. If specific contacts cannot be identified, we will quarantine everyone who was in the same room, or other areas.

